

Cornell Note Taking Method

The Cornell Method is useful because it allows you to make the most of your lecture notes, checks understanding of the topics covered, and they can also be converted into effective study aids later.

This requires you to divide your page into three columns

**See the diagram for further details (credit: lifehacker.com)*

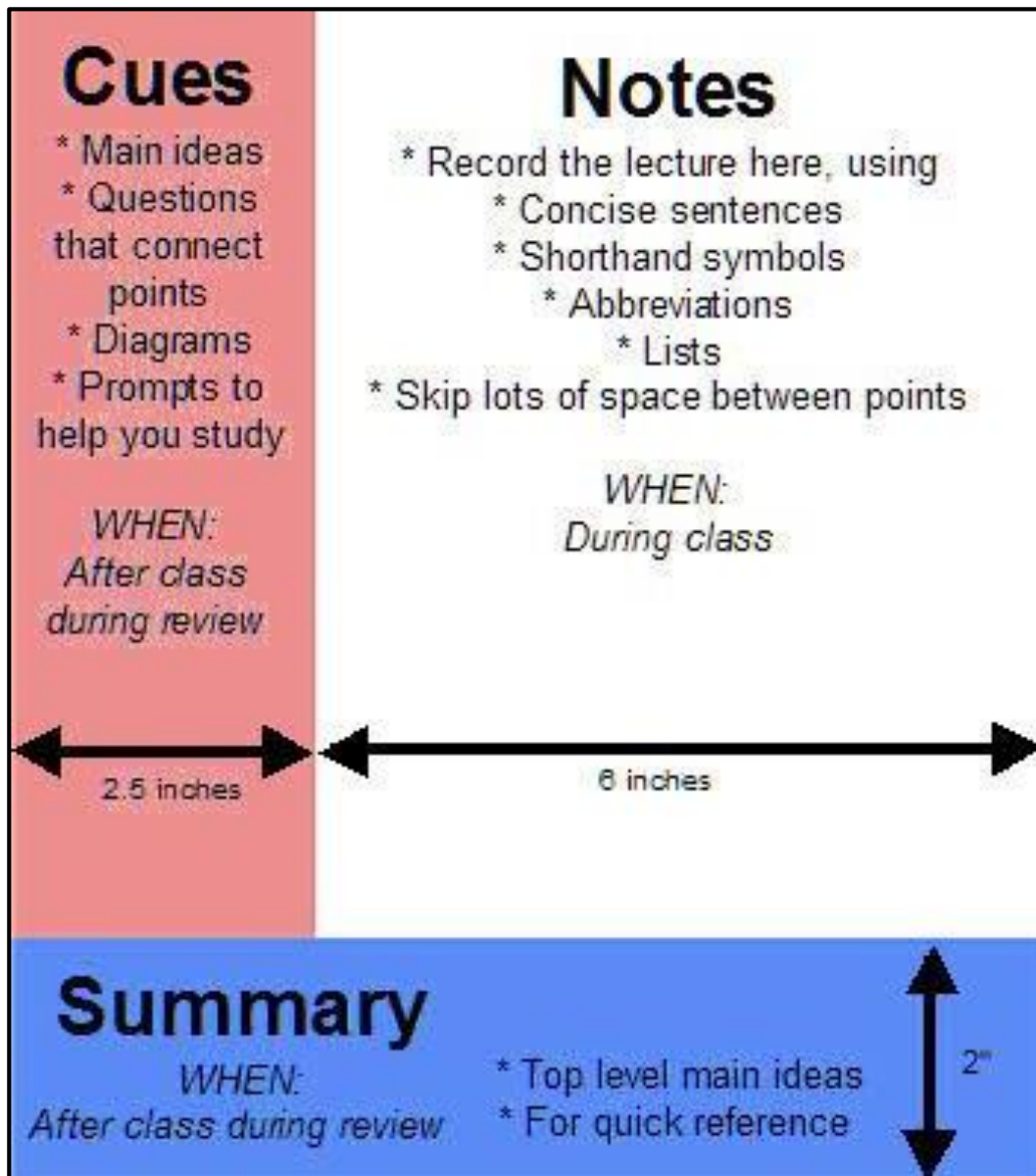
- **First Column – Notes:**
This column takes up most of the page. Your notes that you take in lectures are recorded in this column and topic areas are given underlined headings.
- **Second Column – Cues:**
This column represents the extended margin on the left and can be used for cues which briefly remind you of the main ideas covered, questions answered, key words, and any other prompts to recall the different sections of the lecture. You generally complete this column after your lecture.
- **Third Column – Summary:**
This column represents the extended margin on the bottom of the page. You should include a summary at the end of the notes, outlining the main ideas, for quick reference. The cue and summary section can be completed after class, during a review of the main notes. These sections will be helpful when you come to study the notes as they outline what is covered and provide cues to help recall the main notes and ideas. Covering the main notes and using the cues can be used as an effective tool to check that you can recall the information.

General Idea

The idea with this system is that you write your notes in the first column and complete the second and third column after your lecture. The keywords you place in the second column represent your selection of the key points of a lecture. The questions you enter either serve to help clarify unclear ideas and to elaborate on the notes by connecting ideas together.

When you are 'learning' the material you can cover up your notes section and use the keywords in the first column to trigger your memory – if you find this difficult then you know you need to read your notes in the second column again!

This is how your note taking document is structured:



Tip!

Click [here](#) to view a Cornell Note Taking Example. You can print the document and have an appropriate template to make your notes.