



NOTE-TAKING STRATEGIES

Cornell Method vs. Outlining Method

Here are two examples of methods for taking notes. Some methods may work best in certain subjects or courses, and you may need to use a combination of two or more. This isn't an exhaustive list, so there's no need to feel limited. Find a system that works for you, but remember to keep an open mind to always improving!

CORNELL METHOD

| Name, Class, Page #: | | Today's Date: |
|---|---|--|
| ● Layout of the page and where to write | E | <p>Draw two lines vertically down your paper, leaving 2.5 inches on the left and 6 inches on the right. This allows you to take notes on the right-hand side of the page leaving space on the left to summarize the main point with a cue word or phrase.</p> <p><i>In the narrow space between the two columns, label your notes with abbreviations to help you study! For example, mark an "E" anytime the professor mentions this concept will be on the exam. Mark an "I" for anything the professor says is very important. Mark an * for any confusing concepts, so you can ask about them in class, at office hours, or with a tutor. Come up with your own system!</i></p> |
| ● Organization of concepts | * | <p>When you move to a new topic, skip a line. It is also a great idea to use some organizational structure to your whole page.</p> <ul style="list-style-type: none">● Use bullets!● Use an indented system – kind of like outlining.● You can <u>underline</u> important words. |
| ● Filling in blanks | I | <p>If you aren't able to completely write down an idea before the instructor moves on to a new topic, fill it in after class.</p> |
| ● Reviewing and studying | E | <p>After class, test your knowledge of course material by covering up the right side of the page, reading the cue words, and trying to remember as much information as possible. Then check to see how much you remembered correctly, and what needs more studying.</p> |
| ● Advantages | * | <p>This is a simple and efficient way of recording and reviewing notes. It's easy for pulling out major concepts and ideas. It's simple and efficient. Use these notes for review, creating study guides, making flash cards, and to figure out what you need to focus on studying before an exam!</p> |

After class, use the space on the bottom of the page to write a brief summary (a few sentences, in your own words) in reference to your above notes. If you had to sum up the info briefly, or explain the most important ideas to a friend, what would you say?