

# Note Taking Methods

## Get Organized! Note Taking Methods That Work for You

### Cornell Note Taking

The Cornell Note Taking Method divides the page of notes into 3 sections. This allows you quickly to arrange your notes during your study time and provides a useful tool for developing effective study techniques.

#### How Each Section Works

##### Notes

1. Before class, draw lines to create each section on your notebook paper.
2. During the lecture, write your notes on the right side of the page.
3. Write on one side the paper only!
4. Use an outline format. Correlate your notes to the professor's delivery style.
  - § Outline by indentation
  - § Short phrases for definitions and terms
  - § Topics and supporting ideas
  - § Topics and paragraphs
5. Leave plenty of white space between items to set them off. That way later on you can tell at a glance what things go together.
6. Take 2-3 minutes after class to see if there's any spaces/blanks that need filling. Put ?? in the "Key Words" section if you missed something, so you will remember to ask your classmates or the professor.

##### Key Words

1. On this side of the line write one or two words that summarize what you are taking notes about on the right.
  - For example:
  - If the professor defines a new word, put the word here and define it on the right side.
2. Fill in this section as you take notes during the lecture.

##### Summary

1. Leave space at the bottom of each page for a summary.
2. When reviewing your notes, write in the summary of that page in your own words.

#### How to Make Your Notes Work for You

1. Review notes the same day they're taken.
2. Put key words or phrases in the left hand margin if you didn't have the chance to in class.
3. When you're studying for a test, spread your notes out on a table, overlapping so that only the "Key Words" section is showing. Then quiz yourself.
4. Go all the way through your notes once, placing a check mark beside the key terms you know.
5. Go back again reviewing only the key words still unchecked.
6. Keep repeating this process until all key words are checked.

#### Quick Summary

1. Set up the page.
2. Take notes.
3. Put key words/headings in margin.
4. Write a summary at the bottom.
5. When studying for a test, recite from memory prompted by key words.
6. Give special attention to those items that are hardest to remember.

