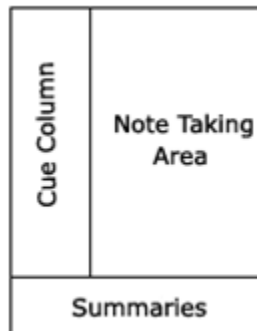


## CORNEL NOTE TAKING METHOD



**Note Taking Area:** Take notes on the lecture as completely as you can.

**Cue Column:** As you're taking notes, keep cue column empty. Soon after the class/lecture, reduce your notes to a concise cue for later reciting, reviewing and reflecting.

**Summaries:** Sum up each page of your notes in a sentence or two.

This note taking format provides the perfect opportunity for following through with the 5 R's of note-taking.

**Record:** During the lecture, record in the main column as many meaningful facts and ideas as you can. Outlining is preferable, and use abbreviations when possible. Write legibly!

**Reduce:** As soon possible, write a summary of the lecture. This may mean blocking out 10-20 minutes after class to review your notes and write the summary. Next, review your notes/outline and identify the main facts in the Cue Column. Summarizing clarifies and reinforces what you have learned which will strengthen your memory of the material so that it is transferred to your long term memory. Try to create cues that can be used as questions for studying later.

**Recite:** Cover the Note Taking Area, using only your jottings in the Cue Column, say to yourself the facts and ideas in your own words. Then, verify what you have said.

**Reflect:** Draw out opinions from your notes and use them as a starting point for your own reflections on the lecture and how it relates to your work. Reflection will help move the information from short term to long term memory and will assist in later retrieval.

**Review:** Before your next class/discussion spend 10 to 20 minutes reviewing your notes. Use this study strategy several times if needed: frequency and consistency is the key to learning new information.

Adapted from: Pauk, W. (2005). How to Study in College (8th Ed.), Boston, MA: Houghton Mifflin.