



Academic Resources

## Cornell System for Notetaking

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The Cornell system for taking notes is designed to save time but yet be highly efficient. There is no rewriting or retyping of your notes. It is a "DO IT RIGHT IN THE FIRST PLACE" system.

### 1. First Step - PREPARATION


Use a large, loose-leaf notebook. Use only one side of the paper. (you then can lay your notes out to see the direction of a lecture.) Draw a vertical line 2 1/2 inches from the left side of you paper. This is the recall column. Notes will be taken to the right of this margin. Later key words or phrases can be written in the recall column.

### 2. Second Step - DURING THE LECTURE

Record notes in paragraph form. Capture general ideas, not illustrative ideas. Skip lines to show end of ideas or thoughts. Using abbreviations will save time. Write legibly.

### 3. Third Step - AFTER THE LECTURE

Read through your notes and make it more legible if necessary. Now use the column. Jot down ideas or key words which give you the idea of the lecture. (REDUCE) You will have to reread the lecturer's ideas and reflect in your own words. Cover up the right-hand portion of your notes and recite the general ideas and concepts of the lecture. Overlap your notes showing only recall columns and you have your review.

2 ½"	6"
<p><b>Cue Column</b></p>	<p style="text-align: center;"><b>Notetaking Column</b></p> <ol style="list-style-type: none"> <li>1. <b>Record:</b> During the lecture, use the notetaking column to record the lecture using telegraphic sentences.</li> <li>2. <b>Questions:</b> As soon after class as possible, formulate questions based on 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.</li> <li>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.</li> <li>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?"</li> <li>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.</li> </ol>
 <p>2"</p>	<p style="text-align: center;"><b>Summary</b></p> <p style="text-align: center;">After class, use this space at the bottom of each page to summarize the notes on that page.</p>

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