

# The Cornell Note-taking System

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| <p>2 1/2"</p> <p>←-----→</p> <p><b>Cue Column</b></p> | <p>6"</p> <p>←-----→</p> <p><b>Notetaking Column</b></p> <ol style="list-style-type: none"> <li><b>Record:</b> During the lecture, use the notetaking column to record the lecture using telegraphic sentences.</li> <li><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><b>Recite:</b> Cover the notetaking 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><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><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>↑</p> <p>2"</p> <p>↓</p>                           | <p><b>Summary</b></p> <p>After class, use this space at the bottom of each page to summarize the notes on that page.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |