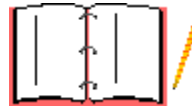


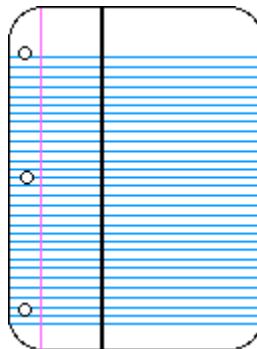
Note-taking - THE CORNELL SYSTEM



The Cornell system for taking notes is designed to save time but yet be highly efficient. There is no rewriting or retyping of your notes. It is a "DO IT RIGHT IN THE FIRST PLACE" system.

1. First Step - PREPARATION

Use a large, loose-leaf notebook. Use only one side of the paper. (you then can lay your notes out to see the direction of a lecture.) Draw a vertical line 2 1/2 inches from the left side of you paper. This is the recall column. Notes will be taken to the right of this margin. Later key words or phrases can be written in the recall column.



2. Second Step – TAKING NOTES FROM SOURCES

Record notes in paragraph form using YOUR OWN WORDS. Capture general ideas—summarizing, paraphrasing or quoting main points. Put “quotation marks” around direct quotes. Skip lines to show the end of ideas or thoughts. Using abbreviations will save time (see “Simple Abbreviations” on the following page). Write legibly.

- **Summarize**
means to briefly explain the information in your own words. A summary condenses the content of a lengthy passage. When you write a summary, you reformulate the main idea and outline the main points that support it.
- **Paraphrase**
means to restate the content of a short passage. When you write a paraphrase, you reconstruct the passage phrase by phrase, recasting the author’s words in your own.
- **Quote**
means to use the exact words of the author. Quotes are enclosed in quotation marks.

3. Third Step - AFTER TAKING NOTES

Read through your notes and make them more legible if necessary. Now use the column. Jot down ideas or keywords from your notes. Also, write any questions you may have. The information in the left-hand column may be used for arranging your notes according to topic before writing your paper or for organizing information before creating PowerPoint slides or a pamphlet.

Simple Abbreviations

+ and	4 for
> increase	2 to
< decrease	& or / and
w/ with	- minus less
w/o without	= equals
w/l within	≠ diff/not equal
∅ no, not ever	prt part
b be	b/w between
i.e. that is	Symbols ! @ # \$ % > <

Additional Suggestions:

- Use symbols, diagrams, or drawings to simplify ideas. Example: Draw arrows to show connections between ideas.
- Make names and titles into acronyms after writing them once.

- Write first few syllables of long words and complete the word when reviewing notes.

~ collect coll ~ communicate comm

- Write words deleting vowels until notes are reviewed.

~ speak spk ~ communicate commnct ~ community commnty

Can you think of some of your own short cuts?

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

From Virginia Tech – Reading and Study Skills: Note taking
<http://www.ucc.vt.edu/stdysk/cornell.html>

The information in this lesson focuses on taking notes from sources. The following sites have additional information on Cornell Note-taking:

Cornell Note-taking system

<http://www.mccallie.org/DaveHall/notes.html>

http://www.byu.edu/stlife/cdc/Learning_Strategies/study_skills/note-tak.htm