**Learn about How to Take Notes:**

Making effective notes in lessons is an essential skill for the Sixth Form. Practice producing notes using the Cornell System by summarising two of the TED talks you have listened to. Complete your notes in the following format and show them to your teacher.

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| Topic | | Subject  Date |
| Lesson Focus | | |
| Questions and Cue words | NOTE TAKING    1. Record: During the class (or watching a documentary), use the note-taking column to record the lesson using concise sentences and abbreviations.    2. Questions: As soon after class as possible, write questions in the left-hand column based on the notes in the note taking column. Writing questions helps to clarify meanings, reveal relationships, establish continuity, and strengthen memory. Also, the writing of questions sets up a perfect stage for exam studying later.    3. Recite: Cover the note-taking column with a sheet of paper. Then, looking at the questions or cue-words in the question and cue word column only, say aloud, in your own words, the answers to the questions, facts, or ideas indicated by the cue-words.    4. Reflect: Reflect on the material by asking yourself questions, for example: “What’s the significance of these facts? What principle are they based on? How can I apply them? How do they fit in with what I already know? What’s beyond them?    5. Review: Spend at least ten minutes every week reviewing all your previous notes. If you do, you’ll retain a great deal for current use, as well as, for the exam. | |
| Summary | | |

Here’s a 5 minute video on how to take Cornell notes: <https://www.youtube.com/watch?v=WtW9IyE04OQ>