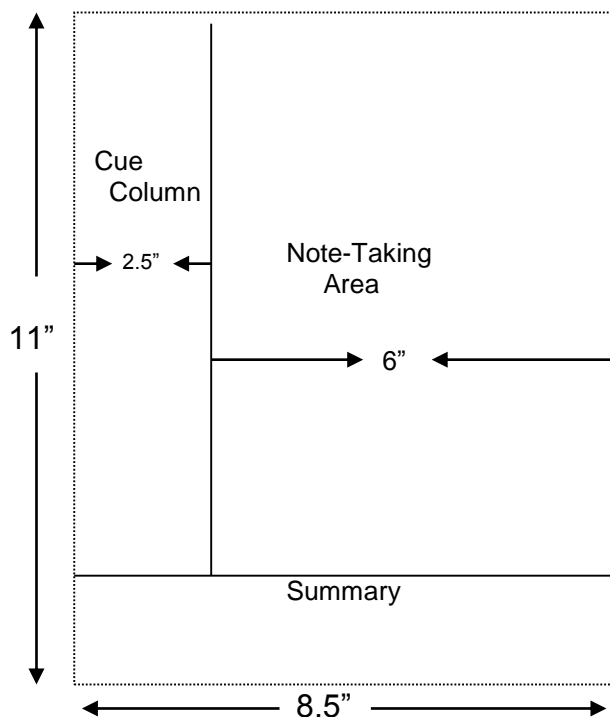


Cornell Note-Taking System

5 Step System - The 5 Rs

1. **Record:** During the lecture, record in the main column as many meaningful facts and ideas as you can. Write legibly.
2. **Reduce:** As soon after as possible, summarize these ideas and facts concisely in the Cue Column. Summarizing clarifies meanings and relationships, reinforces continuity, and strengthens memory. Also, it is a way of preparing for examinations gradually and well ahead of time. **Questions:** formulate questions based on the notes in the right-hand column. Writing questions helps to clarify meanings, reveal relationships, establish continuity, and strengthen memory. Also, the writing of questions sets up a perfect stage for exam-studying later. Write those questions in the “Cue Column”
3. **Recite:** Cover the note-taking column with a sheet of paper. Then, looking at the questions or cue-words in the question and cue column only, say aloud, in your own words, the answers to the questions, facts, or ideas indicated by the cue-words.
4. **Reflect:** Reflect on the material by asking yourself questions, for example: “What’s the significance of these facts? What principle are they based on? How can I apply them? How do they fit in with what I already know? What’s beyond them? Then write your summary of that page’s notes in the “Summary” section at the bottom of your page.
5. **Review:** Spend at least ten minutes every week reviewing all your previous notes. If you do, you’ll retain a great deal for current use, as well as, for the exam.

The Cornell System on paper would look like this...



Students can generate their own note-taking paper at...

<http://incompetech.com/beta/linedGraphPaper/cornellLined.html>