

Example of Cornell Note Taking Method

How can I prepare for lecture?

What steps are included in a survey?

Taking Lecture Notes

A. Preparation

**Attendance is important!!!

- Separate notebooks and folders
 - Rule off a 1-1/2 to 2 inch margin
- Read Assignment
 - OR-
- Survey
 - Title, subtitles, summary
 - Builds mental schema

NOTE: If instructor follows book closely, read & mark, then take book to class.

SUMMARY:

It is important to prepare for lecture by reading or previewing the material.

Example of Cornell Note Taking Method (cont.)

What should I write during class?

Review tips from section on “after class”

Name some ways to organize lecture material.

Taking Lecture Notes (cont.)

B. During Class

1. Arrive early
2. Sit where you can see and hear clearly
3. Record main ideas, details & examples
 - Paraphrase
 - Form application questions
4. If instructor talks too fast:
 - Write as much as you can
 - Use lots of symbols and abbreviations
 - Review notes immediately after class
 - Study and fill in the material after class
5. Use proper organizational form
 - Listing
EX: 1, 2, 3, ...
 - Time sequence
EX: “Before...”
 - Compare/Contrast

SUMMARY:

Write main ideas and examples from the professor. If I can't write everything down, I can review my notes soon after class and fill in what I missed.

Example of Cornell Note Taking Method (cont.)

What are some organizational methods I can use while taking notes?

Taking Lecture Notes (cont.)

B. During Class (cont.)

5. Use proper org'l form – cont.
 - Cause/effect
 - SummaryEX: Therefore, thus, ...
6. Notice your professor's verbal and nonverbal cues
7. Leave blank lines (or use left-hand side to fill in later)
8. Write legibly
9. Use abbreviations as often as possible

C. After Class

1. Review
 - Within 24 hours
2. Reorganize
 - Underline headings
 - Make notes legible
 - Add relevant material
 - Write questions about what you don't understand

SUMMARY:

Use organizational formats to organize notes and materials in your head. It is important to review your notes soon after class.

Example of Cornell Note Taking Method (cont.)

Taking Lecture Notes (cont.)

C. After Class (cont.)

3. Use recall column to predict test questions
 - Key words
4. Summarize the lecture
5. Rewrite answers during review
6. Compare and discuss notes with classmates
7. Meet with your instructor or TA to clarify information

NOTE: Be sure to tell them what you know and understand, and be prepared to tell him/her where you are having difficulty in pulling the information together.

Go to the
University
Learning Centers
for free help with
learning & study
skills info.,
tutoring, etc.

www.ulc.psu.edu

SUMMARY:

Reviewing after class will assure that I am learning my lecture notes and am prepared for the exam.

Material in this document was adapted from K. A. Thayer (1993) *Academic success skills videotape: Lecture note taking handouts.