

- **Cornell Notetaking System**

1. Guidelines

- a. Take notes on one side of the page only.
- b. Draw a 2.5 inch margin down the left side of the page
  - i. Cue Column
- c. Leave several inches of space on the bottom of each page (or separate page) for writing a summary
- d. Include the date and class name on each page
  - i. Instructor's name and time of the class

2. Steps

- a. Take notes on the right side of the paper only. Leave the 2.5 inch margin blank
- b. After the lecture use the cue column to write study questions, key words or phrases
  - i. Test yourself
- c. Cover up the notes on the right side and use the cue column to test your knowledge
  - i. Use key words and short phrases
  - ii. Try to answer your questions
- d. Write a summary
- e. Review your notes immediately and continue with regular review periods.
- f. Study using flashcards, outlines, hierarchies and mind maps