Note Taking: Cornell Method
(From: ISS/Learning Center, University of St. Thomas (UST), St. Paul, MN)

This format provides the perfect opportunity for following the 5 R's of Note-Taking:

**Record**
During the lecture, Record legibly in the Note Taking Area as many meaningful facts and ideas as you can.

**Reduce**
As soon as possible, summarize these facts and ideas concisely in the Cue Column. Summarizing clarifies meanings and relationships, reinforces continuity, and strengthens memory.

**Recite**
Cover the Note-taking area using only your jotting in the cue column, repeat over the facts and ideas of the lecture as completely as you can, not mechanically, but in your own words. You may 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 forgotten.

**Review**
Spend 10 minutes every day in quick review of your notes and you will retain most of what you have learned.