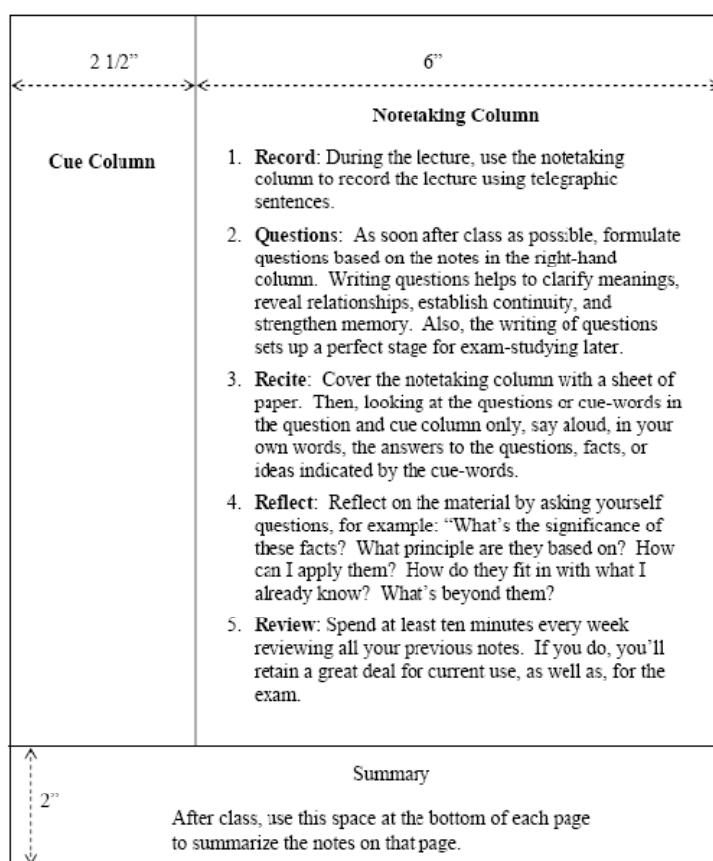


Cornell Note-Taking System

Try the **Cornell Notetaking System**. Briefly, this method makes it easier to highlight and recall major ideas in a lecture or a textbook. The format of the system is relatively simple. The note page of a student's notebook is divided into two parts by a line, with 1/4 to the left of the line and 3/4 to the right. Write only on one side of the page.

Divide your paper into two columns—the left one (the recall column margin) for key words and phrases, the right for the bulk of the information. The left one is filled in after the lecture. In reviewing for exams, cover the right column—the bulk of the material—and use the left column words to recall the content.

The sweat sheet is not for in-class use. Use this sheet for additional information needed to clarify lecture material from the text. Use arrows to indicate where the information fits.



Remember

- Date and title every lecture.
- Number each page of the notes for the lecture, e.g. -1/5, 2/5, 3/5, etc.
- The left column is the recall column. This column is filled in after the lecture. The right column is for the bulk of the information.
- At the bottom of the last page of notes, leave a space for a summary of the lectures.
- In reviewing for exams, cover the right column—the bulk of the material—and use the left column words to recall the content.

Reference:

<http://www.mxcc.commnet.edu/clc/cornell.htm>

Name	
Date	

Course: Note TAKing	Page
Topic: The Cornell System	

Recall

Why are good notes helpful?

What are basic components of Lec Notes?

List 4 rules for listening

Summary

Lecture / Notes

3 Reasons for good Notes

1. Help for exams
2. Tells what teacher emphasizes
- 3 Gets you involved

Notes involve

- listening effectively
- taking good notes
- review
- avoiding pitfalls

1st: Listening Process - 4 Rules

- 1) Be prepared.

Taking good notes will improve my learning.