

# Taking Lecture Notes

## *the Cornell Way*

The Cornell Method of note-taking is a systematic process for taking and organizing notes. The method uses a specifically formatted page and a process to take notes and utilize them later as study material.

### BEFORE LECTURE

- Read the assignment
- Survey the reading
  - Titles, subtitles, summary
- Prepare notebook for lecture notes in Cornell format
- Review the summary from the previous lecture

### DURING LECTURE

- Arrive early & sit where you can hear the instructor, see the screen, and minimize distractions
- Record the main ideas/details/examples
  - Use abbreviations & symbols
  - avoid long sentences
  - paraphrase long ideas
- Use proper organizational form
  - Listing (1, 2, 3)
  - Sequencing (before/after)
  - Compare/contrast
  - Cause/effect
  - Summary
- Too fast?
  - Focus on main ideas and concepts
  - Leave space to fill in missed information after lecture

### AFTER LECTURE

- Review within 24 hours to aid retention
- Reorganize
  - Emphasize or underline important points
  - Rewrite for legibility
  - Add relevant material
  - Add structure & show connections
- Write summary section
- Write cue section
  - Turn important points from notes into questions or cue words
- Cover notes section & use cue section to recite the notes in your own words

**PREPARE  
YOUR  
notes**

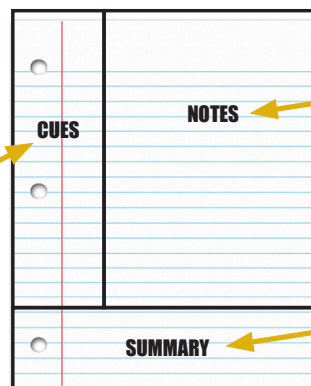


**For:**

- Main Ideas
- Questions that connect points
- Diagrams
- Prompts to help you study

**When:**

- Before class
- During class
- After class



**For:**

- Recording lecture

**When:**

- During class

**For:**

- Top-level main ideas
- Quick reference

**When:**

- After class
- Before next class (review)