

Note Taking: The Cornell System

- Capture the lecturer's key points, facts and comments in the large, right hand column.
- As soon as possible, read over your notes to fill in information gaps. Make words more legible and correct any errors in dates, formulas, etc.
- Identify the first main idea of the lecture. Write a question or memory prompt based on this idea in the left hand column.
- When you review your notes, block out the notes in the large right hand column, leaving exposed only the questions or prompts in the left hand column. Using your own words, recite the answer aloud, and check yourself for accuracy. Repeat this step until your answer is correct and complete.
- At the bottom of the page write a concise, summarizing statement of the notes on that page.
- As you review, begin to ask yourself: So what? What is the significance of these facts and ideas? What are the basic principles? With what can I associate or link these ideas? How can I apply this information?

Concepts and Questions	Notes
Summary	

****Example on the next page**

The Cornell System: Example

Name	
Date	

Course: Note TAKing	Page
Topic: The Cornell System	

Recall

Why are good notes helpful?

What are basic components of Lec. Notes?

List 4 rules for listening

Summary

Lecture/ Notes

3 Reasons for good Notes

1. Help for exams
2. Tells what teacher emphasizes
3. Gets you involved

Notes involve

- listening effectively
- taking good notes
- review
- avoiding pitfalls

1st, Listening Process - 4 Rules

- 1) Be prepared.

Taking good notes will improve my learning.