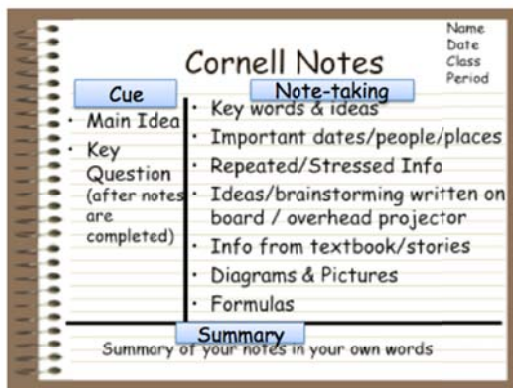


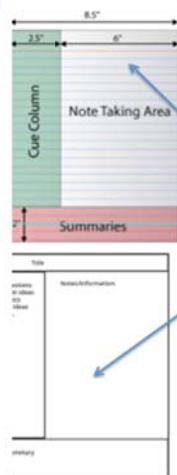
The Cornell Method

The five steps to taking notes using the Cornell method can be summarised using the 5Rs:

- RECORD
- REDUCE
- RECITE
- REFLECT
- REVIEW



The Cornell Method-RECORD



- Prepare your notepaper by creating a two-column table. The left-hand column should take up about 1/3 of your writing space, leaving the remaining 2/3 for recording information. Use only one side of each sheet of notepaper. You then need a small section ruled off at the bottom.
- Summarise and paraphrase (restate in your own words) the facts and ideas. Record definitions if necessary.
- Aim for brief sentences, abbreviations, and symbols. You can also use diagrams, pictures, spider-diagrams if you wish.
- Indicate changes in topic with headings or by leaving a space between topics
- Number, indent, or bullet key ideas presented with each topic.
- Write legibly so your notes make sense to you later.
- Leave a line between each row.

The Cornell Method-REDUCE

- Give yourself a break and then return to your notes.
- In your 'notes column' add anything you feel you have missed in the spare lines (I know you should be reducing at this stage) and then move on to the column on your left.
- Write key words and phrases in the left column (your 'cue column') to summarise the main points. Use as few words as possible.
- Include questions that help you to clarify unclear ideas or think of potential test questions that you can ask.



If you fail to review within 24-48 hours of making the initial notes, you will forget approximately 80% of the material.

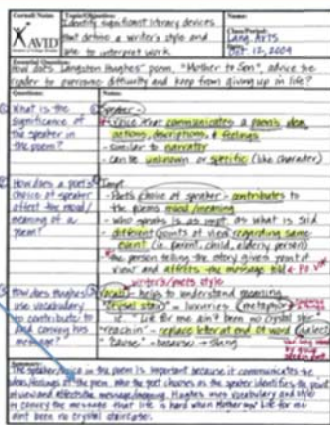
The Cornell Method-RECITE

**LOOK
SAY
COVER
WRITE
CHECK**

- The purpose of this stage is to enable you to see how much you remember.
- Cover your notes and attempt to use the 'cue column' to remember the points in your 'note column'. (Look, cover, check).
- You can write what you remember, read the points aloud or get someone else to test you (this will be easier if you have given questions in your 'cue' section).
- If this stage proves too difficult, review your notes and attempt again.

The Cornell Method-REFLECT

- Reflecting proves to be one of the most helpful elements of this method.
- After reviewing and reciting your notes, give yourself some "wait time" to think about them and think about why they are important.
- What's 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? What's beyond them?
- Write your ideas in the 'Summary' section
- It is during this time that you can target which aspects you are strong in and which you need to review and/or study more.
- This will help you to become a more active and critical thinker.



The Cornell Method-REVIEW



- A brief review of your notes for ten minutes every day enables you to retain what you have previously learned.
- The repetition allows you to keep the information fresh, thus decreasing your chance of forgetting what you have learned. The more knowledge you have retained, the better you will be able to do in an exam.