

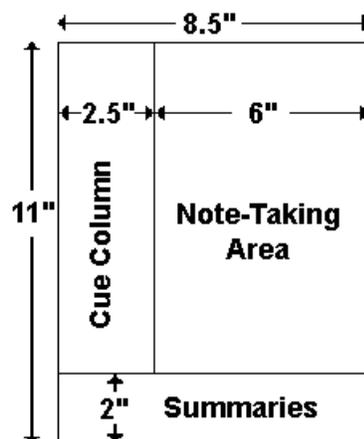


# Academic Advising & Support Office

## Types of Note-Taking

### Cornell System

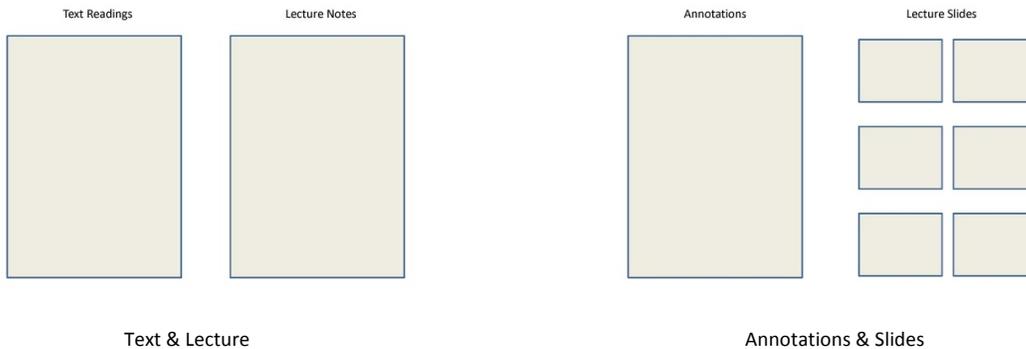
- The Cornell System is one of the best-known methods for taking notes
- Contains a Cue Column, a Note-Taking Area, and a Summary Area
- The Note-Taking Area is the only spot that should be used during a class
  - o Use the Outline or List Format to compile these notes
  - o Do not try to write down an entire lecture in this space, have approximately 10-15 bullets in this area
- The Cue Column is used when reviewing notes to help remember the main ideas and link relationships between topics during the lecture
  - o Key Points for Cue Column
    - Write down questions that will be answered immediately adjacent in the Note-Taking Area
    - A brief statement to help jog your memory of the material
    - Important key points that should be remembered
- The Summary Area should be used to summarize everything on the one page to 1 or 2 sentences to help tie all the information together



Sample of Cornell  
Note Taking Method

## Split Page Format

- Useful when comparing Text Readings to Lecture Notes OR Annotations with Lecture Slides
  - o Split one page in half and compile notes OR
  - o Use two separate pages, on one page have your notes and on the page adjacent have lecture slides or text readings
- Helps making direct connections between your own thoughts and course content



## List & Outline Format

- Easier to use when taking notes of terms, definitions, facts, and sequences
- Uses either Bullets and Sub-bullets (List) or Roman Numerals, Letters, and Numbers (Outline)
- Key Topics are the first item of each section with important details listed below
- Beneficial to use in the Note-Taking Area of Cornell System or as part of Split Page Format

### Key Point

- Sub-point
- Sub-point
  - o Important information from sub-point
  - o Important information from sub-point
  - o Important information from sub-point
- Sub-point
- Sub-point

### Key Point

- Sub-point
  - o Important information from sub-point
- Sub-point

Sample of List Format

### TITLE OF OUTLINE

- I. Main topic
  - A. Important subtopic
  - B. Important subtopic
    - 1. Detail
      - a) Sub-detail
      - b) Sub-detail
    - 2. Detail
    - 3. Detail
      - a) Sub-detail
      - b) Sub-detail
- II. Main topic
  - A. Important subtopic
  - B. Important subtopic
    - 1. Detail
    - 2. Detail

Sample of Outline Format

**When choosing your note-taking format, keep in mind the type of classes that you are taking and what is going to be the most useful for your own learning.**