# Cornell note-taking method

<table>
<thead>
<tr>
<th>Title of lesson</th>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Date:</td>
</tr>
<tr>
<td></td>
<td>Paper:</td>
</tr>
</tbody>
</table>

## Cue column
- Most important information
- Headings
- Topics

## Notes column
1. Record: During the lecture, use the note-taking column to record the lecture using short sentences.

2. Questions: After class, formulate questions based on the notes in the note-taking column.
   Writing questions helps to clarify meanings, reveal relationships, establish continuity, and strengthen memory. Also, the writing of questions sets up a perfect stage for exam-studying later.

3. Recite: Cover the note-taking column with a sheet of paper. Then, looking at the questions or cue-words in the questions and cue column only, say aloud, in your own words, the answers to the questions, facts, or ideas indicated by the cue-words.

4. Reflect: Reflect on the material by asking yourself 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 at least ten minutes every week reviewing all your previous notes. If you do, you’ll retain a great deal for current use, as well as, for the exam.

## Summary
After class, use this space at the bottom of each page to summarise the notes on that page.