

The Cornell Note Taking Method

What materials do I need to use the Cornell Note Taking Method?	Materials
	1. Paper
	2. 2-1/2 in column drawn on left edge of paper
What do I need to do during the lecture?	During class, record notes in right column:
	1. Record note, skipping lines to separate information logically.
	2. Do NOT force and outlining system, but use obvious numbering.
	3. Strive to get main ideas down.
	4. Use abbreviations if you will remember them.
	5. Use graphics and drawings when they are helpful.
What should I do immediately after lecture?	After class, Refine notes:
	1. Write questions in the left about information on the right
	2. Check or correct incomplete items
	Dates, terms, names
	Notes that are too brief for recall later
	3. Read notes and underline or highlight key words or phrases.
	4. Write reflective paragraphs about the notes.
	5. If possible, compare notes with classmates.
How can I use these notes as a study and learning tool?	Recite notes three ways:
	1. Cover up right side of page
	Read questions
	Recite information as generally as possible
	Uncover sheet and verify information
	2. Reflect on organization of all letters
	Overlap notes and read recall cues
	Study the progression of information
	Relationships, connections, inferences, opinions, experiences
	3. Review by reciting, reflecting, and reading insights

Reflection: Cornell Note Taking Method is an excellent tool for class lectures and textbook reading. To use this method, one should have two columns on a sheet of paper, with a third column at the bottom. This document is an example of a Cornell Note. The steps to using Cornell notes are **Record**, **Refine**, **Recite**, **Reflect**, and **Review**. The key to great note taking is to use the notes. Unfortunately, some students take great notes, but they never recite, reflect, or review them. These steps are arguably the most important part of the process

Cues and Keywords	Notes:
Written after class/reading	Taken during class or during textbook reading
Based on notes	
	Complete sentences are not necessary
<ul style="list-style-type: none"> • Main ideas 	<ul style="list-style-type: none"> • Main points
<ul style="list-style-type: none"> • Questions answered by notes 	<ul style="list-style-type: none"> • Paraphrase
<ul style="list-style-type: none"> • Vocabulary 	<ul style="list-style-type: none"> • Bullet points
<ul style="list-style-type: none"> • Anything to help you study 	<ul style="list-style-type: none"> • Outlines
	<ul style="list-style-type: none"> • Charts
	<ul style="list-style-type: none"> • Diagrams
	<ul style="list-style-type: none"> • Symbols and abbreviations
	Skip space (or pages) between points or different information
<p>Summary of notes in your own words. Completed after class or after reading textbook.</p> <p>Review the main ideas.</p> <ul style="list-style-type: none"> • Why is this information important? • What conclusions can you draw? <p>Summarize main points. Useful for finding information while studying</p> <p>Why Cornell Notes?</p> <ul style="list-style-type: none"> • Organizes your notes • Improves retention of information • Increases academic success 	