The Cornell Note Taking System:

- **Record**
  Record as many meaningful ideas and facts as possible during a lecture or discussion. Write legibly.

- **Reduce**
  As soon after as possible, summarize these facts and ideas concisely in the Cue Column. Summarizing clarifies meanings and relationships, reinforces continuity, and strengthens memory.

- **Recite**
  Cover the Note Taking Area, using only your jottings in the Cue Column, say over the facts and ideas of the lecture as fully as you can, not mechanically, but in your own words. Then, verify what you have said.

- **Reflect**
  Draw out opinions from your notes and use them as a starting point for your own reflections on the course and how it relates to your other courses. Reflection will help prevent ideas from being inert and soon forgotten.

- **Review**
  Spend 10 minutes every week in quick review of your notes and you will retain most of what you have learned.

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**What is the Cornell System?**

Here's what your paper will look like…

<table>
<thead>
<tr>
<th>Lesson Title</th>
<th>Header 1.5&quot; Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.5&quot;</td>
<td>6&quot;</td>
</tr>
<tr>
<td>Cue or Question Column</td>
<td>Note Taking Area</td>
</tr>
<tr>
<td>2&quot;</td>
<td>Summary Area</td>
</tr>
</tbody>
</table>

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**Note Taking Area**

We are not suggesting that you change your normal style; rather, take notes as you normally do. However, make sure to leave large spaces in your notes to add information later!

**Summaries Area**

Write a brief summary of that day's notes. You can choose to either write it in paragraph form or to use a graphic organizer.

**Cue or Question Column**

In this column, write questions in the margins (see inside) or main ideas.

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**Missouri State**

**Equal Opportunity/Affirmative Action Employer**

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**CORNELL NOTE-TAKING:**
More than just random thoughts!

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The Writing Center:
http://writingcenter.missouristate.edu

Supplemental Instruction:
http://si.missouristate.edu

Absent Professor Program:
http://absentprof.missouristate.edu
**THE INDIVIDUAL SECTIONS:**

*Questions in the Margins:* Cornell works best by creating potential test questions in the margins:

<table>
<thead>
<tr>
<th>Who Developed the Cornell Method?</th>
<th>CORNELL METHOD Developed by Walter Pauk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advantages</td>
<td>Helps w/Organization</td>
</tr>
<tr>
<td></td>
<td>Encourages Daily Review</td>
</tr>
<tr>
<td></td>
<td>Creates Test Study Guide</td>
</tr>
<tr>
<td>Disadvantages</td>
<td>Seems Time-Consuming</td>
</tr>
<tr>
<td></td>
<td>Some Students Don’t Follow Up!</td>
</tr>
</tbody>
</table>

**Who are the four parts to taking good lecture notes?**
- prepping for the lecture in advance
- taking effective notes during the lecture
- revising the notes immediately after class
- studying the notes—an exercise in preparation for the next lecture, as preparation for a test, and as preparation for any future use of the material.

**Preparation in advance of class may involve physical, intellectual, emotional, and spiritual preparation.**

**Physical preparation includes getting sufficient sleep to be able to remain alert in class, getting the exercise necessary to remain physically fit, and eating nutritiously.**

**Intellectual preparation involves reading the syllabus and knowing what topics will be covered each day.**

**Looking ahead in the book will help me prepare for the lecture. Reading assignments must be completed to prepare for possible discussions.**

**Reviewing previous lectures may also help prepare for a new lecture, particularly if the lectures build upon each other. Conducting my own research on the subject may also serve as good preparation. Try to anticipate where the lecture will go; think of following lecture like following a good movie and trying to predict the ending.**

**Creating Effective Questions:** Below is Bloom’s Taxonomy, showing the hierarchy of thinking skills. Effective students move up the scale, applying & evaluating information.

<table>
<thead>
<tr>
<th>Category</th>
<th>Sample Verbs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge (Least complex competency)</td>
<td>Define, describe, duplicate, identify, label, list, locate, match, memorize,</td>
</tr>
<tr>
<td>Comprehension</td>
<td>Classify, convert, describe, explain, express, give example(s), identify, indicate, interpret, locate, recognize,</td>
</tr>
<tr>
<td>Application</td>
<td>Apply, construct, dramatize, employ, illustrate, interpret, operate, practice, sketch, schedule, shop, solve, use</td>
</tr>
<tr>
<td>Analysis</td>
<td>Analyze, appraise, calculate, test, categorize, compare/contrast, criticize, debate, deduct, diagram, differentiate, discriminate, distinguish, examine, experiment, infer, inspect, inventory,</td>
</tr>
<tr>
<td>Synthesis</td>
<td>Arrange, assemble, collect, combine, compose, construct, create, design, develop, formulate, manage, organize, plan, prepare, propose, rearrange, set up,</td>
</tr>
<tr>
<td>Evaluation (Most complex competency)</td>
<td>Appraise, argue, assess, attach, choose, compare, criticize, debate, defend, estimate, evaluate, judge, measure, predict, rate, revise, score,</td>
</tr>
</tbody>
</table>

**Summaries:** May be paragraphs, or graphics like this:

- **Advantages**
  - Aids Visual Learners
  - Helps You Organize
  - Tactile Learning Increases

- **Disadvantages**
  - Requires Organization
  - Not All Material Works Here

**Evaluation**

**Special thanks to Tim Morris for the above!**