

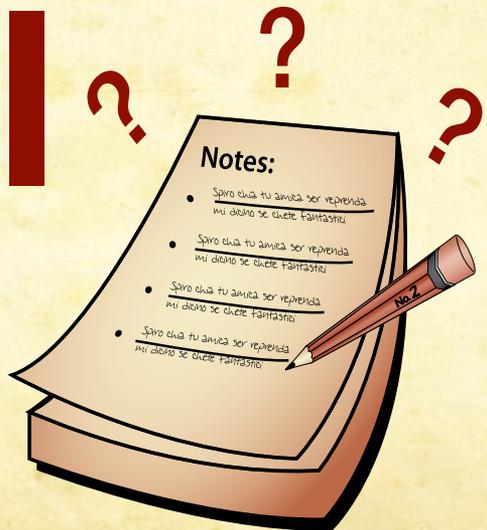
# The WRITING CENTER

## Elftmann Student Success Center

### 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

<p><b>Cue Column (A)</b></p> <p><b>2. Questions/Cues/Signal words:</b> As soon after class as possible, formulate questions or create cues, or signal words, based on the notes in the right-hand column.</p>	<p><b>Notes Column (B)</b></p> <p>1. <b>Record:</b> During the lecture, write your notes here.</p>
<p><b>Summary/Reflection/Statement for Further Inquiry (C)</b></p> <p>1. After class, use this space at the bottom of each page to summarize the notes on that page.</p>	

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

### Steps of Any Basic Computer Function

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Cue Column (A)	Notes Column (B)
Step 1	Input <ul style="list-style-type: none"><li>◦ Key board, Mouse</li></ul>
Step 2	Storage <ul style="list-style-type: none"><li>◦ Temporary</li></ul>
Step 3	Processing <ul style="list-style-type: none"><li>◦ CPU</li></ul>
Step 4	Output <ul style="list-style-type: none"><li>◦ Monitor, Printer</li></ul>
<b>Summary/Reflection/Statement for Further Inquiry (C)</b> <i>There are four basic functions a computer performs: input, processing, storage, and output.</i>	

## References

- Vanderleun. "Free Cornell Note Forms for American Digest Readers." *American Digest*. 2005 January 20. Retrieved from <http://www.americandigest.org/mt-archives/004983.php>. Accessed 2011 February 4.
- McWhorter, Kathleen. *College Reading and Study Skills*. 11th ed. Pearson. 2010.
- Zorn, Donald. "Increasing Achievement Scores With the Use of the Cornell Note Taking Style." Heritage College. Spring 2007. Retrieved from: [http://www.heritage.edu/library/mastersprojects/Zorn\\_Donald\\_2007.pdf](http://www.heritage.edu/library/mastersprojects/Zorn_Donald_2007.pdf). Accessed 2011 February 4.

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