#### NOTE TAKING

# **Cornell Notes**



To help me organize notes.

Divide the paper into three sections.

- Draw a dark horizontal line about 5 or 6 lines from the bottom. Use a heavy magic marker so that it is clear.
- Draw a dark vertical line about 2 inches from the left side of the paper from the top to the horizontal line.

#### Document

• Write course name, date and topic at the top of each page

## Write Notes

- The large box to the right is for writing notes.
- Skip a line between ideas and topics
- Don't use complete sentences. Use abbreviations, whenever possible. Develop a shorthand of your own, such as using & for the word "*and*".

### Review and clarify

- Review the notes as soon as possible after class.
- Pull out main ideas, key points, dates, and people, and write them in the left column.

## Summarize

• Write a summary of the main ideas in the bottom section.

## $\mathbf{S}_{tudy \; your \; notes}$

- Reread your notes in the right column.
- Spend most of your time studying the ideas in the left column and the summary at the bottom. These are the most important ideas and will probably include most of the information that will be tested.

This strategy is based on a strategy presented in Pauk, W. (1997). How to study in college (6th ed). Boston: Houghton Mifflin.

Learning Toolbox. Steppingstone Technology Grant, James Madison University, MSC 1903, Harrisonburg, VA 22807.

## The Cornell Note-taking System

2 1/2"	6"
	Notetaking Column
Cue Column	1. <b>Record</b> : During the lecture, use the notetaking column to record the lecture using telegraphic sentences.
	2. Questions: As soon after class as possible, formulate questions based on the notes in the right-hand column. Writing questions helps to clarify meanings, reveal relationships, establish continuity, and strengthen memory. Also, the writing of questions sets up a perfect stage for exam-studying later.
	3. <b>Recite</b> : Cover the notetaking column with a sheet of paper. Then, looking at the questions or cue-words in the question and cue column only, say aloud, in your own words, the answers to the questions, facts, or ideas indicated by the cue-words.
	4. <b>Reflect</b> : Reflect on the material by asking yourself questions, for example: "What's the significance of these facts? What principle are they based on? How can I apply them? How do they fit in with what I already know? What's beyond them?
	5. <b>Review</b> : Spend at least ten minutes every week reviewing all your previous notes. If you do, you'll retain a great deal for current use, as well as, for the exam.
∧ 	Summary
2" After class, use this space at the bottom of each page to summarize the notes on that page.	