
The Cornell Method of Note-Taking

Students are not as likely to take well-organized notes on a blank piece of paper. To remedy this situation, we suggest you give your student copies of the Cornell Form (see the sample on the next page). This simple format gives students needed structure so that they don't have to worry about organizing information as they write. Walter Pauk first outlined the Cornell Method of taking notes in class – it involves the following form and process.

RECORD	Use shorthand and symbols.
REDUCE	Identify key words and information.
RECITE	Repeat key terms.
REFLECT	Know why key terms are important.
REVIEW	Go over notes daily to avoid cramming.

From Take Stock in Children's Toolkit, p. 87

H