

CORNELL NOTE-TAKING METHOD

10/14/08

History	Method developed by Cornell U. education professor, Walter Pauk, 1950s
Purpose	Method for taking clear, organized notes
—6 Rs	<ul style="list-style-type: none"> Shows hierarchy between macro (large-scale) and micro (small scale) information Goals = to <u>record</u>, <u>reduce</u>, <u>review</u>, <u>recap</u>, <u>reflect on</u>, and <u>recite</u> info in order to absorb it
Method	Draw three lines on page to create four main sections: <ol style="list-style-type: none"> Page heading Cue/keyword column to left, ~2.5" wide Note-taking column to right, ~6" wide Summary at bottom of page—leave ~2"
—Heading	Main topic of notes goes at top of page; can also include course name, date, notes page numbers, etc.
—Cue column (<u>reduce</u>)	Cue column (left) <u>reduces</u> notes into overarching concepts, key words, key questions, etc. Can fill in as you go, but often added afterward when you <u>review</u> notes.
—Notes column (<u>record</u>)	Note-taking column (right) <u>records</u> detailed info. Can include lists, diagrams, dates, descriptions, explanations, etc.
—Summary (<u>recapitulate</u>)	When done taking notes, write a brief summary (<u>recap</u>) 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	<ul style="list-style-type: none"> Read notes to <u>review</u> material. Anything confusing? Recheck text or ask teacher/classmate for clarification.
— <u>Review</u>	
— <u>Reflect</u>	<ul style="list-style-type: none"> Consider how info relates to what you already know, how you can apply it, why it's important, etc.
— <u>Recite</u> (self quiz)	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/<u>recite</u> about each key word? Check what you've just written/said 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.