Keeping a Journal of the Adventure- Notetaking Skills

LABEL IN THE MARGIN OR CORNELL STYLE OF NOTES

- **Step 1** Record- telegraphically- on the right side (draw a line 2 ½ inches from left side of paper- loose leaf).
- Step 2 Label- on the left side using key words, jeopardy questions- that day
- **Step 3** Recite- cover up the right side and ask yourself the questions- that day
- **Step 4 Reflect-** think about it, make it personal- that day
- **Step 5 Review-** systematically, regularly
 - 1st after one hour of studying and a break- that night (you will remember for one day)
 - 2nd within one day, 3 or 4 minutes (you will remember for one week)
 - 3rd within one week- a few minutes
 - 4th required if you do not use the material within one month (now stored in long term memory firmly)
- **Step 6 Summarize-** at the bottom of the page- one sentence to a page, a chart or a mind map or a list. After your first review.

Academic Skills Class January 20, 2008 Cornell Notes	
Record	Write telegraphically on the right side. Use loose leaf paper.
Label	Write key words in the left column.
Recite	Cover up the right side and test yourself.
A quick way to take notes and keep them organized for study.	
Record, label, recite, reflect, review, and summarize.	

