

The Cornell Note-taking System

Main Ideas	Details
<p style="text-align: center;">2" Cue Column</p>	<p style="text-align: center;">6.5" Note-taking Column</p> <ol style="list-style-type: none"> 1. Record: During the lecture, use the note-taking column to record the lecture using telegraphic sentences or concise, short statements. 2. Questions: 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. 3. Recite: 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. 4. Reflect: 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?” 5. Review: Spend at least ten minutes every day reviewing all your previous notes. If you do, you’ll retain a great deal for current use, as well as, for the exam.
<p>Summary</p> <p>After class, use this space at the bottom of each page to summarize the notes on that page.</p>	

Class: _____ Title/Main Topic of Lecture: _____

Date: _____

Main Ideas

Details

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Summary

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