**NOTES**

**CUE WORDS or QUESTIONS**

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| **SUMMARY** |  |
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The Cornell Note-Taking System:

1. Use 8 1/2 by 11 paper to create a note sheet. Down the left side, draw a vertical line 2 1/2 inch from the edge of the paper. End this line 2-inches above the bottom of the paper. Draw a horizontal line across the bottom of the paper, 2-inches above the paper's edge.

2. In the narrow (2 1/2") column on the left, you will write cue words or questions. In the wide (6") column on the right, you will write lecture notes.

3. In the space at the bottom of the sheet, you will summarize your notes.

This is **the Six R Version** of the Cornell Note-king System:

1: **Record**

In the wide Notes column, record the main facts and ideas **in your own words**. This is a streamlined version of the key points. If you make a list, the list should give enough key words to remind you of what you read or what was lectured.

2: **Reduce**

Reread your notes and rethink the reading or lecture. Reduce each fact and idea in your notes to key words and phrases. Use the column on the left to write down these key words or cue words. The key words or phrases will act as memory cues to help you recall a full fact or idea. Include questions.

3: **Recite**

Cover up the wide column of your note sheet, exposing only the cue words or questions in the narrow column. Read each cue word or question out loud. Then, in your own words, give answers out loud to questions, facts, or ideas indicated by the cue words.

4: **Reflect**

Reflection is thinking about and applying the facts and ideas that you have learned. Reflect on the material by asking yourself questions, such as: What is the significance of these facts? What principles are they based on? How can I apply them? How do they fit in with what I already know? If you are reviewing notes from *The Soloist*, ask yourself questions about the events and issues discussed in the reading.

5: **Review**

The best way to prepare for examinations is to keep reviewing and reciting the set of notes you’ve taken. Every evening before you settle down to study, quickly review your notes. Pick a designated set of notes and recite them. Short, fast, frequent reviews will produce far better understanding and far better remembering than long, all-day or all-night sessions can.

6: **Recapitulate**

Recapitulate is a sure fire way to gain a deep understanding of facts and ideas in your notes, and reviewing summaries makes studying for exams a breeze. Take the time to summarize your notes, and you have the whole picture instead of an assortment of facts. Write your summary in the space below the horizontal line at the bottom of the note sheet. Summarize the content of each note sheet, and on the last note sheet, summarize the entire section or lecture. When you review your notes for exams, you'll be able to see the steps you took to arrive at your final summary.