

# The Cornell Method

The Cornell system for taking notes is designed to save time but yet be highly efficient. It provides a systematic format for condensing and organizing and allows you to use the “5 Rs” of notetaking- Record, Reduce, Recite, Reflect, Review.

Recall column	Title      date
$\frac{1}{4}$	$\frac{3}{4}$
Main ideas	Notes
Key Words	Details
questions	Complete in-class notes
OPTIONAL - At the bottom of the last page of notes, leave a space for a summary of the lecture	

The format of the system is relatively simple. The note page of a student’s notebook is divided into two parts by a line, with  $\frac{1}{4}$  to the left of the line and  $\frac{3}{4}$  to the right.

- On the larger part of the paper include in-class notes with details.
- In the smaller area make sure to write main ideas, key words, and questions that pertain to the notes on the right side of the page
- Use the bottom of the note page to summarize ideas in 3 sentences or less
- When reviewing cover up the right column and quiz yourself using the left column words/questions to recall the content

**Record-** During the lecture, record in the main column as many meaningful facts and ideas as you can.

**Reduce-** As soon after the lecture as possible, summarize these fact and ideas concisely in the smaller column. Doing this clarifies meaning and relationships, reinforces continuity and strengthens memory.

**Recite-** Cover the large area and try reciting the notes in your own words and use the smaller column to help you review.

**Reflect-** Draw out opinions from your notes and use them as a starting point for you own reflection on the course and how it relates to other courses.

**Review-** Spend a set amount of time every week for a review of your notes and you will be more likely to retain most of what you have learned.