The Cornell System of Note-Taking

The notes that you take are only as useful as the reviews you make

* Use an 8 ½ x 11 notebook.
* Divide each page in two as show below.
* Take notes on the right.
* Use abbreviations.
* As soon as possible after class, review and rework your notes.
  Don't just recopy or type your notes without thought.
  Rewrite incomplete or skimp parts in greater detail.
  Fill-in gaps you remember and points heard but not recorded.
* Then summarize main points on the left.

### Recall Here

This is the "recall" section.

- Enter: Key words, Key phrases, Key points.
- Use this for review.
- Recite aloud.
- Review with other students.

### Lecture Notes Here

Outline lecture here. List major ideas and theories. Use hierarchical organization.

- Leave space between ideas to clarify later.
- Record all pictures and graphs.
- Use abbreviations.
- Optional: Write on one side only.
- Optional: leave space for disagreement and your thoughts at the bottom.

### Typical Abbreviations:

- *eg* = For example
- *w/* = with
- *w/o* = without
- *w/I* = within
- *!=* = important
- **=* = very important
- *~* = approximately
- *≠* = not equal to
- *→* = leads to

*def = definition

*intro = introduction

*govt = government

*est = estimate

*DA = I disagree

The value of note taking is directly related to how soon and how often you review.