

## **THE 5 R'S OF NOTE TAKING**

1. **RECORD** – (meaningful facts and ideas)
2. **REDUCE** – (summarize ideas and facts)
3. **RECITE** – Cover the second column and using your jottings in the first column as clues, say over the facts and ideas of the lecture as fully as you can in your own words. Uncover your notes and verify what you have said. This procedure is the most powerful study technique known.
4. **REFLECT** -- Seeing new material in the light of what you already know is the only road to original and creative ideas, for having an idea is nothing more than discovering a relationship not seen before. It is impossible to have ideas without reflecting – thinking.
5. **REPEAT** – Repeat step three every week or so and you will retain most of what you have learned; and, you will be able to use your knowledge to greater effect.