

Cornell Note Taking System

1. **Record** (during lecture)
 write down facts and ideas in phrases
 use abbreviation when possible

 (after lecture)
 read through you notes
 fill in blanks and make scribbles more legible
2. **Reduce or Question** (after lecture)
 write key words, phrases or questions that
 serve as cue for notes taken in class
 cue phrases and question should be in your
 own words
3. **Recite**
 with classroom notes covered, read each key
 word or question
 recite the fact or idea brought to mind by key
 word or question
4. & 5 **Reflect and Review**
 review your notes periodically by reading
 think about what you have learned
6. **Recapitulation** (after lecture)
 summarize each main idea
 use complete sentence

Cornell Note Sheet Example

