




Cornell note-taking method

Date	Title
<p>Cue column</p> <ul style="list-style-type: none"> • Most important information • Headings • Topics <p>1/3</p> 	<p>Notes column</p> <ol style="list-style-type: none"> 1. Record: During the lecture, use the notetaking column to record the lecture using short sentences. 2. Questions: After class, formulate questions based on the notes in the note-taking column. Writing questions helps to clarify meanings, reveal relationships, establish continuity, and strengthen memory. Also, the writing of questions sets up a perfect stage for exam studying later. 3. Recite: Cover the note-taking column with a sheet of paper. Then, looking at the questions or cue-words in the questions and cue column only, say aloud, in your own words, the answers to the questions, facts, or ideas indicated by the cue-words. 4. Reflect: Reflect on the material by asking yourself questions, for example: "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: Spend at least ten minutes every week reviewing all your previous notes. If you do, you'll retain a great deal for current use, as well as, for the exam. <p>2/3</p> 
 <p>Summary</p> <p>+/- 8cm</p> <p>Use this space at the bottom of each page to summarise the notes on that page.</p>	

Sourced from <http://onlineresources.blogs.auckland.ac.nz/cornell-note-taking-method-word-doc/>