

# 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

Date		Web,
Topic		Picture
		Draw
		??'s
<hr/> <u>Summarize</u>		

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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

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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



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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

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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