Cornell System of Note Taking

The Cornell System is a specific note taking technique designed to help you identify and remember the main ideas of a lecture or reading in your notes. The Cornell Note Taking System is effective because it encourages active review.

# How it works:

## Before class:

* Put the subject of your notes, the course code, the date, and the page number at the top of each page.
* Divide each page into 2 columns. Draw a line down your paper about 2-3 inches from the left side. This can be done on a computer by inserting a table with 2 columns.

## During class:

* In the right column, record the most important facts and ideas presented as your notes.
* Leave extra space between ideas and topics so your notes will be easier to read. Use symbols and abbreviations whenever possible so you can take notes faster.

## After class:

* On the left side of the page, write any key terms, phrases, formulas, or questions that you identified in the lecture. These may include main topics, names of people, places, etc.
* At the end of your lecture notes, write a summary. To do this, condense your notes after you have reviewed them. Your summary may be one sentence, a few sentences, or even a paragraph.
* When using your notes to study, cover up the right hand column notes and test yourself using the left column.
* The Cornell System encourages active review. Identifying key terms in lecture involves recall, creating the summary involves reviewing your lecture notes, and self testing helps you to assess your understanding of class material.

# Cornell Note Taking System example:

