

The Cornell Note-taking System

← 2 ½" →	← 6" →
Cue Column	<div data-bbox="902 411 1211 443" style="text-align: center;">Note-taking Column</div> <div data-bbox="727 453 1433 1455"><ol style="list-style-type: none">1. Record: During the lecture, use the note-taking column to record the lecture using telegraphic sentences.2. Questions: As soon after class as possible, formulate questions based on the notes in the right-hand column. Writing questions helps to clarify meanings, reveal relationships, establish continuity, and strengthen memory. Also, the writing of questions sets up a perfect stage for exam studying later.3. Recite: Cover the notetaking column with a sheet of paper. Then, looking at the questions or cue-words in the question and cue column only, say aloud, in your own words, the answers to the questions, facts, or ideas indicated by the cue-words.4. Reflect: Reflect on the material by asking yourself questions, for example: "What's the significance of these facts? What principle are they based on? How can I apply them? How do they fit in with what I already know? What's beyond them?"5. Review: Spend at least ten minutes every week reviewing all your previous notes. If you do, you'll retain a great deal for current use, as well as, for the exam.</div>
<div data-bbox="735 1507 886 1539" style="text-align: center;">Summary</div> <div data-bbox="175 1518 199 1778" style="text-align: center; vertical-align: middle;">↑ 2" ↓</div> <div data-bbox="521 1619 1101 1686" style="text-align: center;">After class, use this space at the bottom of each page to summarize the notes on that page.</div>	