

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**

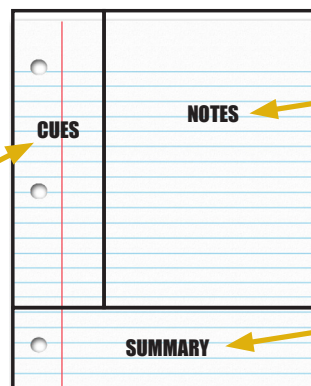


For:

- 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)