THE CORNELL FORMAT

To use the Cornell format, begin with drawing a vertical line on your note-taking paper – one and a half inches from the left edge of the paper. Write your notes in this section. After taking notes, write key words and phrases to the left.

Here are a few tips for effective note taking

1. Leave space in your notes for adding information later

2. Review your notes within 24 hours

3. Prepare for the lecture by following the syllabus, doing homework, completing assigned reading

4. Tune-in!
   - Sit front and center
   - Focus on the content of the lecture, not the delivery
   - Listen for bell cues
   - Ask relevant questions

5. Join classmates for reviewing notes and filling in any spaces