The Cornell Note-Taking System

2.5”

Cue Column

- Use this section to write down questions, or key words that will be helpful when studying.
- Use note-taking column to develop questions.

6”

Note-taking Column

- Record: During lecture, use the note-taking column to record the lecture using telegraphic sentences (concise, 5 words or fewer).
- Questions: Formulate questions based on notes in this column, and write them in the cue column.
- Recite: Cover the note-taking column with a sheet of paper, and answer the questions or explain key words you wrote in the cue column.
- Reflect: Reflect on the material by asking yourself critical questions (located in the cue column).
- Review: Spend at least 15 minutes three times per week reviewing your previous notes.

2”

Summary

- After class, use this space to summarize your notes.


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