

## Cornell Note-Taking Format

This system, developed, by Walter Pauk, is used world-wide. You can get 'Cornell Note-taking paper at most office supply stores, but most students use regular paper.

1. Before the lecture begins, draw a line top to bottom, 2 ½ inches in from the left side (right, if you are left handed) of the paper.
2. At the top, write the name of the class and the date.
3. Once the lecture begins, take your notes in the wider column. Listen for possible questions and answers, but understand that **your major job in class is to take dictation. If you don't have lecture notes you have nothing to study.**
4. Using the information implied in the *Forgetting Curve*, come back to your notes as soon as possible after class. The sooner you come back to the notes, the less time you will have to spend to produce effective understanding and storage of the material.
5. Read the notes over with one question in mind: *Can I make a question out of this content?*
6. Write the questions in the smaller column and the answers underneath using the tips from *How to Create an Effective Answer*
7. Review this study guide by asking yourself the question and then answering as much as you can before checking your answer. **Never just read over the question and answer.** It is too difficult to maintain focus when you do this.
8. A variation is to draw a line two inches up from the bottom of the page and summarize, in your own words, the questions and content on this page of notes.

The Cornell format looks like this:

<b>Name of the class</b>	<b>Today's Date</b>
<b>Question and answers here</b>	<b>Notes here</b>
<b>Summary of the information/questions on this page go here</b>	