

Cornell Note Taking

<Cue Column>

Questions

After you are done with the lecture or reading, review your notes and formulate questions.

Questions help:

- Clarify meaning
- Reveal relationships
- Establish continuity
- Strengthen memory

Also write cues, key words or phrases in this space.

Use cues that will help prompt you to remember the material when studying.



<Summary>

Summarize the information. Being able to write a summary facilitates a deeper understanding.

<Note taking Column>

Record (start here)

What was the chapter about?

What was the class discussion about?

Don't write every word. Focus on things that are repeated, written on the board/PowerPoint, or introduced as something important.

Rephrase in your own words.

Use abbreviations and symbols (&, #, w/, =)

Recite

Cover the note taking column with a piece of paper. Then look at the questions and cues in the Cue Column and try to formulate answers on your own

Reflect

How does this information connect with what you have already learned?

How can it be applied?

Why is it important

Review

Review your notes frequently. Set aside time every week. Go back up to the Recite stage during your review to stay actively engaged rather than passively reading.

Leave spaces so that you can add info later

You can summarize each page of notes. Or you can summarize the whole lecture on the last page of your notes.