THE CORNELL NOTE TAKING SYSTEM
**Step #1: Prepare**

<table>
<thead>
<tr>
<th>Recall Column</th>
<th>Record Column</th>
</tr>
</thead>
<tbody>
<tr>
<td>--2 Inches--</td>
<td>--6 Inches--</td>
</tr>
</tbody>
</table>

- Reduce ideas after class into a few words.
- Record the lectures as fully as possible.

<table>
<thead>
<tr>
<th>Reduce Column</th>
</tr>
</thead>
<tbody>
<tr>
<td>--2 1/2 Inches--</td>
</tr>
<tr>
<td>Reduce the main points of this page of your lecture notes.</td>
</tr>
</tbody>
</table>
Step #2: Record

Record in Class

• During the lecture, write as many facts as you can.
  – Use shorthand to 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 these ideas and facts in as few words as possible in the Reduce Column.
  - 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!