

Note Taking Strategies

Cornell Note Taking Method

<p>Cues About 2.5"</p> <p>Write down questions you have as you're taking notes</p>	<p>Notes About 6"</p> <p>You can record them as a paragraph, outline, or bullet points</p>
<p>Summary About 2"</p>	<p>Summarize in 2-3 sentences</p>

- **Notes:** what the professor says and what is put on the board. It should capture the gist of what is said and the important details. You can write the notes like a paragraph, in bullet points, or like an outline. Use whichever format you prefer
- **Cues:** ask questions and make comments—you usually do this after you take notes. It can help identify things you still need to study. The questions and/or comments will help you remember and organize the material. The questions can be used in a session with a tutor as well.
- **Summary:** what did you learn today? You should be able to write that in a few sentences. Being able to go between details (from your notes) to the “big picture” will help you understand the material more fully.¹

Method: After setting up your paper, take notes during class in the “Notes” area. After class, complete phrases and sentences as much as possible. For every significant bit of info, write a cue in the left margin. To review, cover the notes and read the cue words. Then say as much of the detailed information as possible. Then move the card and see how you did. If you can say it, you know it.

Advantages: Organized and systematic for recording and reviewing notes. Easy format for pulling out major concepts and ideas. Simple and efficient. Saves time and effort.

Disadvantages: If you're hand-writing, space may be an issue. A small change may be to leave the “Summary” section out until after class or at least when the lecture ends rather than summarizing each page.

When to Use: In any lecture situation.

¹ Cornell University. n.d. “The Cornell Note Taking System – Learning Strategies Center.” Cornell University. <https://lsc.cornell.edu/how-to-study/taking-notes/cornell-note-taking-system/>.