

# Notetaking

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# Taking notes My way

Key words

Summary

Notes

Long texts have lots of information.  
Skip unnecessary parts. It is  
difficult but useful.

**First, ask questions  
about the topic.**

Why is there so much information?

**Next, make notes using key words (the most important words only).**

Key words

Notes

Summary

Long texts have lots of information. Skip unnecessary parts. It is difficult but useful.

Why is there so much information?

**Finally, write your  
summary.**

Key words

Notes

Summary

Long texts have lots of information.  
Skip unnecessary parts. It is  
difficult but useful.

Why is there so much information?

# Taking notes

## Cornell Method

**First, write your notes.**

Key words

Notes

Notes

Important points are probably better but do what you like. Note what you can.

Summary

Short note to summarise.

**Next, make notes using  
key words .**

Key words

Notes

Notes

Important points are probably better but do what you like. Note what you can.

Summary

Short note to summarise.



**Finally, write your  
summary.**

Key words

Notes

Notes

Important points are probably better but do what you like. Note what you can.

Summary

Short note to summarise.