

The Cornell System for Taking Notes

The First Step — Preparing the System

1. Use a large loose leaf notebook.
 - a) It's large enough for ample room.
 - b) The loose leaf feature enables you to insert “hand-outs” etc.
2. Draw a vertical line about 2 ½ inches from the left edge of each sheet. This is the recall column.
 - a) Record classroom notes in the space to the right of the line.
 - b) Later, write the key words and phrases to the left of the line — in the recall column.

The Second Step — During the Lecture

1. Record your notes in simple dash outline. Your object is to make your notes clear so they will have meaning weeks or months later.
2. Strive to capture general ideas rather than details. You will be better able to follow the train of thought or the development of an idea.
3. Skip lines to show the end of one idea and the start of another. Indicate sub-ideas and supporting details with numbers or letters under the major idea.
4. Use abbreviations when possible. Don't, however, use so many abbreviations that you can't decipher your notes later.
5. Write legibly. Do your notes right the first time!

The Third Step — After the Lecture

1. Consolidate your notes as soon after the lecture as possible.
 - a) Read through them, making corrections and filling in; finish with a summary.
 - b) Underline or box the words containing the main ideas.
 - c) In the recall column, jot down key words and phrases that will be cues for the ideas and facts on the right (in making your recall phrases, you will have organized and structured the lecture in a meaningful, easy to remember form).
2. Now cover up the right side of the sheet, exposing only the recall column. Using your key words and phrases to help you recall, RECITE aloud the facts or ideas of the lecture as fully as you can. Then uncover the notes and verify what you have said.

In Summary — The 5 R's

1. Record (write) the lecture.
2. Reduce the ideas and facts into the recall column.
3. Recite the main ideas and facts triggered by your recall phrases.
4. Reflect on your understanding of the material.
5. Review your notes periodically.

Sample Lecture Notes — American History

Last time: 19th century

—labor movements failed (AFL)

—problem of large corporations and how fit into Am. society remains

PROGRESSIVE ERA 1900-1917

— How do corporations fit?

— How more effectively dealt with?

— Many wanted *laissez faire* to cont.

TRUST QUESTION *The Trust question: How do corporations fit?*

(what is....?)

—different kinds of corporations; steel, farms, cigarettes, sugar, Union Pacific, where Standard Oil and corporations dominate

MUCKRAKERS

— Muckrakers: ex. Ralph Nader; journalists who look at government, business to find corruptions; ex. Ida (who? why import.?) Tarbell and Standard Oil

BORAH

— William Borah: Idaho senator 1906-1914; had progressive solutions to the trust question in order to lessen (who? why import?) control

1. Direct election of Senators — an amendment; they were previously chosen by state legislators whose votes could be bought by big business

2. Income tax — until 1912 there was none; it was levied on the rich in order to restrict their influence.

ELECTION 1912

— Election of 1912; Indicated three solutions to the trust question — Taft, Roosevelt, Wilson.

3 SOLUTIONS

1. William Howard Taft: wanted no continual control of corporations, only intermittent; a conservative (who candidates? solution; liked by business; government should not regulate any business, but at times when what solutions?) laws broken, prosecution by government, then bow out.

2. Theodore Roosevelt: Progressive; Bull Moose party; felt that big business by nature has power and it must be limited; allow corporations to exist, but insure its goodness by continuous regulation by the government;

give and take attitude; government asks corp. input about what's to its benefit

3. Woodrow Wilson: democrat; won the election; large corporations are all bad; not desirable; inflexible and continued control of big business

Some Predicted Test Questions:

1. What were the three solutions to the Trust Question offered during election of 1912? Briefly describe each.
2. List and explain Borah's two solutions to the Trust Question.
3. Which of the following was Roosevelt's proposal for dealing with large corporations?
 - a) inflexible government control of big business
 - b) cooperation between government and big business
 - c) intermittent control of big business
 - d) none of the above
4. What is a Muckraker? give an example.