LECTURE NOTES: A SUGGESTED FORMAT (CORNELL NOTES)\(^1\)

- 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.

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.

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\(^1\)References: Loyola University Chicago, Learning Assistance, 2005

Updated: May 2011