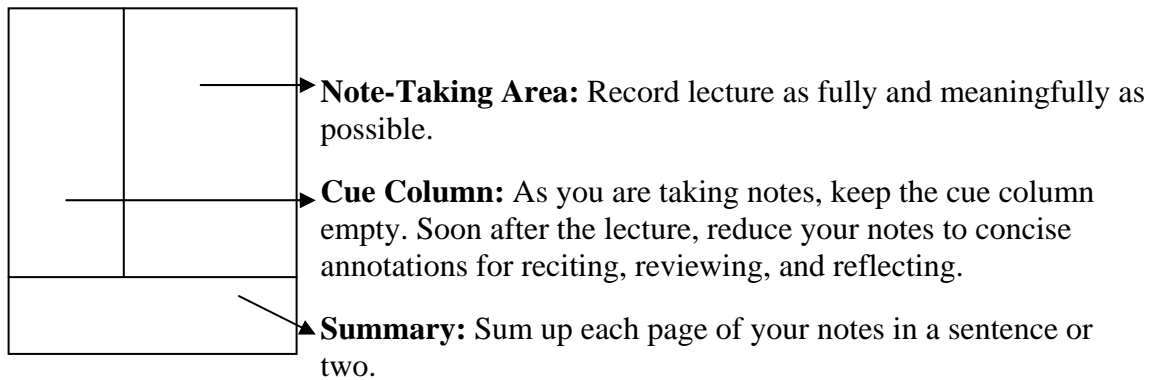


## The Cornell Note-Taking System

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This format provides the perfect opportunity for following through with the **5 R's** of note taking:



### Record

During the lecture, record in the main column as many meaningful facts and ideas as you can. Write legibly.

### Reduce

As soon after the lecture as possible, condense these facts and ideas concisely in the *Cue Column*. Sum up each page of note in the *Summary* area. Summarizing clarifies meanings and relationships, reinforces continuity, and strengthens memory.

### Recite

Cover the *Note Taking Area*, using only your jottings in the *Cue Column*, recite to yourself the facts and ideas of the lecture as fully as you can, not mechanically, but in your own words. Then, verify what you have said.

### Reflect

Draw out opinions from your notes and use them as a starting point for your own reflections on the course and how it relates to your other courses. Reflection will help prevent ideas from being inert and soon forgotten.

### Review

Spend 10 minutes every week in quick review of your notes, and you will retain most of what you have learned.