

## Cornell System of Note-taking

2-part system

System can be divided into two parts

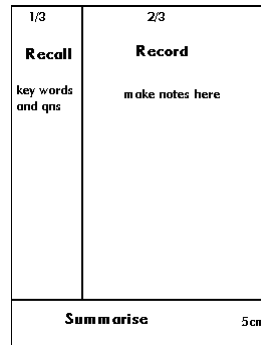
- layout of notes
- processing of notes

Paper type

1. Layout

- large paper (A4, legal...), so plenty of room
- loose leaf binder (re-arrange later & insert handouts)
- use only left-hand page

Layout



How to make notes?

2. Making notes

- write legibly
- capture general ideas (purpose to understand lecture)
- leave blank line between main points, indent sub-points
- use abbreviations
- note sources at the time
- notes needn't be neat, but must understand
- use pics, mindmaps etc.

Recall

3. Recall column

Condense notes into single words/phrases/questions. Forces you to understand and helps prompt memory.

4. Other stages

- reciting can help you remember
- re-writing/summarising lecture useful - but value???

Review - why? & how?

5. Review

Review essential as we forget fast. Two stages:

- i. immediately after lecture - recall stage
- ii. time each week for prev. material helps
  - macro understanding
  - memorisation

6. Summary box

for easy ref. and cross-referencing

**Cornell System of Note-taking**

- Layout of page
- Note taking methods
- Review (& other stages)

