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**The Cornell Method of Note-taking**

How to Take Organized Notes

​The Cornell Method provides a systematic format for condensing and organizing notes. This note-taking technique provides an easy format for pulling out major concepts and ideas. It is simple, efficient and saves time and effort. It is not the only note taking system, but it's a useful one.

**Method:**

1. Before class, rule your paper with a margin on the left. The left side will contain the main ideas, or "key" words, while the right side should contain point form notes.
2. During class, take down information on the right-hand side.
3. When the instructor moves to a new point, you should move to a new point as well, skip a few lines, you can always come back to that point later.
4. After class complete the phrases and ideas that you skipped as much as possible.
5. For every significant bit of information, write key words in the left margin.
6. After each main section/topic/day write a brief summary of the important ideas at the bottom of the page.
7. To review, cover your notes leaving only the key words exposed. Say the key words out loud, and then say as much as you can of the material that is covered.
8. When you have said as much as you can, check the covered material to see if it matches what is written.
9. Repeat this process until the majority of the information is retained.

**Example: Cornell Note-Taking Format​**

