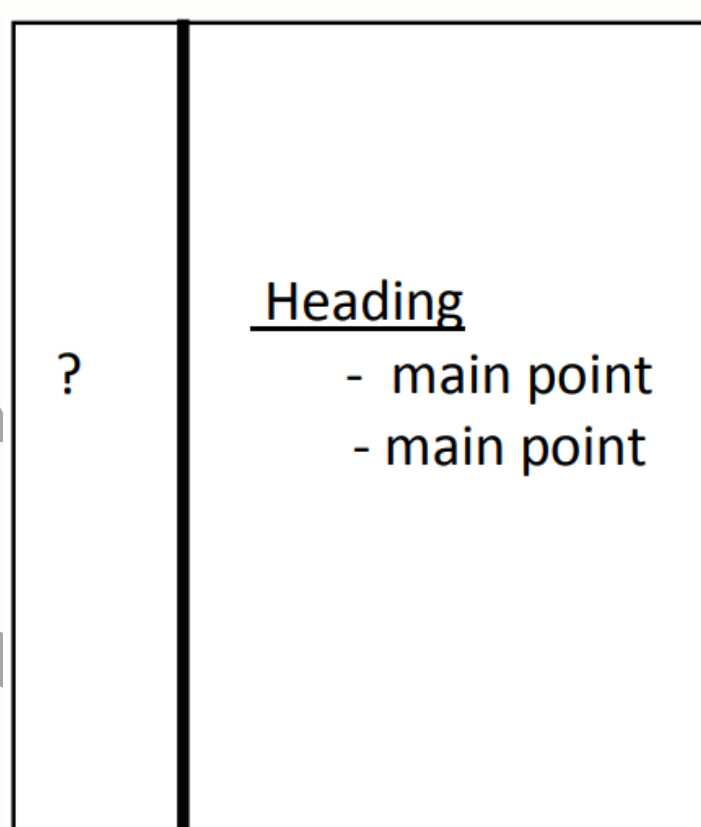# Cornell Note-Taking

This style of note-taking allows you to review your notes while testing yourself on your knowledge of the subject matter. This note-taking style has been proven to improve test scores. There are five steps to taking and using these notes.

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?    Heading
        - main point
        - main point
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1. Record

Draw a line about two inches in from the left side of your paper. (see illustration). This does not have to be exact. You will leave this area blank for now. On the right side of this line, write your notes. Create headings and list main points under each heading. Try to use your own words when possible, and don't try to write down every word the professor says. Write legibly so that you can easily read your notes later, but do not worry about spelling, grammar or neatness too much. This type of notetaking also works well for textbooks. Use the Headings in the text as your headings, and list the important points underneath in shortened form.

2. Reduce

After writing the notes, reread them to make sure they make sense. Add information if necessary. Then write study questions and cues in the blank left-hand column. For example if you took notes on types of stars, you might write "What are the types of stars?" across from that information.

4. Reflect

You might choose to make other study aids such as note cards or a summary of the information, if you feel it is necessary

3. Recite

To review your notes, cover the right side of your paper and ask yourself the study questions you wrote. Try to answer the questions in complete sentences, either in your head or aloud. Then check your answers. You may want to note which questions you need to review more and which you know well.

5. Review

Continue to review your notes throughout the class. Quiz yourself on previous notes before reading a new chapter or before class. If you do this consistently, you will know the information well, and will not have to cram for tests.

For more ideas see the links on the ALC's website or make an appointment with the graduate assistant in Centennial Hall Room 222