



THE FIVE R'S OF NOTE TAKING

Professor Walter Pauk of the Reading and Study Center at Cornell University describes five essential aspects of note taking. He characterized these as the five R's of note taking. They include:

1. **Recording.** During the lecture, get down the main ideas and facts.
 2. **Reducing.** To reduce is to summarize. Pick out key terms and concepts, and summarize your lecture notes. This will also help you clarify meanings, strengthen memory retention and prepare for exams in advance.
 3. **Reciting.** To study properly, you must recite the information from the lecture in your own words. That way you will know that you understand.
 4. **Reflecting.** Something that many students don't grasp is that ideas from college courses are meant to be thought about. One of the main purposes of a college education is to help you think. Then, too, if you reflect about what you are learning, you won't be surprised when ideas turn up on examinations in an unexpected form.
 5. **Reviewing.** Before reading or studying new material, take 10 minutes to quickly review your old notes. Reviewing will help you retain information and will be easier for you to recall information when it is time for exams.
- ✍ You can make an appointment with an **LRC peer coach** who can review a sample of your class notes with you, offer suggestions for improving your note-taking, and show you strategies for getting the most out of your lecture.