

The Cornell System

There is no one right way to take notes in class. One effective note taking system is the Cornell System.

1. How to do it:

Date, lecture topic, Page number, etc.	
Recall Column	Class Notes
Summary of Class Notes	

Not to scale

- ✓ Use loose-leaf paper
- ✓ Divide each page as above
- ✓ Write on one side of each page
- ✓ Take notes in your preferred note taking style in the **Class Notes**
- ✓ As soon as possible after class:
 - Briefly summarize in your own words what was covered in lecture in the **Summary of Class Notes**
 - Write key words, dates, formulas, questions, and other important information in the **Recall Column**

2. How to use it:

- Plan regular, short (15-30 min) study times to read and review notes before, in between classes, and after class.
- As you become more familiar with information, quiz yourself by covering class notes and using recall column to ‘trigger’ additional information.
- Use the summary area when you are reviewing lots of material for cumulative exams as it helps you recall older information faster.

3. Create your own Cornell Notes:

- Use <http://www.cornell-notes.com> and create personalized Cornell Notes in PDF format to print out.
- Microsoft Office has Cornell templates you can download.

