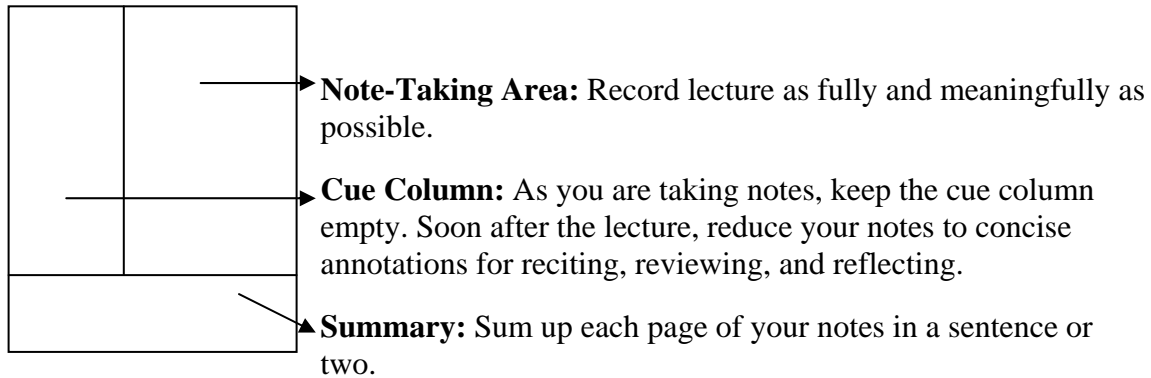


The Cornell Note-Taking System

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.