THE CORNELL SYSTEM OF NOTE-TAKING

The value of note-taking is directly related to how soon and how often you review.

1. Use an 8 ½ x 11 notebook.
2. Divide each page in two as shown below.
3. Take notes on the right side of the page.
4. Use abbreviations.
5. As soon as possible after class, review and rework your notes.
   a. Don’t just recopy or type your notes without thought.
   b. Rewrite incomplete or skimpy parts in greater detail.
   c. Fill-in gaps you remember and points heard but not noted.
6. Summarize main points on the left side of the page.

### Recall Here
- Enter key words, phrases, points.
- Use this section for review.
- Recite aloud.
- Review with other students.

### Lecture Notes Here
- Outline lecture here.
- List major ideas and theories.
- Use hierarchical organization.
- Leave space between ideas to clarify later.
- Record all pictures and graphs.
- Use abbreviations:
  - eg = for example
  - w/ = with
  - w/o = without
  - w/l = within
  - * = important
  - ** = very important
  - def = definition
  - intro = introduction
  - govt = government
  - est = estimate
  - DA = I disagree

- Optional:
  - Write on one side of page only.
- Optional:
  - Leave space for disagreement and your thoughts at the bottom.