

# NOTE TAKING STRATEGIES

## Cornell Note-Taking System

### RECALL COLUMN

Use this column for:

- Questions you have that you need to revisit
- Key terms or concepts that you want to highlight
- Connections to other material
- Major themes
- Important topics that you need to review before exams

### NOTE TAKING COLUMN

Use this column for:

- Notes you take either while reading or during lecture. These notes may include details, diagrams, or more information beyond just the key points.
- You can utilize an outline, bullet-points, sentences, or other note taking methods in this column to best fit your needs.

### SUMMARY

- Write a brief summary after class or when you finish the assigned reading to summarize the information on this page. This can be used as a quick refresh when you review your notes before tests or just throughout the semester.

## Other Tips and Tricks

- Handwriting notes may help you in learning information. Some studies have shown that students who hand write their notes (as opposed to typing) are more likely to retain the information.
- Use a different color pen when you are in class from when you took notes on your own. You can distinguish the main points the professor went over in class easily.
- Use short-hand if you find it helpful and you can remember what it means later.
- Do not feel like you need to write down everything that the professor says. Try to write down the key pieces of information that you need and you can fill in some of the details later.
- Find the strategy that works best for you - and it might look a little different for each class or subject.

# NOTE TAKING STRATEGIES

## Outline

### I. Prepare before class

A. Take notes while you are reading; subtitles can help you organize your information

- Bullet points of the key ideas will help you organize information
- Use these notes as a guide for when you get to your lecture

B. Powerpoints or note guides

- If your professor posts notes online before class, print them and bring them with you!
- Use these as a guide, and add examples and more information during class

C. Review before class

- Get to class a few minutes early and preview the material that will be covered
- Review questions you had from the reading or last class to see if they get answered

### II. During class

A. Listen and pay attention

- Does your professor use organizational words (ex. "3 main ideas")
- Does your professor emphasize anything in particular?

B. Write!

- Write down main ideas, examples, how things connect
- Use shorthand and remember you do not have to write down everything that is said

C. Participate

- Ask questions if you need to
- Participate in discussions or answer questions if you can

### III. After class

A. Review your notes

- Within 24 hours of class, review your notes to see what you still have questions about
- Summarize the main ideas from each class - this will help you remember information and be a good study guide later

B. Tips and tricks

- Use different color pens or different fonts to highlight key terms or ideas
- Re-read all of your notes at the end of each week to review material and prepare for the upcoming week