Cornell Notetaking

Why should you take notes?

• To minimize your “rate of forgetting”

☑ Dr. Walter Pauk, Cornell University Reading Center

☑ Don’t take notes = Forget 60 % in 14 days

☑ Take some notes = Remember 60 %

☑ Take organized notes and do something with them= Remember 90-100% indefinitely!

The More the Better!
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- Dr. Pauk created the Cornell Notetaking System, which is used at Stanford, UCLA’s School of Engineering, most Law Schools, and of course, at Cornell University
- The Cornell System requires the student to review notes and think critically after learning has taken place

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Web, Picture, Draw, ??’s</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Summarize</td>
</tr>
</tbody>
</table>
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When should you take notes?

- Notes are a record of your learning, so take them when:
  - You listen to a lecture
  - You read a text
  - You watch a film
  - You work in a group on an activity
  - You need to recall information about what happened to you in a class, meeting, or activity—which means always!
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What do you notice that is different about Cornell Notes?

• They are divided into two parts: questions and notes
• There is a reflection at the end
• There is room for a topic
• They are labeled with name, date, class, period or other information
## Cornell Notetaking

### What types of questions should I place on the left side?

- Questions which are answered in the notes on the right
- Questions you still need the answer to—ask a friend or the teacher after class
- Questions the teacher might ask on a test
- **Higher level thinking questions**
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What else could I place on the left side?

- Key terms, vocabulary words, or dates
- Diagrams or figures
- Reference pages in a text
- Steps in a solution process
- Notes to myself about actions I need to take
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What are some good tips for taking the notes on the right?

- Write only what is most important:
  - listen for repetition, change in pace or volume, numbering, explicit clues ("this is important," or "on the test");
  - watch for gestures, or clues to organization;
  - look for material being written down by instructor or shared in a visual manner.
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What are some good tips for taking the notes on the right?

• Write in your own words (paraphrase)
• Write using abbreviations (check a dictionary for these and create your own)
• Draw a figure or diagram
• Leave space where you think you might need to “fill in” info later
• Use bullets, arrows, and indenting to list key ideas
• Write legibly
### Cornell Notetaking

What are some good tips for taking the notes on the right?

- Actively listen
- Use **SLANT**
- Maintain eye contact with the speaker, group, or presentation source
- Nod your head at appropriate times
- Frown when you do not understand
- Ask relevant questions
- Answer questions posed by the instructor
- Make a written record
# Cornell Notetaking

## What are the steps to taking Cornell Notes?**

- **S**et up your page
  - Draw your margins
  - Label clearly

- **T**ake notes
  - Use your best strategies

- **A**ctively listen, analyze, ask questions

- **R**eview, revise, reflect
  - Look over notes and highlight, edit, or add info
  - Write your questions and reflection