



Lecture Notetaking

The Cornell method for taking notes during a lecture is a systematic format for condensing and organizing your class notes. After you write your notes in the main space, use the left-hand space (called the Cue Column) to label each idea and detail with a key word or "cue."

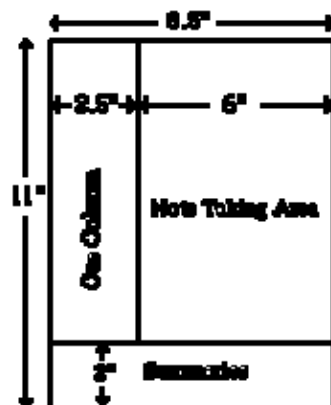
How to do it:

Draw a line down your notebook paper about 2 ½ inches from the left-hand margin, leaving a six-inch area on the right in which to make notes. Draw another line across the page also, leaving a few lines to write a summary of that page of notes.

During class, write your notes in the six-inch area. When the instructor moves to a new point, skip a few lines.

After class, complete phrases and sentences you may have left dangling as much as possible. For every significant bit of information, write a cue in the left margin. Also, write a summary of each page of notes at the bottom.

To review, fold the page at the line you drew down the page so the cues are on the front and the notes are on the back. Say the cue out loud, then say as much as you can of the material on the back. When you have recited as much as you can, turn the sheet over and see if what you said matches what is written. If you can say it, you know it.



Note Taking Area: Record lectures as fully and as meaningfully as possible.

Cue Column: As you're taking notes, keep this column empty. Soon after the lecture, return your notes to complete jottings as cues for Rereading, Reviewing, and Reflecting.

Summary: Sum up each page of your notes in a sentence or two.