

Cornell Note Taking Guide

Course/Subject: _____

Date: _____

Recall Column	Record Column
Record <i>during</i> class	
	Write as briefly as you can in the Record Column during the lecture.
	Use abbreviations and shortened phrases.
	Leave spaces between ideas so you can fill in more later.
Reduce <i>after</i> class	
	Fill in the Recall Column as soon as possible.
	Use terms and questions.
	Summarize ideas and facts.
	Show relationships between points to strengthen memory.
Recite from recall column	Prepare for exams gradually and well ahead of time.
	Cover the main or Record Column
	Use the Recall Column as a prompt to recite facts from the Record Column in your own words.
	Uncover the Record Column and check facts. This will help transfer ideas to your long-term memory.
Reflect on possible test questions; mark unclear points	
	Think - to make sense out of the notes.
	Find relationships and order.
	Put ideas into categories and tie old material to new.
	Think about which points will appear on tests
Review to improve memory	Mark unclear concepts so you can ask questions.
	Review weekly to retain most of what you learned.
	Relate facts from earlier material to present material.
Summary -	

For more details, please refer to Chapter 6, *How to Study in College*, by Walter Pauk 3rd Edition, 1985