

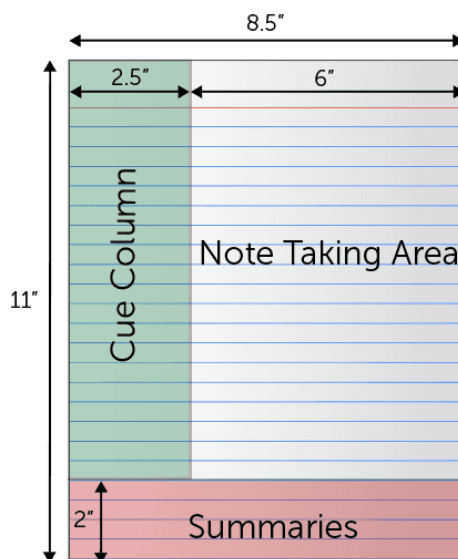
Minimise Study Time  
Maximise Scores



## Cornell Note Taking System

The Cornell method provides a systematic format for condensing and organising notes.

The student divides each page into two columns: the note-taking column (usually 6 inches wide on the right) and the cue column (about 2 inches wide on the left). The student should leave five to seven lines blank at the bottom of the page.



### Step 1: Record

**When:** During a class/lecture

**Where:** Note taking area

- Listen carefully to what is being said.
- Record as many key facts delivered during the class/lesson as possible. Do not try to write down every word.
- Copy anything written on the board or presented on the overhead.
- Avoid using long sentences and paragraphs. Use bullet points instead.
- Leave space between points so you can add information later.
- Develop your own abbreviations.
- Highlight or underline important words and phrases.
- Paraphrase i.e. write notes in your own words.
- Don't be concerned with spelling and grammar.

Complete sentences and phrases as much as possible after class.  
For every significant piece of information, write a cue in the left-hand margin.

### Step 2: Reduce

Reduce learning to the essential facts and ideas.

**When:** During and After class

**Where:** Cue column

During the class, use this column to jot down questions that need to be clarified, key terms (vocabulary words) and areas that need further investigation.

As soon as possible after class, summarise the main points and ideas in the Cue Column. This will enable you to strengthen memory and reduce the time spent preparing before exams. Document possible exam questions on the topic when you think of them.

When revising, read out the cues in the left-hand margin out loud, then say as much as you can about the topic in your own words. When you have said as much as you can about the topic, refer to the notes section and see if what you said matches that is written.

### Step 3: Reflect & Review

**When:** When revising

**Where:** Summary section

Write a brief summary highlighting the main points on the page. Ask the following questions and jot down your answers:

*Why is this information important?*

*What conclusions can I make from this information?*

*How can this information be applied?*

### Additional Advice

Where possible, spend 10 to 15 minutes reading about the topic to be covered before you go to class.

Regards,  
TSFX