



# ACE Quick Guide to Cornell Notetaking

## What is Cornell Notetaking?

Cornell notetaking is a method of taking notes that enables you to **organise**, **condense** and **review your notes effectively**. This can result in **better comprehension** and **retention** of new learning.

## You can use the Cornell Notetaking for:



Lectures

Reading and  
research



## To use this method, you should divide your page into three different sections:

Notes column

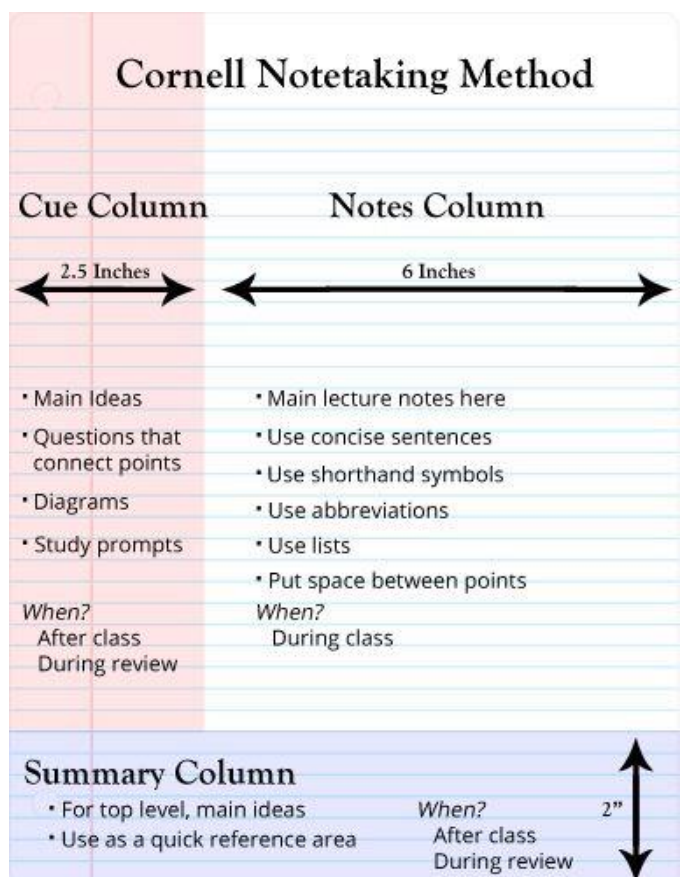
Cue column

Summary column

The **notes column** is where you **take your main notes** during the lecture or whilst reading an academic source.

The **cue column** is where you review your notes. Here, you **extract the main points** and **connect new learning to previous learning**. This is done after the lecture or when you have finished reading an academic source.

The **summary column** is where you **summarise your notes** and **reflections** in a few bullet points.



(James Madison University, 2023)



## Top tips for Cornell Notetaking:



Use **headings, sub-headings** and **bullet points** to organise your main notes column.



**Leave clear spaces** between each main idea and point.



**Use your own words!**



Include **visual prompts** where possible, e.g. images, diagrams, mind-maps.



**Allocate additional study time to review notes** and develop the cue column.



Use the cue column to **extract key words and main ideas, connect new learning to previous learning, reflect on links to professional practice** and **identify gaps in knowledge and areas for further research.**

(Burroughs, 2016)

## Handwritten or Digital?

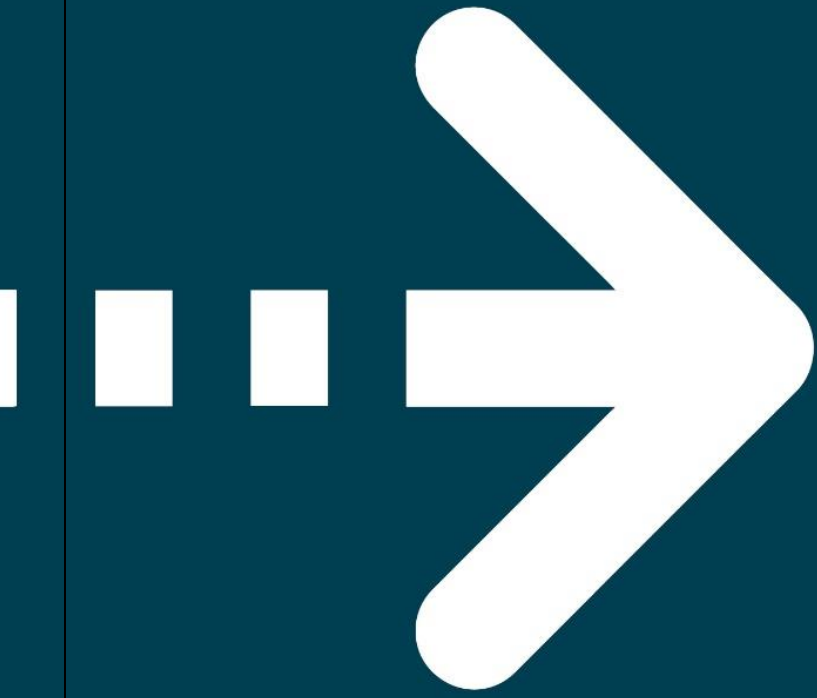
You can use Cornell Notetaking for handwritten or digital notes. Popular notetaking apps such as Evernote have Cornell Notetaking templates.



## References

Burroughs, C. (2016) *How to choose the best note taking method*. Available at: <https://chloeburroughs.com/choose-best-note-taking-method/> (Accessed: 15 December 2023)

James Madison University (2023) *Learning success strategies: note-taking strategies*. Available at: <https://www.jmu.edu/studentaffairs/departments/deanofstudents/learning-success-strategies/strategies/note-taking.shtml> (Accessed: 16 December 2023)



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