

NOTE TAKING: THE CORNELL METHOD

STEP 2

CUES (REDUCE)

*When to Complete:
During class, but after
lecture, discussion or
activity.*

- Essential Facts
- Words
- Key Ideas
- Phrases
- Questions

STEP 1

NOTE SECTION (RECORD)

When to Complete: During class, discussion or activity.

- Sentences
- Abbreviations
- Symbols
- Lists

Tip: Skip a space in between points!

STEP 3

SUMMARY (REVIEW/REFLECT)

*When to Complete: At the end of class or after class for homework, even a
review for next class period.*

- Recap of Main Ideas / Thoughts – Why is this important? How can it be applied?
- Quick Reference Tool



For more support services and success tips, visit: www.SMSU.edu/Go/StudentSuccess