Date_____ Subject____Study Skills_____

Topic: _____How to Set up and Take Two-Column Notes_____

Main Idea	Supporting Details
How Two-Column Notes are set up	Four Key Steps
1. Divide paper	• Two columns
	• Right side should be larger
2. Label each side	• Left side: **Main Idea** or **Topic**
	• Right side: **Details**
3. Actively Read	• Ask yourself questions:
	- What is the main idea?
	- What are important details?
4. Take notes	• Read paragraph by paragraph
	• Restate main idea of each paragraph in left column
	• Key details for each paragraph are placed in right column
	• Leave a space between last detail and next main idea