

The Cornell Note-taking System¹

On a sheet of note paper draw lines to divide the paper as below.

Have a number of sheets available during class lectures or while reading a textbook.

<p>2.5"</p> <p>Cue Column</p> <p>Write short words, questions, or statements that serve as cues to the more substantial notes in the note-taking column</p>	<p>6"</p> <p>Note-taking Column</p> <ol style="list-style-type: none">Record: During the lecture or while reading a chapter use this column to capture key ideas and information. Leave spaces between notes to add questions later. Fill in the "Cue Column" as you go or as you complete the questions process below.Questions: As soon after class as possible (or after reading the text) write in questions about the notes in this column. Writing questions helps clarify meanings, reveal relationships, establish continuity, and strengthen memory. Also, writing questions sets the stage for test preparation later in the semester.Recite: Cover the note-taking column with a sheet of paper. Then, looking at the cue words only, say aloud, in your own words, what they refer to. Speaking aloud reveals more clearly what you understand and what is less clear to you. It also strengthens memory and helps relate major ideas more clearly.Reflect: Reflect on the material by asking yourself questions, for example: "What is the significance of these facts? What principles are they based on? How can I apply them? How do they fit in with what I already know? What's beyond them?"Review: Spend at least ten minutes every week reviewing all your previous notes. If you do, you'll retain a great deal of knowledge for current use, as well as for the exam.
<p>2"</p>	<p>Summary</p> <p>After class or after finishing a chapter, use this space at the bottom of each page to summarize the notes on that page. Summarizing (i.e. restating material in a much shorter space) requires distinguishing primary from supporting ideas and the relationships among main points. This is good critical thinking practice and helps clarify your understanding.</p>

¹ Adapted from How to Study in College 7/e by Walter Pauk, 2001 Houghton Mifflin Company

Cornell Notes

Course or text

Lecture or chapter

Date

Cue Column

Note-taking Column

Summary