A spiral-bound notebook with a textured, light brown cover. The spiral binding is on the left side. The text is centered on the cover.

# **THE CORNELL NOTE TAKING SYSTEM**

# Step #1: Prepare

## Recall Column



--2 Inches--

Reduce ideas after class into a few words.

## Record Column



--6 Inches--

Record the lectures as fully as possible.



--2 1/2 Inches--

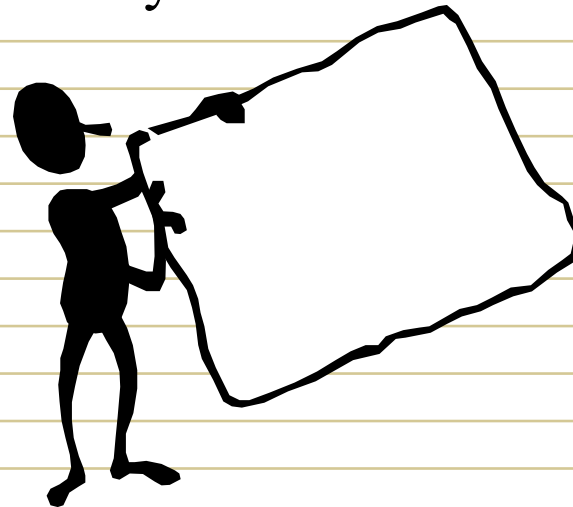
## Reduce Column

Reduce the main points of this page of your lecture notes.

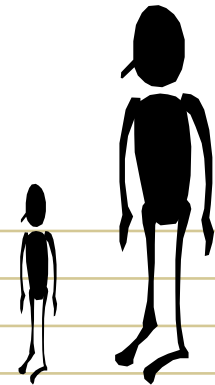
# Step #2: Record

## Record in Class

- During the lecture, write as many facts as you can.
  - Use shorthand or abbreviations, but get the full idea.
  - Leave spaces between ideas so you can fill in more later.



# Step #3: Reduce

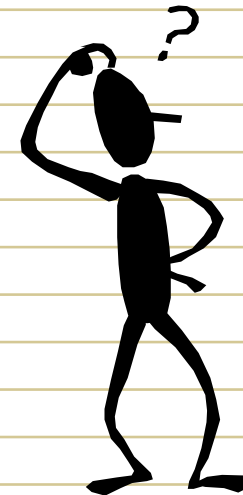


## Reduce after class

- As soon after class as possible, **summarize** the main ideas in your own words in the box at the bottom of the page.
- Next to each important idea in the notes, **write key words or responses** in the “reduce” column on the left.
  - Helps show relationships between points & strengthens memory.
  - Prepares you for exams gradually & ahead of time.

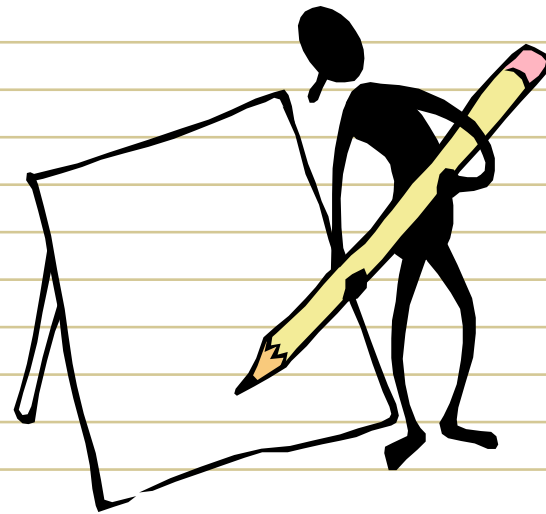
# Step #4: Recall

- Recalling what you wrote in your notes, write questions in the Recall column of your notes to quiz yourself on the material.
  - Write your questions as close as possible to the beginning of the section in your notes you are quizzing yourself on.
  - Write a question for each new idea presented in your notes.



