

# CORNELL NOTE-TAKING SYSTEM

2003 – 2006 TRIO Dissemination Partnership -- Southeastern Louisiana University  
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## INTRODUCTION

The distinguishing feature of the Cornell system is the layout of the pages on which you take notes. Here are the features:

### Area A – The Cue Column

Don't write in this space during the lecture; use it when you review your notes. As you review, write sample "questions" in this space that pertain to the notes in Area C.

### Area B – The Summary Space

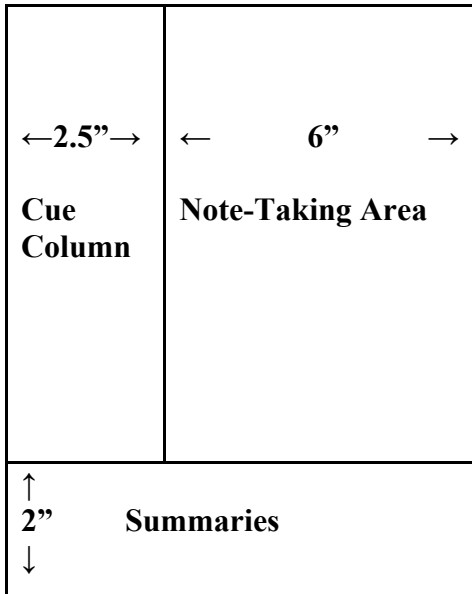
Reserve this space for a summary of the notes on the page – at most just a couple of sentences.

### Area C – Note-Taking Area

Pick a note-taking format that you like with an emphasis on key ideas of the lecture. Leave space between the ideas so you can fill in more later.

## HOW TO USE:

1. Take notes; use abbreviations; write legibly.
2. Summarize in as few words as possible in Area A the key ideas or thoughts.
3. Cover the main section and try to recall all the pertinent information associated with the cue words in Area A. Overlap the note section and you have your own review tool. Check yourself with your notes. Mark any unclear sections or ideas and get clarification before the next class.
4. Reflect on possible test questions.
5. Spend 10 minutes every week in a quick review of these old notes.



**Note-Taking Area:** Record the lecture as full and meaningfully as possible in this section.

**Cue Column:** As you take notes, leave this section empty. As soon as possible after the lecture, Reduce your notes into concise phrases as clues for “Reciting, Reviewing, and Reflecting.”

**Summaries:** Sum up each page of your notes in a

Another sample page layout can be found at:

<http://www.clt.cornell.edu/campus/learn/LSC%20Resources/cornellsystem.pdf>