Note Taking
Cornell Method

The Cornell method provides a systematic format for condensing and organizing notes without laborious recopying. After writing the notes in the main space, use the left-hand space to label each idea and detail with a key word or “cue.”

**Method**

Rule your paper with a 2 ½ inch margin on the left leaving a six-inch area on the right in which to make notes. During class, take down information in the six-inch area. When the instructor moves to a new point, skip a few lines. After class, complete phrases and sentences as much as possible. For every significant bit of information, write a cue in the left margin. To review, cover your notes with a card, leaving the cues exposed. Say the cue out loud, and then say as much as you can of the material underneath the card. When you have said as much as you can, move the card and see if what you said matches what is written. If you can say it, you know it.

**Advantages**


**Disadvantages**

There are no disadvantages to using this system

**When to Use**

In any lecture situation.

*Information provided by the Academic Skills Center at California Polytechnic State University*

For more information, please visit lasso.okstate.edu/success-coaches or contact Lasso at (405) 744-3309 successcoach@okstate.edu
Example of the Cornell Method

**Cues**
- Main ideas
- Questions that connect points
- Diagrams
- Prompts to help you study

*WHEN:* After class during review

**Notes**
- Record the lecture here, using
  - Concise sentences
  - Shorthand symbols
  - Abbreviations
  - Lists
  - Skip lots of space between points

*WHEN:* During class

**Summary**
- Top level main ideas
- For quick reference

*WHEN:* After class during review