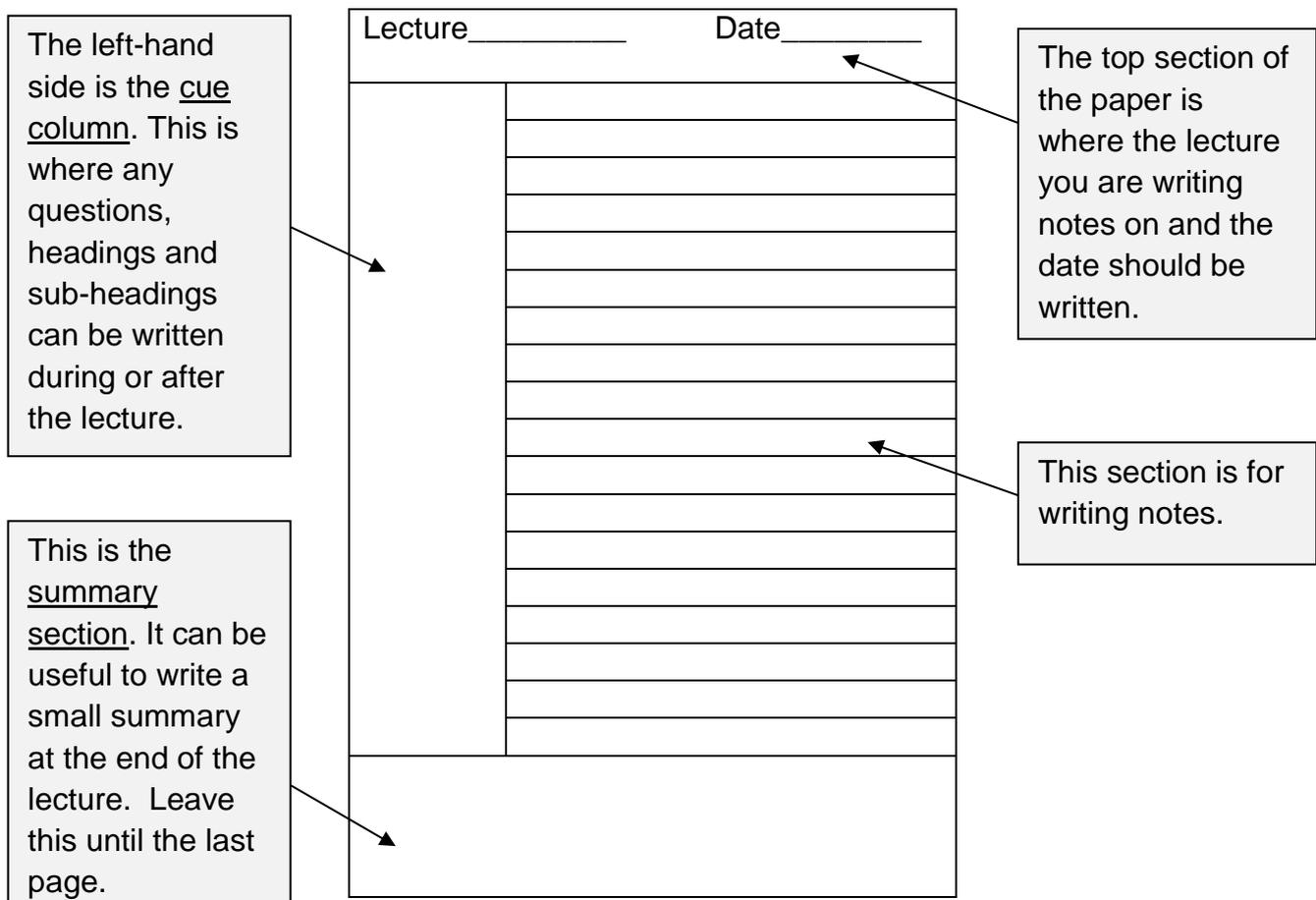# Making notes in class – Cornell method

Introduction

Presentation is a key factor when taking notes. The Cornell method of taking notes is a popular and successful approach to note making that allows the reader to organise their ideas effectively and to easily locate specific information.

How to use the Cornell method

This diagram outlines how you can structure your notes using the Cornell method:

The left-hand side is the cue column. This is where any questions, headings and sub-headings can be written during or after the lecture.

This is the summary section. It can be useful to write a small summary at the end of the lecture. Leave this until the last page.

Lecture_____   Date_____

The top section of the paper is where the lecture you are writing notes on and the date should be written.

This section is for writing notes.

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Example of notes made using the Cornell method

Lecture: <u>Academic skills support</u>	Date: <u>24/05/13</u>

<u>Essay writing</u>
 	
See understanding questions resources.
 	
What is critical thinking? See Cottrell.
 	
<u>Avoiding plagiarism</u>
 	
Look up how to paraphrase correctly.
 	
<u>Organisation</u>
	• Understanding the question
	    - Identify action verb
	    - Identify topic area
	
	• Background reading
	    - Make notes and reference as go along
	    - Read critically
	    - Read range of sources
	      - books / journals
	      - newspapers
	
	• Referencing – do it correctly
	    - Quotations – need author date and p. no.
	    - Citations – who actually said it?
	    - Paraphrasing – use own words but still need author and date.
	
	• Time management
	    - Make a calendar with all fixed times and dates
	    - Make false deadlines
	    - Prioritise

<u>Summary</u> Remember to leave time to complete tasks, and to receive help - if needed. Improving academic skills can help to improve grades and ultimately get a degree class.	

Further information

The Learning Resources Study Hub provides a range of opportunities (such as workshops and drop-ins) for you to enhance your academic skills. For more information visit:

lrweb.beds.ac.uk/studyhub

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