

LECTURE NOTES: A SUGGESTED FORMAT (CORNELL NOTES)ⁱ

- Divide the page into two parts, approximately one-third and two-thirds (see below).
- On part B, take full lecture notes, indenting the overall organization of the material as well as the relationships among specific ideas. Leave some space between items.
- Use part A to write questions which can be answered by the information in your notes.
- Plan a short period of time (10–15 minutes is usually enough) to review your lecture notes within 24 hours after taking them and write questions in part A.
- Quiz yourself by covering part B and reciting the answers to questions in part A.
- Review regularly (once a week) by self-testing with questions.

| A | B |
|----------------|----------------------------------|
| _____ | _____ _____ _____ _____ |
| _____ _____ | _____ _____ _____ _____ |
| _____ | _____ _____ _____ |
| _____ | _____ _____ |

Other Tips on Taking Lecture Notes

- Listen carefully as you take notes; it's impossible to write down everything a lecturer says. Listen for main ideas, supporting details, and examples. Don't write in full sentences. Use abbreviations.
- Leave blank spaces when you miss something. Fill them in by reading your text and/or consulting with another student or the instructor within the next 24 hours, preferably immediately.

ⁱ References: Loyola University Chicago, Learning Assistance, 2005