

CORNELL SYSTEM OF NOTE-TAKING

REASONS TO USE CORNELL NOTE-TAKING (8)

1. Can be used with all content areas.
2. Use with textbook, lecture, movies, etc.
3. Captures main ideas and important detail in the correct order.
4. Aids in seeing relationships.
5. Helps students to remember information longer
6. It is a learning tool.
7. Helps students study.
8. Time saving method of note-taking.

BEFORE NOTE-TAKING (5)

1. Use loose leaf paper.
2. Use only one side of the paper (optional).
3. Draw a line on loose leaf, creating a narrow recall column and a wide record (note) column.
4. Review previous notes looking for connections.
5. Label notes- What is the topic/Chapter and section

Recall Column	Record Column

DURING NOTE-TAKING (7)

1. Record notes simply and clearly in paragraphs, full sentences or bullet points.
2. Do not worry about outline format.
3. Get main ideas and important details.
4. Skip lines to show the end of one idea and the beginning of another. (Additionally, you may want to leave space to add lecture notes to your reading notes)
5. Use abbreviations when possible.
6. Write legibly
7. Pay attention to the end of lecture or chapter

AFTER NOTE-TAKING (7)

1. Read notes and make clarifications (make scribbles more legible/fill in any blank spaces)
2. Underline, highlight, or box in main ideas.
3. Write cues/key words/ or questions (think Jeopardy) in the recall column. Students can also use the headings from sections of the text.-As you learn this method use the Headings from the textbook until told otherwise. These headings are in bolded red and bolded black font.
4. Recite and verify information
5. Attempt to see the purpose of the lecture/reading and the relationship to past lectures/readings.
6. Space out reviews of information (don't cram).
7. Optional one or two sentence summary at the end of a section of notes putting the concept in your own words identifying relationships/significance/impact of the topic. This will enable the student to see how the material all fits together and can be very useful when reviewing topics.

Optional Summary – Using the Cornell method of note-taking can help in the understanding and retention of information. This is assisted by the use of the record column for note-taking and the recall column to cue students forcing them to think about the material in a way that clarifies meaning, reveals relationships, and strengthens memory.

**THE 5 R'S OF
NOTE-TAKING**

1. RECORD- During the lecture or reading assignments, record notes in the wide column. Include in your notes main ideas and as many meaningful facts and ideas as you can. Do not become overly concerned with illustrative details. Use letters, numbers, or bullets to indicate subtopics or supporting ideas. Leave blank spaces if you miss information- it can be filled in later (you can get names or dates from the book). Write legibly so the information will have meaning in the future and you will not waste time trying to decipher your own handwriting.

2. REDUCE- As soon as possible after a lecture/reading summarize (reduce) the material in your own words. The cues/questions/headings/summaries should be brief and placed in the Recall column. Consider making summaries at the end of sections for better understanding and retention. This process helps reinforce what has been learned. This is also a way of preparing for an exam ahead of time.

3. RECITE- Covering the wide note column, look at the cue words/phrases/questions in the recall column. In your own words restate as fully as possible the information that is covered. Try to understand the meaning of what you are saying as well as the relationship within the notes. Uncover the wide note column to verify (check) what you said. This is a great learning technique and helps transfer information onto long-term memory.

4. REFLECT- Students can create a system of recording their own opinions and ideas about the information on the course. This is a great way to internalize the information, make relationships between ideas, and act as a scholar with valid opinions and ideas. Students are just as capable as teachers at seeing connections. A history journal is a place where this type of reflection can be done.

5. REVIEW- Spend about ten minutes a week reviewing notes. This process will prevent the need for cramming before a test. The process of review allows most of the information learned to be retained. This will allow the knowledge that has been gained to be used more effectively.

RECALL COLUMN	RECORD COLUMN
Reduce ideas into cues. Use cues for Reciting, Reflecting, and Reviewing.	Record notes, include in your notes main ideas and as many meaningful facts and ideas as you can.

**Format adapted from Walter Pauk*

Topic	Name
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RECALL	RECORD
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Summary
