The Cornell Notetaking System

*Designed by Dr. Walter Pauk at Cornell University, the Cornell Notetaking System is a 5-step notetaking process used to take notes from textbooks or from lectures.*

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| ---- 2 1/2 inches ----  **(CUE COLUMN)**  Reduce ideas and facts to concise jottings and summaries as cues for Reciting, Reviewing, and Reflecting. Include headings, key words and study questions. | ---- 6 1/2 inches ----  **(NOTETAKING COLUMN)**  Record the lecture as organized and as meaningful as possible.  **The Five R’s of the Cornell Notetaking System**   1. **Record**. In the Notetaking Column, record as many meaningful facts and ideas as you can. Use concise sentences. but, make sure you will be able to gain full meaning later. Write legibly. 2. **Reduce**. After class, summarize your notes by writing in single words and short phrases in the Cue Column. Summarizing clarifies meanings, reveals relationships, establishes continuity, and strengthens memory. Also, this thinking and writing of cues sets up a perfect stage for studying for exams later. 3. **Recite**. Cover up the Notetaking Column with another sheet of paper. Refer only to the words and phrases in the Cue Column and explain information aloud and in your own words. 4. **Reflect**. Think critically, comprehend and use elaborative rehearsal strategies to work with information in new ways. Examples of reflection questions include: What's the significance of these facts? What principle are they based on? How can I apply them? How do they fit in with what I already know? What's beyond them? 5. **Review**. Immediate and ongoing review of your notes. If you do so, you'll retain a great deal for current use, as well as for the exam, which comes later. |
| l  l  2 inches **(SUMMARY)**  Leave space at the bottom of each sheet for a summary.  l  l | |