



Name: _____ Quarter: _____

Begin Date: _____ Period: _____

The Cornell Note-taking System

What are the advantages?

Three Advantages:

1. It is a method for mastering information, not just recording facts.
2. It is efficient.
3. Each step prepares the way for the next part of the learning process.

What materials are needed?

Materials:

1. Loose-leaf paper or graph paper to be kept in binder.
2. 2½ inch column drawn at left-hand edge of each paper to be used for questions.
3. 3–4 lines left at the bottom of page for connections, summary, reflection, analysis section.

How should notes be recorded?

During class, record notes on the right-hand side of the paper:

1. Record notes in paragraphs, skipping lines to separate information logically.
2. Don't force an outlining system, but do use any obvious numbering.
3. Strive to get main ideas down. Facts, details, and examples are important, but they're meaningful only with concepts.
4. Use abbreviations for extra writing and listening time.
5. Use graphic organizers or pictures when they are helpful.

How should notes be refined?

After class, refine notes:

1. Write questions in the left column about the information on the right.
2. Check or correct incomplete items:
 - Dates, terms, names.
 - Notes that are too brief for recall months later.
3. Read the notes and underline key words and phrases.
4. Read underlined words and write in recall questions in the left-hand column (use key words and very brief phrases that will trigger ideas/facts on the right). These are in addition to the questions.
5. Write a reflective paragraph about the notes at the bottom of the page.
6. If possible, compare notes with a study buddy.

What are the ways to recite notes?

Recite notes three ways:

1. Cover up right side of page. Read the questions. Recite information as fully as possible. Uncover the sheet and verify information frequently. This is the single most powerful learning tool!
2. Reflect on the organization of all the lectures. Overlap notes and read recall cues from the left side. Study the progression of the information. This will stimulate categories, relationships, inferences, personal opinions/experiences. Record all of these insights! REFLECTION = KEY TO MEMORY!!
3. Review by reciting, reflecting, and reading insights.

What are the six steps of this system?

This system in brief:

1. Record lectures in the main column.
2. Within 8 hours, read over notes to fill in gaps and to make notes more legible.
3. Identify main ideas and write recall questions.
4. Recite by covering main column and expanding on recall cues. Then verify.
5. Write a connections, summary, reflection, analysis at the bottom of the page.
6. Review your notes regularly. Short, fast, frequent reviews will produce better understanding and recall.

