

Teacher Notes
Step #1:
Record the key
content delivered by
the teacher

Process Your Notes
Step #2:
Key ideas,
#connections to the
text, questions?,
other comments
about the notes you
have taken

Summarize Your
Notes Step #3
(2-4 sentences
MAXIMUM)

THE CORNELL NOTES

“CUE COLUMN”

<Notetaking Column>

- 1. RECORD:** DURING THE LECTURE, RECORD THE LECTURE USING CONCISE SENTENCES & KEYWORDS, IN THIS COLUMN.
- 2. QUESTIONS:** AFTER LECTURE, FORMULATE Qs BASED ON NOTES ON RHS COLUMN. QUESTIONS HELP:
 - CLARIFY MEANING
 - REVEAL RELATIONSHIP
 - ESTABLISH CONTINUITY
 - STRENGTHEN MEMORY
- 3. RECITE:** COVER THIS COLUMN WITH A PIECE OF PAPER. THEN LOOK AT THE QUESTIONS FROM 2 & TRY TO ANSWER THEM FROM MEMORY, IN YOUR OWN WORDS.
- 4. REFLECT:** REFLECT BY ASKING YOURSELF:
 - WHAT'S THE SIGNIFICANCE OF THIS FACT?
 - WHAT PRINCIPLE ARE THEY BASED ON?
 - HOW CAN I APPLY THEM?
 - HOW DO THEY FIT IN WITH WHAT I KNOW ALREADY?
 - WHAT'S BEYOND THEM?
- 5. REVIEW:** SPEND TIME REVIEWING ALL YOUR PREVIOUS NOTES AT THE END OF EACH WEEK.

ADAPTED FROM
"HOW TO STUDY IN COLLEGE"
(7th ed.) BY W. PAUK

PENSANDMACHINE

[SUMMARY]

AFTER CLASS, SUMMARIZE THE NOTES ON THIS PAGE.

CORNELL NOTE TAKING

CUE COLUMN

This section is to be completed after the lesson/lecture, and should include key words or phrases as well as vocabulary, people or case studies you may need to research, and potential exam questions. I guess you could say this column is for the

WHAT'S WHO'S WHEN'S and WHERE'S

25"

Name, Date, Subject, Topic...
NOTE TAKING COLUMN:

This section of your page is dedicated to lesson time and in class note taking. You might want to include:

- Main points and lesson objectives
- Diagrams, graph sketches, drawings or charts
- Bullet points/numbered processes
- Concise sentences
- Shorthand symbols/paraphrases/abbreviations

Also, try to leave lines between points so you can go back in and add any brief notes you may have missed. This extra space will also give you a sense of clarity.

You don't have to use a ruled line version- try one with a blank note taking section to experiment with mindmaps, tables or whatever takes your fancy - make it personal to you.

You might say this column is for the **WHY'S** and **HOW'S** with some of these guys thrown in.

ALSO
If you really run out of space, add a post-it, but do try to summarise on just one page!

SUMMARY SECTION

2"

This section should be written last, after class. It should also only really contain a basic, condensed summary of your notes in the Cue column, and important details of your main notes. It is used to quickly find & digest info later.