

The Cornell Note-taking System (Primeaux Style)

Preparation

1. Use Standard 3-hole paper
2. Draw a line about 1 ½ inches
3. Write down ideas and facts from the lecture on the right side of the line.

Using the System

1. Record notes simply.
2. Write key phrases, not entire sentences.
3. Don't make an elaborate outline.
4. Write down all key terms and definitions.
5. Include all relevant examples.
6. Use an abbreviation system.
7. Write as neatly as possible
8. Leave blank space when you miss ideas, to add information after asking the teacher or a classmate for clarification.

After the Lecture

1. Read through your notes as soon as possible after the lecture.
2. Rewrite illegible or abbreviated words that you may forget.
3. Check the spelling of any uncertain words.
4. Write key words or questions on the left side of the line, that prompt the information in the note-taking column.
5. On the back or bottom portion of the paper summarize the notes on that page.

Review Method (VERY IMPORTANT)

1. Cover the right side of your notes with a piece of paper
2. Using the questions or key words on the left side, recite aloud the facts and ideas of the lecture or reading in your own words.
3. Slide the paper down and check that portion of your notes to see if you remembered all the critical information.
4. Check off questions on the left side of the paper that you should continue to review more seriously.
5. Also ask yourself questions, for example: What principle are they based on? How can I apply them? How do they fit in with what I already know? What is beyond them?
6. Spend at least 10 minutes every week reviewing **all** your previous notes. If you do, you'll retain a great deal for current use, as well as, for tests.