

NOTE TAKING

THE CORNELL FORMAT

1½" Line

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

Space

1. Leave space in your notes for adding information later

1st 24°

2. Review your notes within 24 hours

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

Will be on
Test!

4. Tune-in!

What is a bell
cue?

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

Study Grp.

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



COUNSELING AND CAREER DEVELOPMENT SERVICES