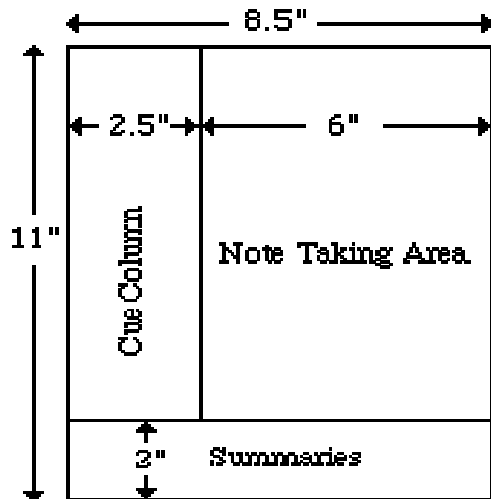




Note Taking: Cornell Method

(From: ISS/Learning Center, University of St. Thomas (UST), St. Paul, MN)



Note Taking Area: Record lecture as fully and as meaningfully as possible.

Cue Column: As you're taking notes, keep cue column empty. Soon after the lecture, reduce your notes to concise jottings as clues for Reciting, Reviewing, and Reflecting.

Summaries: Sum up each page of your notes in a sentence or two.

This format provides the perfect opportunity for following the 5 R's of Note-Taking:

Record

During the lecture, Record legibly in the Note Taking Area as many meaningful facts and ideas as you can.

Reduce

As soon as possible, summarize these facts and ideas concisely in the Cue Column. Summarizing clarifies meanings and relationships, reinforces continuity, and strengthens memory.

Recite

Cover the Note-taking area using only your jotting in the cue column, repeat over the facts and ideas of the lecture as completely as you can, not mechanically, but in your own words. You may then verify what you have said.

Reflect

Draw out opinions from your notes and use them as a starting point for your own reflections on the course and how it relates to your other courses. Reflection will help prevent ideas from being forgotten.

Review

Spend 10 minutes every day in quick review of your notes and you will retain most of what you have learned.