

CORNELL NOTE-TAKING METHOD

LABEL YOUR NOTES ON EVERY PAGE Subject / Date / Page Number	
CUE COLUMN As you're taking notes, keep the cue column empty. Soon after the lecture (within 24 hrs) go through your notes and formulate questions based on the material in your notes. Write those questions in the cue column. You are creating a tool for review—a quiz for tests.	NOTE TAKING AREA Record class lecture as fully and meaningfully as possible
SUMMARIES Sum up each page of your notes in a sentence or two.	

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 this material. Write the questions in the Cue Column. This helps to clarify meanings and relationships, reinforce continuity, strengthen memory, and allows you to practice anticipating test questions.
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.