




## Cornell Note-Taking Revision Checklist

**Directions:** Review and revise notes taken in the right column using the suggestions below. Check off each revision strategy as you use it.

Completed	Symbol	Revision
<input type="checkbox"/>	1, 2, 3... A, B, C...	1. Number the notes each time a new concept or main idea is introduced. Use bullets to show details or sub-points of a main idea.
<input type="checkbox"/>	 Key Word	2. Circle vocabulary/key terms in pencil.
<input type="checkbox"/>	 Main Idea	3. Underline main ideas in pencil.
<input type="checkbox"/>	1879 born ^ & lived...	4. Fill in gaps of missing information and/or reword or paraphrase in red pen.
<input type="checkbox"/>	 <del>Unimportant</del>	5. Delete/cross out unimportant information by drawing a line through it with a red pen.
<input type="checkbox"/>	?	6. Identify points of confusion to clarify by asking a partner or teacher.
<input type="checkbox"/>	*	7. Identify information to be used on a test, essay, for discussion, etc.
<input type="checkbox"/>	Visual/Symbol	8. Create a visual/symbol to represent important information to be remembered.