## Step #4: Recall, Continued

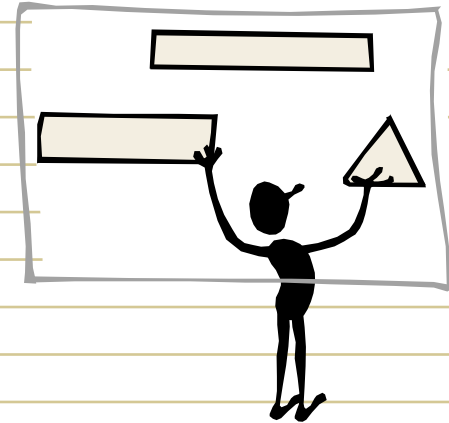
- The questions you write in the Recall column will become your best method for checking what you have learned!



# Step #5: Recite

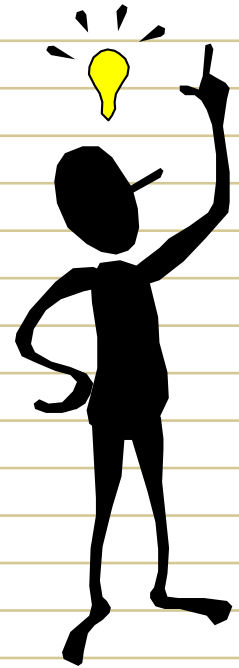
## Recite from the Recall Column.

- Cover the Record Column.
- Using only the words in the Recall Column, say over the facts as fully as you can *in your own words!*
- Then, uncover your notes and check what you have said against the facts.
  - This will help transfer ideas to your long-term memory!



# Step #6: Reflect

- Reflect on possible test questions and mark unclear points.
- Helps in making sense of your notes by finding relationships and order in the material.
- Try to put ideas in categories & tie old material to the new.
- Think about which points will appear on tests & highlight any unclear points so you can ask questions about them *before* the next lecture.

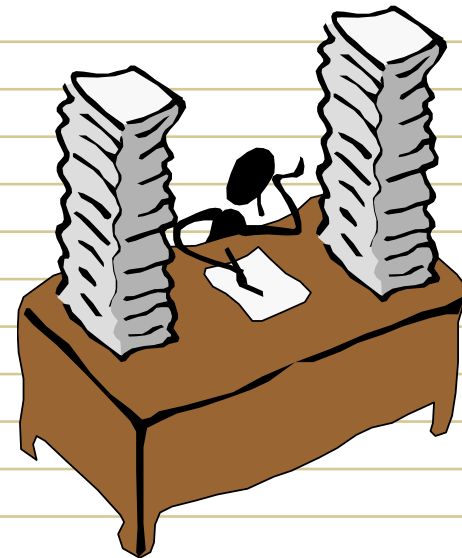




# Step #7: Review

## Review to improve your memory.

- If you will spend ten (10) minutes every week or so in a quick review of these old notes, you will retain most of what you have learned and you will relate the facts and ideas to present lectures or readings.





# Notetaking Tips

- Keep a separate section of your notebook or binder for each course.
- Notes for each lecture should begin on a new page.
- Date your lecture notes and number all pages.
- Never use a sentence when you can use a phrase, or a phrase when you can use a word.

# Notetaking Tips, Cont.

- Use indentations to distinguish between major and minor points.
- Put most notes in your own words. However, the following should be noted exactly:
  - Formulas , Definitions, and Specific facts
- Use abbreviations and symbols wherever possible. Note down unfamiliar vocabulary and unclear areas.
- If you should miss something completely, leave a blank space and get it later.

# Notetaking Tips, Cont.

- Develop a code system of note-marking to indicate questions, comments, important points, due dates of assignments, etc.
- Make sure you can understand what you have written and if needed, make corrections.
- Clear up misunderstandings or fill in missing information by consulting the lecturer, TA, classmates, the texts, or additional readings

The End!

