

Taking Lecture Notes

The Cornell Way

The Cornell Method of note-taking is a systematic process for taking and organizing notes. The method uses a specifically formatted page and a process to take notes and utilize them later as study material.

Before Lecture

- Read the assignment
- Survey the reading
 - Titles
 - Subtitles
 - Summary
- Prepare notebook for lecture notes in Cornell format
- Review the summary from the previous lecture

During Lecture

- Arrive early & sit where you can hear the instructor, see the screen, and minimize distractions
- Record the main ideas/details/ examples
 - Use abbreviations & symbols
 - Avoid long sentences
 - Paraphrase long ideas
- Use proper organizational form
 - Listing (1, 2, 3)
 - Sequencing (before/after)
 - Compare/contrast
 - Cause/effect
 - Summary
- Too fast?
 - Focus on main ideas and concepts
 - Leave space to fill in missed information after lecture

After Lecture

- Review within 24 hours to aid retention
- Reorganize
 - Emphasize or underline important points
 - Rewrite for legibility
 - Add relevant material
 - Add structure & show connections
- Write summary section
- Write cue section
 - Turn important points from notes into questions or cue words
- Cover notes section & use cue section to recite the notes in your own word