

CORNELL NOTES

Format for:

Cornell Notes

Write the date, class, topic of notes, source of notes (e.g. lecture, book, film) and page number for each page of notes at the top of the page of lined paper

Mark a wide left margin (approx. 1/3 of the page)

Consider the left hand column the place for study questions and main ideas

Consider the right hand column the place for specific information and details

While taking notes during class or while reading, write in the right hand column

Use abbreviations

Paraphrase to capture content but simplify writing

Use symbols (arrows, circles, underlining) or highlight important information, ideas/words that are unclear, relationships between ideas/information

Include graphics (e.g., diagrams, charts) when relevant

Skip lines between ideas

Within 24 hours of taking notes, develop study questions and identify main ideas about specifics in right hand column, write study questions/main ideas in the left hand column

Write a summary of the information at the end of your notes

Fold along the margin for a built-in study guide; use your notes like flash cards