

CORNELL NOTE-TAKING METHOD

History	Method developed by Cornell U. education professor, Walter Pauk, ~1950s
Purpose	Method for taking clear, organized notes <ul style="list-style-type: none"> • Shows hierarchy between macro (large-scale) and micro (small scale) information • Organization makes it easier to locate and group information when reviewing
Method	Draw three lines on page to create four main sections: <ol style="list-style-type: none"> 1. Page heading 2. Cue/keyword column to left, ~2.5" wide 3. Note-taking column to right, ~6" wide 4. Summary at bottom of page—leave ~2"
—Heading	Main topic of notes goes at top of page; can also include course name (e.g. Earth Science), date, notes page numbers, etc.
—Cue column	Cue column (left) is for overarching concepts, key words, etc.—things that should stand out visually
—Notes column	Note-taking column fleshes out details. Can include lists, diagrams, dates, descriptions, etc.
—Summary	When done taking notes, write a brief summary at bottom of page <ul style="list-style-type: none"> • Summarizing forces you to articulate ideas/concepts, which helps you absorb the information • Also gives you handy guide for finding info in your notes
How to use notes	Read notes to review material
—General review	<ul style="list-style-type: none"> • Anything confusing? Recheck text or ask teacher/classmate for clarification.
—Self quizzing	Use notes to quiz self: <ul style="list-style-type: none"> • Cover up the right column with a piece of blank paper; use the left column as a prompt • How much information can you write down about each key word? • Check what you've just written against original notes • If needed, go back to the original text/teacher/friend for clarification

SUMMARY: The Cornell note-taking method is one system for taking organized notes on lectures, readings, etc. The page is divided into two columns: the left (cue) column is for keywords/concepts, the right column is for notes/details. A summary goes at the bottom of the page. The system makes it easier to find information, see gaps in information, and conduct self-quizzes.