A Guide On How To: Use Cornell Notes

• What are Cornell Notes?
• How are they set up?
Cornell Notes

A note-taking structure used consistently easily give you a way to organize, process, and remember information given during a lecture.

What are Cornell notes?

Technical programs often cover dense, unfamiliar concepts and require new information to be retained and mastered in a short amount of time. The format of Cornell notes allows you break up this information into “bites,” and then “digest” the information later. Even though this method takes some practice, research has shown a significant increase in the amount of information remembered by students who use it.

How are Cornell notes set up?

Start with the front side of a blank page. The top two-thirds of your paper are divided into two columns, the first can be pretty skinny (A) and the second should be fairly big (B). The bottom third of your page is a box by itself (C).

During the lecture, write your notes in (B). Use a system that works with how the information is presented – bullets, outlining, or graphic organizers like charts, tables, and diagrams are most common.

As soon as possible after the lecture, review your notes. Look for cue, or signal, words and write them in (A). This forces you to think about the material and break it down into meaningful pieces.

Once you’ve found your cues, write a brief summary in (C) of the notes on that page using those cue words. This forces you to see how all those pieces fit together into a whole, both on the page and between multiple pages of notes on the same topic.
## Cornell Notes Template

**Date**

### Title of Lecture

#### Notes Column (B)

1. **Record:** During the lecture, write your notes here.

#### Cue Column (A)

2. **Questions/Cues/Signal words:** As soon after class as possible, formulate questions or create cues, or signal words, based on the notes in the right-hand column.

### Summary/Reflection/Statement for Further Inquiry (C)

1. After class, use this space at the bottom of each page to summarize the notes on that page.

Adapted from *How to Study in College 7/e* by Walter Pauk, 2001

Houghton Mifflin Company
### Example Cornell Notes

**Steps of Any Basic Computer Function**

10/28/2011

<table>
<thead>
<tr>
<th>Cue Column (A)</th>
<th>Notes Column (B)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1</strong></td>
<td><em>Input</em></td>
</tr>
<tr>
<td></td>
<td>◦ Keyboard, Mouse</td>
</tr>
<tr>
<td><strong>Step 2</strong></td>
<td><em>Storage</em></td>
</tr>
<tr>
<td></td>
<td>◦ Temporary</td>
</tr>
<tr>
<td><strong>Step 3</strong></td>
<td><em>Processing</em></td>
</tr>
<tr>
<td></td>
<td>◦ CPU</td>
</tr>
<tr>
<td><strong>Step 4</strong></td>
<td><em>Output</em></td>
</tr>
<tr>
<td></td>
<td>◦ Monitor, Printer</td>
</tr>
</tbody>
</table>

#### Summary/Reflection/Statement for Further Inquiry (C)

There are four basic functions a computer performs: input, processing, storage, and output.

---

### References


---

### Contact Us

**Teresa Milligan**
studentsuccess@dunwoody.edu
612-381-3398
dunwoody.edu/studentsuccess