The Cornell Note-Taking Method provides the opportunity for following the 5 R’s of note-taking:

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 as possible after class; summarize these facts and ideas by formulating questions based on the material in your notes. Write the questions in the Cue Column. You are creating a tool for review—a quiz for tests.

3. RECITE...Cover the Note Taking Area, and using only your questions in the Cue Column, quiz yourself. Describe, in your own words, the main ideas of the lecture and any related facts. Then, verify what you have said by checking your answers with the lecture notes.

4. REFLECT...Draw out opinions from your notes and use them as a starting point for your own reflections on the material. Reflection helps to prevent ideas from being inert & soon forgotten.

5. REVIEW...Spend some time each week quickly reviewing your daily notes. Consistent review of material will ensure that you retain most of what you have learned.

Adapted from: Pauk, Walter; Owens, Ross J. Q. (2010) [1962], How to Study in College (10 ed.)