

CORNELL NOTES

A GUIDE TO THE FOREMOST NOTE-TAKING STRATEGY

Chapter/Topic

Date: *Use it as a reference point for organization!*

Recall Column

Record

Step THREE: Reduce

Use this column to revisit the main points, identify key words, and form quick question words for each detail/point.

- Helps you find info quickly
- Helps you quiz yourself in step five!

Revise

Step FIVE: Recite/Quiz

Use step three's quick question/topics as a way to quiz yourself on information.

- Cover the body of your notes.
- Use key question words to quiz yourself and recall information.
- Mark any info you can't remember so you know to revisit it and better your understanding!

Main Body

Step ONE: Record the Information

- Use this column to record information from the lecture using a modified outline format.
 - Main points on the margin line
 - Details and subtopics indented.
- Develop and use shorthand that you can understand.
 - spd ↑ ur nte-tkin time 2 get all info & □ ur study.
 - This will help you record as many meaningful facts and ideas as you can and help you keep up with the speaker.

If I didn't leave room. I couldn't tell you that this will leave you space to fill in info you missed!

- Skip spaces to show changes of topic and to leave room for later insertions or edits.

Step TWO: Revise/Edit Notes After Class

- Do this step within 24 hours of the lecture.
 - Fill in blank spots
 - Revise/edit/correct.
 - Highlight main ideas and new vocabulary.
 - Use symbols to emphasize important information. (If it was emphasized in class, it will probably be on the test!)
 - Identify information you have questions about.
- This step makes sure you have the right information and helps cement the information in your brain. Studies have shown that those who review their notes within 24 hours are significantly more likely to remember the information than those who didn't.

Why is it important to revise my notes?

Summary Zone

Step FOUR: Reflect & Review

Create a summary of each page's main points in this space at the bottom. Make sure to identify all points on the page. Connect the information to your life in a meaningful way that will help you remember the information. You can also use this section to preview and locate specific information while you're studying. Don't forget to spend some time each week for note review. Repetition is powerful.