

## **CORNELL NOTE-TAKING SYSTEM**

The Cornell Note-Taking System, developed by Walter Pauk, is a well-known procedure for taking organized notes during a class lecture. It uses both formatting and key words to help you organize and reflect on content you are trying to learn.

**Format:** Divide sheets of paper into a wide column and a narrow column with a 2" block extending across the bottom of the page. Take notes during class in the wide column, then after class write key words in the narrow column, and finally summarize the content at the bottom of the page.

### **Steps:**

1. **Record** as many facts as possible during the lecture. As soon as the lecture is over, go back and fill in any gaps.
2. **Reduce or question** the content recorded in the largest column. Write down key words and phrases in the narrow column on the right.
3. **Recite** out loud and in your own words the facts and ideas being learned.
4. **Reflect** on what is being learned. Some useful questions for reflection are the following:
  - How do these facts or ideas fit into what I already know?
  - How can I apply them?
  - Why is knowing this important?
  - What is the significance of these facts and ideas?
5. **Review** the notes frequently—perhaps even nightly—by reciting the information, not just rereading it.
6. **Recapitulate** the information by writing a brief summary in the 2" block at the bottom of the page. At the end of the section of notes on a particular topic, you may write another summary.