

# The *Modified* Cornell Note Taking System

## Recall Column

## Main Column

-----3 1/2"-----

**Reduce** ideas and facts to concise jottings and summaries as cues for **Reciting, Reviewing,** and **Reflecting.**

**Reflection** should also include supplementing these notes with information from the text and referencing relevant problems from the HW.

-----5"-----

**Record** the lecture as fully and as meaningfully as possible.

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Leave 3-5 " of space at the bottom of the last page of notes for each lecture. Shortly after lecture, **reflect** on what was done in lecture by writing a short summary.

The format provides the perfect opportunity for following through with the 5 R's of note-taking. Here they are:

1. **Record.** During the lecture, record in the main column as many meaningful facts and ideas as you can. Write legibly.
2. **Reduce.** As soon after as possible, summarize these ideas and facts concisely in the Recall Column. Summarizing clarifies meanings and relationships, reinforces continuity, and strengthens memory. Also, it is a way of preparing for examinations gradually and well ahead of time. Supplement your recall column with important information from the text, workshop and HW.
3. **Recite.** Now cover the column, using only your jottings in the Recall Column as cues or "flags" to help you recall, say over facts and ideas of the lecture as fully as you can, not mechanically, but in your own words and with as much appreciation of the meaning as you can. Then, uncovering your notes, verify what you have said. This procedure helps to transfer the facts and ideas of your long term memory.
4. **Reflect.** Reflective students continually label and index their experiences and ideas, put them into structures, outlines, summaries, and frames of reference. They rearrange and file them. Best of all, they have an eye for the vital-for the essential. Unless ideas are placed in categories, unless they are taken up from time to time for re-examination, they will become inert and soon forgotten.
5. **Review.** If you will spend 10 minutes every week or so in a quick review of these notes, you will retain most of what you have learned, and you will be able to use your knowledge currently to greater and greater effectiveness.