

# Five Rs of Note-Taking



Record	Reduce	Recite	Reflect	Review
<p>During class, write down all important and relevant information.</p> <p>Take these notes on the right side of your paper.</p> <p>Write legibly!</p>	<p>After class, write a summary of the ideas and facts using key words.</p> <p>Write these key words on the left side of your paper.</p> <p>Identifying key words will help clarify meanings and relationships of ideas and strengthen memory!</p>	<p>Cover-up the right side of your paper and look at the key words on the left.</p> <p>Recite, in your own words, all of the information you need to know about that key words.</p> <p>Don't peek at your notes unless you absolutely have to.</p>	<p>Think about your own ideas and opinions on the topic as you read over your notes.</p> <p>Raise new questions.</p> <p>Write this reflection on the bottom quarter of your notes.</p> <p>You can use these thoughts to bring up in classroom discussion or when writing papers.</p>	<p>Take ten minutes each week to review your notes.</p> <p>Reviewing old notes helps enhance retention of the material while adding new material to your memory!</p>