

The Cornell Note-taking System

Topic: _____

What are the advantages?

Three advantages:

It is a method for mastering information – not just recording facts.

It is efficient.

Each step prepares the way for the next part of the learning process.

What materials are needed?

Materials:

Loose-leaf paper to be kept in a binder.

2-2 ½ inch column drawn at the left-hand edge of each page to be used for recall cues.

How should notes be recorded?

During class, record notes:

Record notes in paragraphs, skipping lines to separate information logically.

Don't force an outlining system, but do use any obvious numbering.

Strive to get main ideas down. Facts, details, and examples are important, but they're meaningful only with concepts.

Use abbreviations for extra writing and listening time.

Use graphic organizers or pictures when they are helpful.

How should notes be refined?

After class, refine notes:

Write questions in the left about the information on the right.

Check or correct incomplete items:

Loose dates, terms, names

Notes that are too brief for recall months later

Read the notes and underline key words and phrases

Read underlined words and write in recall cues in the

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left-hand column (key words and very brief phrases that will trigger ideas/facts on the right).

Write a reflective paragraph about the notes.

If possible, compare notes with a study buddy.

What are the ways to recite notes?

Recite notes three ways:

Cover up right side page. Read the questions. Recite information as fully as possible. Uncover the sheet and verify information frequently (single, most powerful learning tool).

Reflect on the organization of all the lectures. Overlap notes and read recall cues. Study the progression of the information. This will stimulate categories, relationships, inferences, and personal opinions/experiences. Record all of these insights. REFLECTION-KEY TO MEMORY!!

What are the five steps of this system?

Review by reciting, reflecting, and reading insights.

This system in brief:

Record lectures in the main column.

Refine lectures with questions, corrections, underlining, recall cues, graphics, and pictures.

Recite by covering main column and expanding on recalling cues-then verify.

Reflect on organization by studying all cues.

Review by repeating recite and reflect steps.

Summary: