

# Cornell Note Taking Method:

The Cornell Note Taking method is designed to help you better organise and review lecture notes and course material. Using this system should enable you to increase your comprehension, improve your critical thinking and get higher test scores.

## Step 1 - Prepare

Draw a horizontal line about 3 cm from the bottom of an A4 notebook. The area below this line is your Summary section. Then, about 5-6 cm along the horizontal line from the left of the page, draw another line vertically to the top of the page. The section to the left of this line is your Review column. The larger section to the right is your Note Taking area.

Divide a page of an A4 notebook into three sections: A Review column to the left, a large Note Taking area to the right, and a Summary section at the bottom.

## Step 2 - Record

During your lecture or class, use the Note Taking area to record diagrams, problems and solutions, examples, questions and answers and other relevant comments.

## Step 3 - Supplement

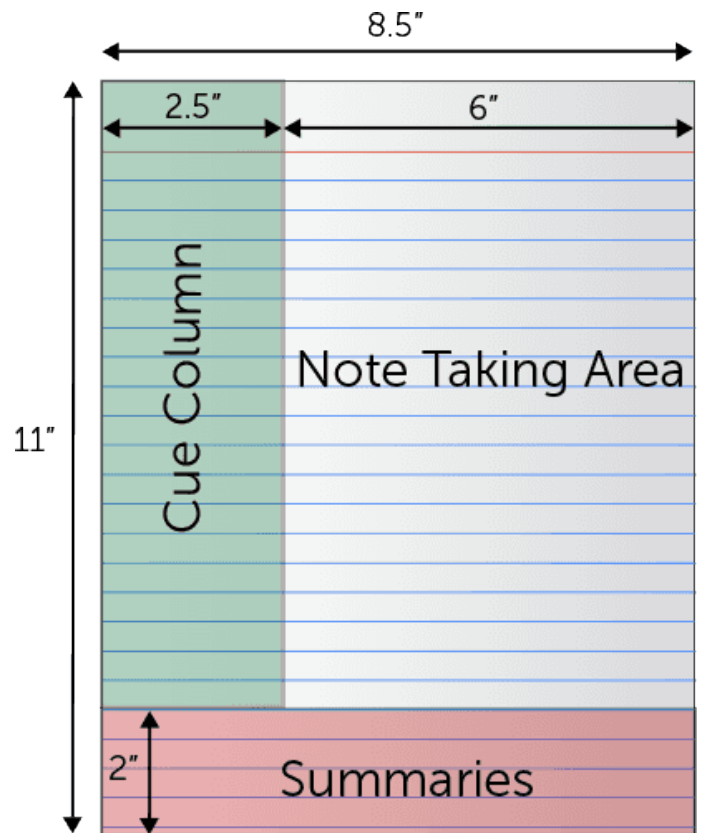
Use your textbook to supplement and clarify your lecture notes so as to get a deeper understanding of terms, definitions and concepts.

## Step 4 - Summarise

In the section at the bottom of the page, summarise the lecture in your own words. This will help you focus on key points and identify areas that need clarification. Your summary can include diagrams, illustrations, equations, problems and solutions.

## Step 5 - Review

Review your notes within 24 hours, writing keywords and brief phrases in the left hand column. You can also include potential test questions.



## Step 6 - Test

When you have completed your self-test column and summary, cover your lecture notes and quiz yourself. Identify concepts and facts you have difficulty recalling or understanding for further study.

## Step 7 - Repeat

Review your notes and test yourself several times a week as this can significantly improve understanding and increase long-term recall from 20% to over 70%. Reviewing material regularly leads to a more complete, accurate understanding and eliminates the need for stressful cramming before tests.