

# CENTER FOR Academic Success

## The Cornell Note-taking System

<p>2 1/2”</p>  <p>Cue Column</p>	<p>6”</p>  <p>Note-taking Column</p>  <ol style="list-style-type: none"><li>1. <b>Record:</b> During the lecture, use the note-taking column to record the lecture using telegraphic sentences.</li><li>2. <b>Questions:</b> 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.</li><li>3. <b>Recite:</b> Cover the note-taking 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.</li><li>4. <b>Reflect:</b> 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?”</li><li>5. <b>Review:</b> 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.</li></ol>
<p>Summary</p> <p>After class, use this space at the bottom of each page to summarize the notes on that page.</p>	