

Date: _____ **Class:** _____ **Source:** _____
(Include the date you took the notes and for what class. It is always important to include the source: textbook title and copyright information, or class lecture.)

Cornell Note Taking

Taking notes is an indispensable skill for college students, because students who take notes on their reading assignments perform better on exams. The Cornell Note Taking system was developed forty years ago at Cornell University by Walter Pauk, to help students organize their notes. The keystone of the system is a two-column note sheet. Guidelines to follow when creating Cornell notes include:

Label Notes

Margin

- Always label your notes with subject and text title, text page numbers, and date.
- Set up your paper by drawing a 2-3" margin down the left side of the paper and drawing a horizontal line 2" from the bottom. The margin is for key words, text headings, and questions. The body of the paper is for supporting details. The space at the bottom is for a summary
- Use the margin to list headings, topics, questions, and examples. Supporting details should be listed simply (avoid complicated outlining) in the body of the paper.
- Keep the notes simple. Use telegraphic sentences, symbols and abbreviations. Skip lines between headings, and write on only one side of the paper.

Abbreviate Short Sentences

Review

Cornell notes can be reviewed by listing key words and text questions in the margins. It may be helpful to use a second color to make additional marginal notes. To study your notes, overlap the pages of notes so only the margins (or summaries) can be seen. Then review headings and key words, and answer questions you have written.

SUMMARY: (Draw a horizontal line across bottom of page.)

After you have taken notes on the section of text, write a short (1-2 paragraphs) summary.