


SU/Cornell Note-Taking System

This method of note-taking is well suited to all courses regardless of the format of the exams. Adapted from the work of

Walter Pauk, this system requires an ongoing review of the notes and provides a review tool for test preparation.

Taking notes in class.

Format	Before Class	During Class	After Class	Why Use It
<p>Draw a vertical line 2 1/2 inches in from the left side of the sheet of standard size paper. This creates a recall column.</p> <p>Trace the first horizontal line of the paper. A summary box is created from the drawn line up to the top of the paper.</p>	<p>Draw the format.</p> 	<p>Record as many notes as possible in the large box on the right-hand side of the paper.</p>	<p>Reread your notes.</p> <ol style="list-style-type: none"> In the left column (recall column), reduce your notes by filling in key words or terms that help you recall the information on the left. This is usually best to do right after class or the same day. At a later time, usually a day or two later, summarize your class notes by writing summaries in the summary boxes at the top of each page of notes. Review the recall column and/or the summary box once a week. 	<ol style="list-style-type: none"> This system of note-taking forces you to review your notes a number of times after the class. This ongoing practice helps you learn the information more effectively. The recall column and summary box provide efficient tools for review and an easy way to generate anticipated test questions.