

Class or Reading:

Date:

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Cue/Question

Notes

1. **RECORD:** During the lecture, use the notetaking column to record things in short sentences or whatever format helps you.

2. **QUESTIONS:** As soon after class as possible write questions based on the notes in the right hand column. Writing questions helps clarify meanings, reveal relationships, establish continuity and strengthen memory. Also, writing questions sets the stage for study notes or flash cards for studying with exams.

3. **RECITE:** Cover the notetaking column with a sheet of paper. Then, looking at the questions and cue column only say aloud in your own words the answers to the questions, facts or ideas indicated by cue words.

4. **REFLECT:** Reflect on the material by asking yourself questions, for example: "What is the significance of these facts? What principle is this based on? How can I apply this? How does this fit with what I already know?"

5. **REVIEW:** Spend at least 10 minutes every week reviewing all of your previous notes. If you do, you will retain a great deal for current use and for the exam.

SUMMARY: After class, use the space at the bottom of the page to summarize the notes on the page.