

# The Cornell Note-taking System

<div style="text-align: center; margin-bottom: 10px;"> <math>2\frac{1}{2}"</math> </div> <div style="border-top: 1px dashed black; border-bottom: 1px dashed black; height: 2px;"></div> <div style="text-align: center; margin-top: 10px;"> <b>Cue Column</b> </div>	<div style="text-align: center; margin-bottom: 10px;"> <math>6"</math> </div> <div style="border-top: 1px dashed black; border-bottom: 1px dashed black; height: 2px;"></div> <div style="text-align: center; margin-top: 10px;"> <b>Notetaking Column</b> </div> <ol style="list-style-type: none"> <li>1. <b>Record:</b> During the lecture, use the notetaking column to record the lecture using telegraphic sentences.</li> <li>2. <b>Questions:</b> As soon after class as possible, formulate questions based on the notes in the right-hand column. Writing questions helps to clarify meanings, reveal relationships, establish continuity, and strengthen memory. Also, the writing of questions sets up a perfect stage for exam-studying later.</li> <li>3. <b>Recite:</b> Cover the notetaking column with a sheet of paper. Then, looking at the questions or cue-words in the question and cue column only, say aloud, in your own words, the answers to the questions, facts, or ideas indicated by the cue-words.</li> <li>4. <b>Reflect:</b> Reflect on the material by asking yourself questions, for example: "What's the significance of these facts? What principle are they based on? How can I apply them? How do they fit in with what I already know? What's beyond them?"</li> <li>5. <b>Review:</b> Spend at least ten minutes every week reviewing all your previous notes. If you do, you'll retain a great deal for current use, as well as, for the exam.</li> </ol>
<div style="border-left: 1px dashed black; border-right: 1px dashed black; height: 100px;"></div> <div style="text-align: center; margin-top: 10px;"> <math>2"</math> </div>	<div style="text-align: center; margin-bottom: 10px;"> <b>Summary</b> </div> <p>After class, use this space at the bottom of each page to summarize the notes on that page.</p>