

Name: _____ Block: _____ Date: _____

TWO COLUMN NOTES

What are two column notes?

A method for taking, organizing and summarizing notes. They are also called Cornell Notes.

Title	
Question or Key Word	Details Bullet points
Summary	

Why use two column notes?

- Helps with information retention
- All you need is a ruler, pen and paper to make them
- Only important details are written down
- Can be used as study notes (fold them over to cover answers)

What should you focus on when making 2 column notes?

- Focus on bold print in your textbook or handout
- Look for clues in headings, intro and concluding sentences
- Focus on important info your teachers share with class

How to write them

- Start with a question/cue
- Select important details only
- Omit details that are not related to the main idea
- Use point form and abbreviations

RULES FOR TAKING TWO-COLUMN NOTES

- 1) Heading
 - at the top of the page
 - include name, date, subject, block, title

- 2) Two columns
 - left one is narrow
 - right one is wide

- 3) Summary section
 - at the bottom

- 4) Questions or cue
 - write in left column

- 5) Supporting details or answers to the questions
 - write in right column

- 6) Point form notes
 - Only write important points (not everything)
 - use abbreviations

- 7) Page
 - use only one side of the paper

- 8) Spacing
 - leave space to add more information later

Sample Two Column Notes

Cell Vocabulary		Sept. 20, 2023
Keywords	Details	
cell wall	<ul style="list-style-type: none">- outer layer of plant cell- gives structure	
cell membrane	<ul style="list-style-type: none">- thin barrier around cell- regulates what enters and leaves the cell	
chloroplast	<ul style="list-style-type: none">- an organelle that contains chlorophyll for photosynthesis	
mitochondria	<ul style="list-style-type: none">- powerhouse of the cell- produces energy through cellular respiration	
central vacuole	<ul style="list-style-type: none">- large organelle- stores water and nutrients- storage and disposal of waste	
★ add new word	- add new detail	
★ add new word	- add new detail	
Summary : only plant cells have a cell wall, chloroplast and central vacuole		

Note Taking Shortcuts

Below is a list of shortcuts for frequently used words that you can use to save time when taking notes.

Reminder: Use shortcuts when taking notes but remember to write the full word for formal paragraphs, essays and letters.

<u>Shortcut</u>	<u>Word</u>	<u>Shortcut</u>	<u>Word</u>
A	answer	s/o	someone
aka	also known as	s/t	something
approx.	approximately	usu.	usually
b/c	because	v.	very
b/4	before	vs.	against
ea.	each	w/	with
co.	company	w/o	without
diag.	diagram	yr.	year
diff.	different	&	and
e.g.	for example	*	important
etc.	and the rest	+	and, also
esp.	especially	-	minus
est.	established	=	equals
excl.	excluding	<	less than
fr.	from	>	greater than
govt.	government	↓	decrease
incl.	including	↑	increase
info	information	∴	therefore
max	maximum	@	at
min.	minimum	/	per
no.	number	→	Leads on to
p.	page	✓	yes, correct
prob.	problem	✓✓	definitely
Q	question	?	uncertain
sim.	similar	!	not, isn't