





# 5R of Note-Taking

<b>1</b>	<b>Record</b>	Take notes.	
<b>2</b>	<b>Reduce</b>	Summarize the information.	
<b>3</b>	<b>Recite</b>	Talk about the topic out loud. Discuss it with someone else.	
<b>4</b>	<b>Reflect</b>	Add your thoughts and opinions to your notes.	
<b>5</b>	<b>Review</b>	Re-read your notes regularly to retain the information.	