

CORNELL NOTETAKING SYSTEM

1. First Step - PREPARATION

- 👉 Use a large, loose-leaf notebook.
- 👉 Use only one side of the paper.
- 👉 Draw a vertical line 2 1/2 inches from the left side of your paper. This is the recall column.

3. Third Step – AFTER THE LECTURE

- 👉 Now use the column.
- 👉 Jot down ideas or key words which give you the idea of the lecture.

2. Second Step – DURING THE LECTURE

- 👉 Record notes in paragraph form.
- 👉 Capture general ideas, not illustrative ideas.
- 👉 Skip lines to show end of ideas or thoughts.
- 👉 Using abbreviations will save time.
- 👉 Write legibly.

4. Fourth Step - OVERVIEW

- 👉 Summarize the entire lecture in your own words.
- 👉 Create a paragraph that covers the entire lecture that you can use as a reminder as you study.

Adapted from Virginia Tech University <http://www.ucc.vt.edu/stdysk/cornell.html>