**Two-Column Method**

The two-column method of note taking involves dividing the paper into two columns and recording different types of information in each column. It is similar to the [**Cornell method**](http://www.muskingum.edu/~cal/database/general/notetaking3.html#Cornell#Cornell). The main differences between the two methods are that, with the two-column method, key words and ideas are recorded while taking notes and are not repeated in both columns.

|  |
| --- |
| NameDate |

|  |  |
| --- | --- |
|  KeyWords  |  Descriptions  |

Like the Cornell method, the two-column method allows for easy scanning of notes to locate certain pieces of information. Notes taken using the two-column method may be used as [**study guides**](http://www.muskingum.edu/~cal/database/general/testprep.html) for exam or quiz preparation.

Directions for using the two-column format are as follows:

* Divide Paper
	+ Use loose leaf notebook paper and write on one side of the page only.
	+ Divide the paper vertically into two columns by drawing lines from top to bottom.
* Documentation
	+ Write the following information at the top of each page: student name, course, date, and page number.
* Record Key Words or Ideas
	+ Record all key words, ideas, people, or events in the left-hand column.
	+ Information in this column must be very brief.
* Record Descriptions or Discussions
	+ For each key word or idea, record the corresponding description or explanation next to it in the right-hand column.
* Review and Clarify
	+ As soon after class as possible, review the notes in the right column and clarify any ambiguous information.
	+ Compare the information with the book and/or other students' notes.
* Study
	+ Use both columns of the notes to prepare for quizzes and exams.
* Modify
	+ Add extra columns if necessary, depending on the material.
	+ For example, you may want to add an extra column for recording relevant information from the textbook at a later date.

Two examples of the two-column method of note taking are provided below.





**http://www.muskingum.edu/~cal/database/general/notetaking.html**