

The Cornell Notetaking System Diagramed and Explained

<p>---- 2 1/2 inches ----</p> <p>Reduce ideas and facts to concise jottings and summaries as cues for Reciting, Reviewing, and Reflecting.</p> <p>(RECALL COLUMN)</p>	<p>---- 6 1/2 inches ----</p> <p>Record the lecture as fully and as meaningfully as possible.</p> <p>(NOTETAKING COLUMN)</p>
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THE CORNELL NOTETAKING SYSTEM

1. **Record.** In the Notetaking Column, record as many meaningful facts and ideas as you can. Use abbreviations, indent, etc. but, make sure you will be able to gain full meaning later. Write legibly.
2. **Reduce.** After class, summarize your notes by writing in single words and short phrases in the Recall Column. Summarizing clarifies meanings, reveals relationships, establishes continuity, and strengthens memory. Also, this thinking and writing of cues sets up a perfect stage for studying for exams later.
3. **Recite.** Cover the Notetaking Column with a sheet of paper. Then, looking at the words and phrases in the Recall Column only, recite aloud and in your own words the full lecture.
4. **Reflect.** Professor Hans Bethe, nuclear physicist and Nobel Prizewinner, said, "...creativity comes only through reflection." You reflect by asking yourself the following questions, for example: What's the significance of these facts? What principle are they based on? How can I apply them? How do they fit in with what I already know? What's beyond them?
5. **Review.** Spend ten minutes, for each separate class, every week reviewing your notes. If you do so, you'll retain a great deal for current use, as well as, for the exam, which comes later.

Summary. Leave space at the bottom of each sheet for a summary.

Using Words and Phrases in Cue Column Illustrated

	Biology 101 -- Prof. Fairbanks -- Sept 18th
Water affects weight	A. Importance of water in controlling weight
- helps metabolize fat	1. Water helps body metabolize stored fat.
	2. Studies show:
Increase water = decrease fat	a. Increase water intake = fat deposits decrease
Decrease water = increase fat	b. Decrease water intake = fat deposits increase
Kidney - liver relationship	3. Why? Kidneys can't function at capacity w/o enough water; so, some of the kidney's work is dumped on liver.
	a. Liver's job is to metabolize fat.
	b. If liver does kidney's work, too; can't complete its own work
	c. So, liver metabolizes less fat, thus more fat is stored.
Water affects hunger	d. If there's sufficient water; then liver & kidneys do their complete jobs. Furthermore, this leads to a natural loss of hunger, which means the intake of fewer calories.
Daily = 2 qts	4. How much water
	a. 2 qts every day = 8 large glasses (8 oz.)
Overweight = 1 extra glass per 25 lbs.	b. If overweight, one additional glass for every 25 lbs of excess weight.
Water keeps body's fluids in perfect balance. Water enables kidneys to function at maximum level; thus, freeing liver to metabolize (burn) stored fat. To achieve weight loss, drink 8 glasses (8 oz ones) of water. More if already overweight.	

Five Different Note Forms

There are various forms of notetaking that may be used when recording a lecture. It is important that you use a system that works for you and stay consistent with the same form in all your classes.

Form I: The Paragraph Form

Form of taking notes - form is important - provides organization, major points, minor points, relationship, details. Paragraph Form - easiest, poorest, write until idea changes, then begin new paragraph. Sentence Form - more difficult than Paragraph Form, better, series of numbered statements. Standard Outline Form - best organization. Notes for you guidance. Decimal Outline Form - like Standard Outline only uses decimal system, complex. Dash Outline Form - also like Standard Outline, but dashes instead of symbols; good organization, simple, preferable: Standard Outline Form and Dash Outline Form. May combine.

Form II: The Sentence Form

1. The form of taking notes is important.
2. It provides organization by showing major points, minor points, their relationship to each other, and details.
3. The paragraph form is the easiest to use and the poorest.
4. For the paragraph form you write a paragraph until the idea changes.
5. The sentences form, a little more difficult and a little better is a series of numbered statements.
6. The standard outline form is the best for organization and the most difficult to follow.
7. It uses Roman numerals, letters, numbers, and various types of indentation.
8. Remember that notes are for you guidance only.

Form III: Standard Outline Form

- I. Form of taking notes
 - A. Form is important.
 - B. Form provides organization.
 1. Major points.
 2. Minor points.
 3. Relationship between them.
 4. Details.
- II. Comparisons of Forms.
 - A. Paragraph Form
 1. Easiest.
 2. Poorest.
 - B. Sentence Form
 1. More difficult.
 2. Better.
 - C. Standard Outline Form
 1. Best for organization.

Form IV: Decimal Outline Form

1. Form of taking notes
 - 1.1 Form of note taking is important.
 - 1.2 It provides organization.

1.21 Organization is based on major points, minor points, the relationships between them, and details.

1.3 Paragraph Form

1.31 This is the easiest to take, but the least useful.

1.32 You write until the idea changes, then you begin a new paragraph.

1.4 Sentence Form

1.41 This is more difficult, but also better.

1.42 You use a series of numbered statements.

Form V: Dash Outline Form

Form of taking notes

-important because provides organization

-major points, minor points, relationships between them, details

Paragraph Form

-easiest, but poorest

-write until the idea changes; begin new paragraph

Sentence Form

-more difficult, but better

-series of numbered statements

Standard Outline Form

-best for organization, but most difficult

Active Listening

Regardless of what form of notetaking works for you, there are some additional factors that will help you develop good class notes.

- ❖ Listen actively – keep an open mind, pay attention, ask questions
- ❖ Sit close to the front – this will allow you to hear better and clearly see all visual aids
- ❖ Sit up with your feet on the floor– when you slouch in your chair it is easier to fall asleep and harder to record notes
- ❖ Make Eye contact – this lets the instructor know you are involved and alert
- ❖ Sit where there is good lighting
- ❖ Come prepared – have your book, notebook, pens and highlighters ready when class starts