1.02 Cornell Note Taking - Guided Practice

1000	Cornell	Votetaking
11111111111111111111111111	Why should you take notes?	 To minimize your "rate of forgetting" Dr. Walter Pauk, Comell University Reading Center Don't take notes = Forget 60 % in 14 days Take some notes = Remember 60 % Take organized notes and do something with them= Remember 90-100% indefinitely1

Listen to the podcast, **Making an Impact with Your Email Etiquette** at the following website http://www.sharonhillinternational.com/sharonhill/media/etiquette_podcasts/undefined.

We will practice taking notes in the section below labeled "Notes". After the podcast is done, we will read through our notes and pull out the main concepts to write into the "Key Ideas" section. Lastly, we will summarize what we've learned and write it down in the "Summary" section.

KEY IDEAS	PODCAST:		
	NOTES		
SUMMARY			