

Cues**Record**

- What should I write down?
- Should I worry about grammar?

Reduce (or question)

- Where do I write my cues and questions?
- What three things should I write in this column?

Recite

- Why is reciting helpful?
- How should I recite my notes?

Keywords: repetition, own words, out loud

Reflect

- What is reflection?
- What are some questions that enhance reflecting?

Review

- When should you review and recite?

Recapitulate

- Where does the summary go?
- How long should the summary be?

Cornell Style Note-Taking**Record**

- Simply record as many facts and ideas as you can in this section
- Do not worry about:
 - Getting every word down
 - Writing your notes grammatically correctly or in complete sentences
- To ensure that your notes make sense weeks later, after you are done, fill in blanks or make incomplete sentences complete

Reduce (or question)

- Reduce important facts and ideas to key words or phrases
- Create questions based on the facts and ideas
- Key words, phrases, and questions are written in the narrow column left
- The words and phrases act as memory cues so that when you review them, you will recall the ideas or facts
- Questions help to clarify the meanings of the facts and ideas

Recite

- Reciting helps you to retain (keep) the information
- It is different from rereading because you state it out *loud* and *in your own words*
 - Saying it out loud helps to sharpen the thinking process
 - Putting it into your own words challenges you to think about the meaning
- When reciting, cover up your notes large section, but leave the cue words and questions uncovered
- Next, read each key word or question, then recite and state aloud, in your own words, the information.
- If your answer is correct, continue on through the lecture by reciting aloud.

Reflect

- Reflection is thinking about the information you have learned
- Reflecting is a step beyond learning note content
- Questions like the following enhance reflecting:
 - How do these facts and ideas fit into what I already know?
 - How can I apply them?
 - How is knowing this important?
 - What is the significance of these facts and ideas?

Review

- Review and recite often
 - On a regular schedule is best
- Reflecting is a step beyond learning note content

Recapitulate (Recap)

- This is the summary and it goes at the bottom of the page
- After you have gone through the first four steps, summarize the facts and ideas
 - Try to get your summary to be just one or two sentences
- This should not be a word-for-word repeat of your notes

Summary

To take Cornell style notes, you should divide your paper into three sections: cues, notes, and summary. You should then follow the six R's, which are record, reduce, recite, reflect, review, and recap.

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