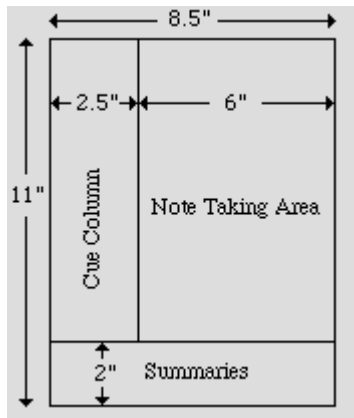


# Cornell Note Taking System

Cornell Notes is a specific method of taking notes. These notes can be used while listening to a lecture, reading a book, or watching a video. By following this method, you can make your notes more effective for studying.



**Note Taking Area:** Start by recording your information in this area using regular point-form or indented outline notes. Try to get the main points down, as well as important supporting details (e.g. examples, facts, quotes). The number of Cornell pages depends on the length of the information source.

**Cue Column:** After the note taking, go back and use this narrower column. For each major point in the Note Taking Area, write a word or short phrase (2-4 words max.) that acts as a heading or key idea. You may also write down questions that are answered in the regular notes, such as the definition of a concept that is defined in the Note Taking Area. More experienced note takers sometimes write down questions for which they don't know the answer. These can be answered or discussed later. (Also, some people find it easier to put the Cue Column on the right.)

**Summaries:** After the headings and questions are done in the Cue Column, you should summarize, in one or two sentences, the main ideas *for each page of notes*. Here you get a chance to write down what is truly significant and likely to explain most of the other points and details. If only a third or less of your last page has notes, you don't need a summary for that page.

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**Studying:** Once these notes have been finished, you can use them to study for future exams and assignments. *Examine your notes in reverse.* Read the Summary to get a general idea of what these notes are about. Then, cover up the main notes and read your Cue headings. See if you can explain what these headings refer to, or what the answers are for any questions. Check your response by uncovering the Note Taking Area and reading what you had originally written.