

The Cornell Note-Taking System

<p>What are the advantages?</p>	<p>Three Advantages:</p> <ol style="list-style-type: none"> 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.
<p>What materials are needed?</p>	<p>Materials:</p> <ol style="list-style-type: none"> 1. Loose-leaf paper to be kept in a binder. 2. 2 1/2 inch column drawn at left side of each page to be used for questions or summary statements.
<p>How should notes be recorded?</p>	<p>During class, <i>record</i> notes on the right side of the paper:</p> <ol style="list-style-type: none"> 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 <i>main ideas</i> 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.
<p>How should notes be refined?</p>	<p>After class, <i>refine</i> notes:</p> <ol style="list-style-type: none"> 1. Write questions in the left column about the information on the right. 2. Check or correct incomplete items such as loose dates, terms, and names; add details to notes that are too brief for recall months later. 3. Read the notes and underline key words and phrases. 4. Read the underlined words. In the left-hand column, write recall cues (key words and very brief phrases that will trigger ideas/facts on the right). <i>These are in addition to the questions.</i> 5. At the bottom of the page, write a summary of the notes and questions. 6. Compare notes with a study buddy.
<p>What are the ways to recite notes?</p>	<p>Recite notes three ways:</p> <ol style="list-style-type: none"> 1. Cover up the right side of page. Read the questions. Recite information as fully as possible. Uncover the sheet and verify information frequently. (<i>This is the single, most powerful learning tool!</i>). 2. Reflect on the organization of all the lectures. Overlap notes and read recall cues from the left side. Study the progression of the information. This will stimulate categories, relationships, inferences, personal opinions/experiences. Record all of these insights! 3. Review by reciting, reflecting, and reading insights.
<p>What are the seven steps of this system?</p>	<p>In this system, you:</p> <ol style="list-style-type: none"> 1. <i>Record</i> legibly and concisely on the right side. 2. <i>Refine</i> lectures by underlining main ideas, circling key words, and starring important information. 3. <i>Reduce</i> notes down to just the main ideas and create questions on the left. 4. <i>Recite</i> Cover the right and recall column on the right. 5. <i>Reflect</i> Study and draw conclusions about how your notes fit the overall frame of reference for your academic study. 6. <i>Recap</i> by reviewing all notes and questions and recap the main ideas in a summary section. 7. <i>Review</i> the notes, questions, and summary using the recite method; experts suggest 10 minutes a day.