

# Listening and Note Taking – Cornell System

**What are the benefits of notetaking?**

## Reasons for taking notes

- Forces concentration and attention
- Get info not available in text
- Info for review

**What preparation should be made for note taking?**

## Preparation

- Have loose-leaf notebook paper
- Increase margin to 2 ½ in.
- Review notes of previous lecture
- Preview text

**How should notes be taken?**

## Taking notes

- Write on 1 side only
- Put main ideas against the margin
  - ◆ Clues to main ideas
    - \* Speaker pauses before main ideas
    - \* Repetition
    - \* Speaker's volume increases
    - \* Signal words such as:
      - It is important to consider...
      - The 6 main points are...
      - The outstanding characteristics are...
      - The steps are...
      - The major causes were...
      - As a result...
      - The basic concept is...
      - Remember that...
      - My point is...
- Use modified outline
- Skip lines – go to the margin for important ideas
- Indent subordinate points
- One idea per line
- Use abbreviations
- Write legibly
- Number points if it helps
- Record info instructor writes on the board

**What are some signal words that indicate the speaker is presenting a main idea?**

**What should be done to edit lecture notes?**

### **Edit notes ASAP**

- Add missing info
  - ◆ Check text
  - ◆ Ask classmate
  - ◆ Ask instructor
- Correct as necessary
- Use brackets to connect as necessary
- Place emphasis marks
  - ◆ Highlight, underline, or star important ideas
  - ◆ Main ideas **must** stand out
- Do not recopy
- Write questions in left column
  - ◆ Summarize information in the questions
  - ◆ This facilitates review, organizes, and aids in memory

**How should the notes be used?**

### **Use notes for review**

- Remove pages from notebook
- Spread pages out on a table
- Cover notes to expose only the left column with the questions
- Use questions to self-test
- Review often