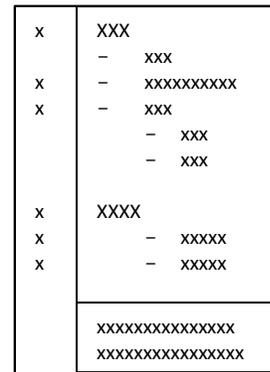
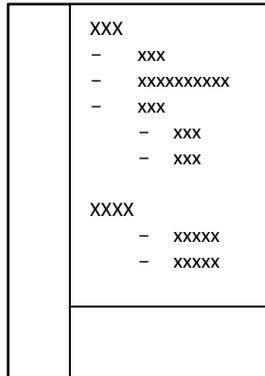
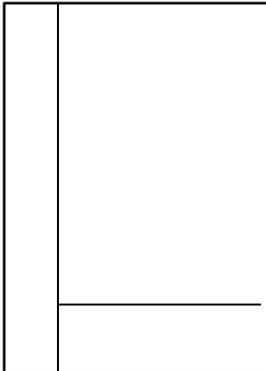


# THE CORNELL SYSTEM FOR TAKING NOTES



## Before the Lecture

- Draw a vertical line about 2 ½ inches from the left edge of each sheet.
- Draw a horizontal line about 2 inches from the bottom of each sheet.

## During the Lecture

- Take classroom notes in the space to the right of the line.
- Use a simple dash outline. Make your notes clear so they'll have meaning weeks later.
- Try to capture general ideas rather than details. You will be better able to follow the train of thought or the development of an idea.
- 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.
- Use abbreviations when possible. Don't, however, use so many abbreviations that you can't read your notes later.
- Write legibly.

## After the Lecture

- Read through your notes as soon after the lecture as possible.
- Make corrections and fill in missing information; finish with a summary.
- Write the key words and phrases to the left of the line--in the recall column.
- Underline or box the words containing the main ideas.
- In the recall column, create questions next to the information in the record section. These will be cues for the ideas and facts on the right; they'll prepare you for possible test questions and help you organize the lecture in a meaningful, easy to remember form.
- Now cover up the right side of the sheet, exposing only the recall column. Using your questions, key words, or phrases to help you recall, RECITE aloud the facts or ideas of the lecture as fully as you can. Then uncover the notes and check what you have said.