

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.

<u>Recall Here</u>	<u>Lecture Notes Here</u>
This is the recall section.	Outline lecture here.
Enter key words, phrases, points.	List major ideas and theories.
Use this section for review.	Use hierarchical organization.
Recite aloud.	Leave space between ideas to clarify later.
Review with other students.	Record all pictures and graphs.
	Use abbreviations: eg = for example w/ = with w/o = without w/I = 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.