

The Cornell Method Of Note-Taking

The Cornell Method for Note-taking has been helping students organize their notes since the 1950s. It is geared toward classes that require synthesizing and putting concepts together, a trait shared by many college courses.

How can you use the Cornell Method?

1. Using only one side of your paper, draw a vertical line a few inches from the left side of your paper and a horizontal line a few inches up from the bottom of the page.
2. Take legible notes in the central portion. Do not transcribe every word. Focus on main ideas, themes, and concepts, taking down only those details that will help you remember the central points of the lecture.
3. Use consistent, understandable abbreviations when possible.
4. Skip lines to indicate transitions from one thought to another.
5. Leave noticeable blanks for words, ideas or dates that you did not catch but can fill in later.
6. Put question marks in the left-hand margin to indicate that you should do further investigation on this section, either on your own or in office hours.
7. Review your notes! Fill in any blanks you left and answer any questions you had.
8. Use the left hand margin to annotate you notes with any important information that may help you study later.
9. Use the bottom margin to write a summary of each page of notes.
10. Following these steps will help you to store information in your long-term memory and better learn course material the first time around. This is a real timesaver when it comes to reviewing for quizzes, tests and exams.

Take a look at the example and try it for yourself!

