

The Cornell Note Taking System

Recall Column

Record Column

-----2 1/2"-----

Reduce full lecture notes to main ideas, questions and arrows that connect points together, diagrams, and prompts to help you study and reflect.

WHEN: Soon after class during review

-----6"-----

Record the lecture here as fully and as meaningfully as possible. Use concise sentences and phrases, or shorthand symbols, abbreviations, and lists. Skip lots of space between points to give yourself room to go back and fill in more info later.

WHEN: During Class

This notetaking format provides the perfect opportunity for following through with the **5 R's of note-taking**. Here they are:

1. **Record.** During the lecture, record in the main column as many meaningful facts and ideas as you can. Write legibly.
2. **Reduce.** As soon after as possible, summarize these ideas and facts concisely in the Recall Column. Summarizing clarifies meanings and relationships, reinforces continuity, and strengthens memory. Also, it is a way of preparing for examinations gradually and well ahead of time.
3. **Recite.** Now cover the Record column, using only your jottings in the Recall Column as cues or "flags" to help you recall, say over facts and ideas of the lecture as fully as you can, not mechanically, but in your own words and with as much appreciation of the meaning as you can. Write these summary statements in the Summary pane at the bottom. Then, uncovering your notes, verify what you have said. This procedure helps to transfer the facts and ideas from short term to long term memory. Use these summary lines as a quick reference for studying.
4. **Reflect.** Reflective students distill their opinions from their notes. They make such opinions the starting point for their own musings upon the subjects they are studying. Such musings aid them in making sense out of their courses and academic experiences by finding relationships among them. Reflective students continually label and index their experiences and ideas, put them into structures, outlines, summaries, and frames of reference. They rearrange and file them. Best of all, they have an eye for the vital-for the essential. Unless ideas are placed in categories, unless they are taken up from time to time for re-examination, they will become inert and soon forgotten. After studying your notes, reflections can also be added to the Summary pane.
5. **Review.** If you spend 10-20 minutes in a quick review of these notes before tests, essays, or new lectures, you will retain most of what you have learned, and you will be able to use your knowledge currently to greater and greater effectiveness.

Summary Pane

Summarize key points and ideas here as a quick study reference and a place to synthesize difficult concepts

WHEN: After class during study and review