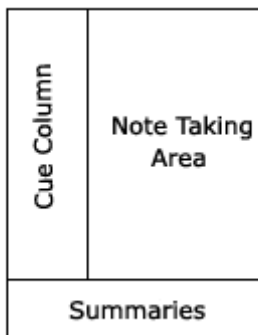


Cornell Note Taking System



Note Taking Area: Record the talk as fully and as meaningfully as possible.

Cue Column: As you're taking notes, keep cue column empty. Soon after the talk, reduce your notes to concise jottings as clues for reciting, reviewing and reflecting.

Summaries: Sum up each page of your notes in a sentence or two.

This note taking format provides the perfect opportunity for following through with the 5 R's of note-taking.

Record

During the lecture, record in the main column as many meaningful facts and ideas as you can. Outlining is preferable, and use abbreviations when possible. Write legibly!

Reduce

As soon after as possible, write a summary of the lecture. Next, review your notes/outline and identify the main facts and ideas concisely in the Cue Column. Summarizing clarifies meanings and relationships, reinforces continuity, and strengthens memory. Try to create cues that can be used as questions for studying later.

Recite

Cover the Note Taking Area, using only your jottings in the Cue Column, say over the facts and ideas of the lecture as fully as you can, not mechanically, but in your own words. Then, verify what you have said.

Reflect

Draw out opinions from your notes and use them as a starting point for your own reflections on the lecture and how it relates to your work. Reflection will help prevent ideas from being inert and soon forgotten.

Review

Before your next meeting spend 10 minutes reviewing your notes.