

# Use notes effectively

Adapted from the Cornell Note-taking System developed by Walter Pauk

Divide paper like this:

<b>Cue Column</b>	<b>Lecture Notes</b>
<b>Summary</b>	

**Lecture Notes** Take selective notes during the lecture. Use your own words. Don't write complete sentences. Note important points and connections, key words, causes/effects, problems/solutions, sequences. Make diagrams, lists, charts.

**Cue Column** During class, write nothing in this column. Soon after every class, summarize key points and write them in the cue column. Write key words that will help you recall important ideas. Also, make questions for important ideas and write them in the cue column. Write other questions about unclear points to ask your professor later.

**Summary** After you have written key points and questions in the cue column, write a short summary of this page's lecture notes in your own words at the bottom of the page.

**Use your notes** Cover your lecture notes and look at the cue column. Answer the questions in your own words – aloud or in writing. Explain key points. Look at your lecture notes to confirm. If something is unclear, put a question mark in the cue column.

**To prepare for your next class** Review your notes from the previous class. Note questions you have about unclear points. Ask them.

**Weekly review** Once a week review your notes. Correct or amend key points, questions, and summaries as needed. Note what you still are unclear about – check your lecture notes and your textbook, and ask tutors, classmates, or your professor. Note connections between important ideas and ask yourself why are the ideas important.

**Make it work for you** Adapt this system to your classes and to what works for you.