The Cornell Note-taking System

2 1/2" <>	6"
	Notetaking Column
Cue Column	1. Record : During the lecture, use the notetaking column to record the lecture using telegraphic sentences.
	2. Questions: As soon after class as possible, formulate questions based on the notes in the right-hand 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 notetaking column with a sheet of paper. Then, looking at the questions or cue-words in the question 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
	fter class, use this space at the bottom of each page summarize the notes on that page.

Adapted from <u>How to Study in College 7/e</u> by Walter Pauk, 2001 Houghton Mifflin Company

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Key Points	Details
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Summary	
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Outline Notes

	Period
Main Idea/Subject	
Support/ Idea 1	
Details/ Examples	A
	В
	C
	D
1	Е
Support/ Idea 2.	
Details/ Examples	A
	B
	C
	D
	Е
Support/ Idea 3	
Details/ Examples	Δ
	A
	B
	C
	D E
Support/Idea 4	
	A
. Details/ Examples	
	B
	C
	D E
	E

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The Formal Outline Note Taking System

- Highly structure, logically organized notes
- Levels of information clear
- Formal outlines show a skeleton of the printed information.
- Use formal outlines to take notes before, during, or after reading.

Standard Outline Format

- Indent and align items to show levels of information.
- Show at least two subtopics under each category.
- Use Roman numerals for main topics.
- Use Arabic numerals for supporting details.
- Use key words and short phrases throughout the outline.

Creating Formal Outlines

CREATING FORMAL OUTLINES

- 1. Write the chapter number and title on the top of your paper.
- 2. Locate the first main heading in your textbook. Label it with a Roman numeral (I, II, III, IV, V, VI, VII, VIII, IX, X...).
- 3. Locate all the subheadings. Label them with capital letters.
- 4. Use numerals and lowercase letters for supporting details under each subheading.
- 5. Use numerals inside parentheses for small details if needed.



How to Study from Formal Outlines

- Read one line or item at a time; explain by reciting.
- Check your accuracy or completeness.
- Add clue words to the right of the lines or items.
- Repeat the process of reciting from the outline.
- Use the outline to write a summary.

Adapted from: iws.cccccd.edu/.../The%20Formal%20Outline%20Notetaking%20System.ppt