brightstudy

FREE RESOURCE — TEMPLATE

Cornell Notes Template

The classic three-part note page (cues, notes, summary) with a one-page guide to using it so every page becomes a self-test.

3	5	8	24 h
ZONES PER PAGE	STAGES	BLANK PAGES	TO WRITE CUES

CUES · NOTES · SUMMARY · SELF-TEST

PREPARED BY	CATEGORY	EDITION	LATEST VERSION
BrightStudy	Note-taking	2026, A4 PDF	brightstudy.ai/resources/cornell-notes-template

What is inside

Cornell notes split the page into a wide notes column, a narrow cue column and a summary strip. The trick is in the timing: you take notes during the lesson, write cue questions in the margin within a day, and summarise the page in two sentences at the bottom. The cue column then turns every page into a quiz: cover the notes, answer the cues. This pack explains the method on one page, shows a completed example, and gives you eight blank pages to print or fill in digitally.

SECTIONS

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2. Completed example
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WHO IT IS FOR

Students taking notes in lessons, lectures or from textbooks who want pages they can revise from directly, without rewriting.

WHAT IS INCLUDED

- One-page guide to the five stages: record, reduce, recite, reflect, review
- Completed example page from a Biology lesson
- Eight blank Cornell pages, A4
- Cue-writing rules that produce questions rather than labels
- Review schedule that fits the spaced-repetition tracker

01

The Cornell method in five stages

STAGE	WHEN	WHAT YOU DO
Record	During the lesson	Notes column only. Short phrases, abbreviations, diagrams. Leave gaps where you lose the thread.
Reduce	Within 24 hours	Fill gaps from the book or a friend. Write a cue question in the margin for every main idea.
Recite	Same session	Cover the notes column. Answer each cue aloud or in writing. Mark any you could not answer.
Reflect	Same session	Write the two-sentence summary at the bottom in your own words. If you cannot, you do not understand the page yet.
Review	Weekly, then spaced	Ten minutes going through the cues of the week's pages. Add the pages to your spaced repetition tracker.

CUE-WRITING RULES

- Questions, not labels: "Why does X happen?" not "X".
- One cue per main idea; three to six per page is typical.
- Include at least one "why" or "how" cue per page, not only "what".
- Mark cues you got wrong at recite with a dot; those are the ones to review first.

02

Completed example

Biology, enzymes. Notes made in the lesson; cues and summary added that evening.

CUES (WRITTEN WITHIN 24 H)	NOTES (WRITTEN IN THE LESSON)
What is an enzyme?	Biological catalyst. Protein. Speeds up reactions, not used up.
Explain the lock-and-key model.	Active site = specific shape. Substrate fits like key in lock → enzyme-substrate complex → products released. One enzyme, one substrate.
Why does temperature affect rate? What happens above the optimum?	More KE → more collisions → faster, up to optimum (~37°C human). Above: bonds break, active site changes shape = DENATURED. Permanent.
How does pH affect enzymes?	Each enzyme has optimum pH (pepsin ~2, amylase ~7). Too far either side → denatures.
Name three digestive enzymes, their substrates and products.	Amylase: starch → maltose. Protease: protein → amino acids. Lipase: lipids → fatty acids + glycerol.

Summary: Enzymes are protein catalysts with a specifically shaped active site, so each works on one substrate. Rate rises with temperature until the optimum; beyond it, or at the wrong pH, the active site changes shape and the enzyme is permanently denatured.

03

Cornell page 1

Subject _____ Topic _____ Date _____

CUES (WITHIN 24 H)	NOTES (IN THE LESSON)

SUMMARY (TWO SENTENCES, YOUR OWN WORDS)

04

Cornell page 2

Subject _____ Topic _____ Date _____

CUES (WITHIN 24 H)	NOTES (IN THE LESSON)

SUMMARY (TWO SENTENCES, YOUR OWN WORDS)

05

Cornell page 3

Subject _____ Topic _____ Date _____

CUES (WITHIN 24 H)	NOTES (IN THE LESSON)

SUMMARY (TWO SENTENCES, YOUR OWN WORDS)

06

Cornell page 4

Subject _____ Topic _____ Date _____

CUES (WITHIN 24 H)	NOTES (IN THE LESSON)

SUMMARY (TWO SENTENCES, YOUR OWN WORDS)

07

Cornell page 5

Subject _____ Topic _____ Date _____

CUES (WITHIN 24 H)	NOTES (IN THE LESSON)

SUMMARY (TWO SENTENCES, YOUR OWN WORDS)

08

Cornell page 6

Subject _____ Topic _____ Date _____

CUES (WITHIN 24 H)	NOTES (IN THE LESSON)

SUMMARY (TWO SENTENCES, YOUR OWN WORDS)

09

Cornell page 7

Subject _____ Topic _____ Date _____

CUES (WITHIN 24 H)	NOTES (IN THE LESSON)

SUMMARY (TWO SENTENCES, YOUR OWN WORDS)

10

Cornell page 8

Subject _____ Topic _____ Date _____

CUES (WITHIN 24 H)	NOTES (IN THE LESSON)

SUMMARY (TWO SENTENCES, YOUR OWN WORDS)

Keep going

BRIGHTSTUDY

This resource covers the part of studying that happens away from a screen. BrightStudy does the rest: upload your notes, slides or recordings and it turns them into Study Docs, flashcards and exam-style questions, then schedules your reviews with spaced repetition. There is a free plan to get started.

PAIRS WELL WITH NOTE-TAKING

FEATURE	WHAT IT DOES	LINK
Study Docs	Structured notes you can read, edit and study from.	brightstudy.ai/features/study-docs
Document Uploads	PDFs, slides and typed or handwritten notes.	brightstudy.ai/features/upload
Recordings	Record or upload audio for your learning.	brightstudy.ai/features/recordings
Image Extraction	Bring the figures from your documents into your notes.	brightstudy.ai/features/image-extraction

RELATED RESOURCES

RESOURCE	LINK
Lecture Capture Sheet	brightstudy.ai/resources/lecture-capture-sheet
Sketchnoting Starter Pack	brightstudy.ai/resources/sketchnoting-starter-pack
Textbook and Reading Notes Template	brightstudy.ai/resources/reading-notes-template



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