

Cornell Note Taking System

1 Notes (before and during class)	2 Reduce for Recall
<p>Answer Questions implied by the topics (Who, What, Where, When, Why, How)</p> <p>Main Topic</p> <ul style="list-style-type: none"> - Pre Reading notes - Class notes <p>Sub Topic</p> <ul style="list-style-type: none"> - Pre Reading notes - Class notes <p>Sub Topic</p> <ul style="list-style-type: none"> - Pre Reading notes - Class notes <p>Sub Topic</p> <ul style="list-style-type: none"> - Etc. <p>New Topic</p> <ul style="list-style-type: none"> - Pre Reading notes - Class notes <p>Sub Topic</p> <ul style="list-style-type: none"> - Pre Reading notes - Class notes - Class notes <p>New Topic</p> <ul style="list-style-type: none"> - Pre Reading notes - Class notes <p>Sub Topic</p> <ul style="list-style-type: none"> - Etc. 	<p>Summarize in your own words!</p> <p>Identify the Main Points, Keywords, memorable examples, diagrams, etc.</p> <p>Clarify the significance of the key ideas</p> <p>Identify areas and problems that require further exploration</p> <p>Write a short story (narrative) as if it is an experience</p> <p>Do this within 24 hours of the class, the sooner the better!</p> <p>This will clarify meanings and relationships, reinforce continuity, and help move information into long term memory.</p>
<p>3 Recite</p> <p>Cover the Notes column (really!) with a piece of paper. Now use the Recall column to explain to yourself or a 'study buddy' what this information is about.</p> <p>If you can't remember a part, find more examples that you can relate to and add them to the Recall column.</p>	
<p>4 Reflect</p> <p>This will help you distill information into opinions that are supported by facts.</p> <p>Reflect on the material by asking yourself questions. "What's the significance of these facts? What principle are they based on? How can I apply them? How do they fit in with what I already know? What's beyond them? Consider information from various sources (the speaker, readings, questions asked, past events).</p>	
<p>5 Review</p> <p>Spend at least ten minutes every week reviewing all your previous notes. You will retain most of what you have learned. These notes will help to maintain your knowledge and add to it.</p>	

Adapted from: Pauk, Walter; Owens, Ross J. Q. (2010) [1962], *How to Study in College (10 ed.)*, Cengage Learning, [ISBN 978-1-4390-8446-5](https://doi.org/10.1111/j.978-1-4390-8446-5)

