How to Take Notes | Free guide

How to Take Notes - Basic

Own words, headings, Cornell, mind maps and quick review



Made for

You

Your workbook online, prompts for every task, and where to hand it in:

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Hello You

Namaste! Taking notes helps you remember and study faster. In small daily steps you will learn to write short notes in your own words that you can actually use.

How to use this workbook

- Use this workbook on paper for 15 minutes a day.
- Read the short lesson, see the example, then do the tasks in the printed space.
- Use your own school topics and everyday life in India for the last task in each chapter.
- Take a phone photo of each page to check your work.

Your plan · about 75 minutes in all

Day	What	Minutes
1	Chapter 1: Say It in Your Own Words	15
2	Final task	15
3	Final task	15
4	Final task	15
5	Final task	15

Chapter 1

Say It in Your Own Words

Rewrite short information in your own words

When we copy word by word, we forget fast. When we say it in our own words, our brain understands and remembers.

There is a simple way. First read or listen to one small part. Then close the book and ask, what was the main point?

Then say it in your way, short and simple, as you would tell a friend in Chennai or Jaipur. It is okay if some words are same, like names and places.

Worked example: From copying to your own words

1. Original line: Diwali is the festival of lights celebrated all over India with diyas, sweets and fireworks.
2. Close the book. Ask yourself: What is the main point? Festival of lights, diyas, sweets.
3. Say it your way: In India, people celebrate Diwali with lights, sweets and crackers.

1.1 Read this line, then rewrite it in your own words in one line. Line: The monsoon rains in Kerala help farmers grow rice and vegetables.

Hint: Keep the meaning same, but change the order and use simpler words.

Stuck? Open task 1.1 online and copy the ready prompt into ChatGPT, Gemini, Claude or our AI teacher.

1.2 Rewrite this 2-line lesson in your own words in 1-2 lines. Lesson: The Indian Railways is one of the largest train networks in the world. It connects big cities and small villages every day.

Hint: Pick only the main idea and say it like you are telling a friend.

Stuck? Open task 1.2 online and copy the ready prompt into ChatGPT, Gemini, Claude or our AI teacher.

1.3 Think of something you heard or read yesterday. Write what it was and retell its main point in your own words in 2 lines.

Hint: Choose something from yesterday, like a class, TV news or a talk at home.
Stuck? Open task 1.3 online and copy the ready prompt into ChatGPT, Gemini, Claude or our AI teacher.

> **Check yourself:** Can you read one sentence and say it again in your own 8-12 words without copying?

Final task

Put it all together

Final task Pick one page from your school book or newspaper. Make a full one-page note: Cornell boxes with heading, bullets in your own words, 2 cues, 2-line summary, a small mind map, and your 24-hour review date and time.

Hint: Use headings, bullets, own words, one mind map, and set your 24-hour review time.

Stuck? Open task final online and copy the ready prompt into ChatGPT, Gemini, Claude or our AI teacher.

What next?

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