

## *LECTURE NOTE-TAKING*

This “5R” system of lecture note-taking was developed at Cornell University and is used in high schools and colleges throughout the United States because it has been proven to be the most effective method of note taking.

The purpose of taking notes is to record information that will help you study later. Your notes become a study guide. Reducing notes each night and reviewing them each week will enable you to remember 20% more information than if you never looked at your notes until studying for the test.

**RECORD** Draw a line three inches from the left side of your paper. During the lecture, record as many facts and ideas as you can on the right of the line. Use an outline format. Listen actively.

**REDUCE** Each night reduce your notes down to key words and phrases, and write those words and phrases in the left column. Write down any questions you have in the left column also.

**RECITE** Cover up the right column. Recite as much as you can using only your key words and phrases. Uncover the right column and verify what you recited. Write down any further questions you have in the left column.

**REFLECT** Take a minute to reflect on the day’s notes. Think about them as a whole unit. Draw your own conclusions; think about your own opinions.

**REVIEW** Once a week go back and review all of your notes for each class. This should take only ten minutes.