



Name: _____ Quarter: _____

Begin Date: _____ Period: _____

The Cornell Note-taking System

What are the advantages?

Three Advantages:

1. It is a method for mastering information, not just recording facts.
2. It is efficient.
3. Each step prepares the way for the next part of the learning process.

What materials are needed?

Materials:

1. Loose-leaf paper to be kept in binder.
2. 2½ inch column drawn at left-hand edge of each paper to be used for questions.
3. 3–4 lines left at the bottom of page for summary section.

How should notes be recorded?

During class, record notes on the right-hand side of the paper:

1. Record notes in paragraphs, skipping lines to separate information logically.
2. Don't force an outlining system, but do use any obvious numbering.
3. Strive to get main ideas down. Facts, details, and examples are important, but they're meaningful only with concepts.
4. Use abbreviations for extra writing and listening time.
5. Use graphic organizers or pictures when they are helpful.

How should notes be refined?

After class, refine notes:

1. Write questions in the left column about the information on the right.
2. Check or correct incomplete items:
 - Dates, terms, names.
 - Notes that are too brief for recall months later.
3. Read the notes and underline key words and phrases.
4. Read underlined words and write in recall cues in the left-hand column (key words and very brief phrases that will trigger ideas/facts on the right). These are in addition to the questions.
5. Write a reflective paragraph about the notes at the bottom of the page.
6. If possible, compare notes with a study buddy.