

Topic	Name
Chapter and Section	Section Title
Cues 1. Jot down one to two words that are the main idea/vocab/etc of a passage. Leave space between each one. 2. Questions: As soon after the reading as possible, formulate questions based on the notes in the right-hand column. Write one under each cue word. Writing questions helps to clarify meanings, reveal relationships, establish continuity, and strengthen memory. Also, the writing of questions sets up a perfect stage for exam-studying later.	Notetaking Column 1. Record: While reading use the notetaking column to record the supporting facts, ideas, dates, etc using telegraphic sentences. 3. Recite: Cover the notetaking column with a sheet of paper. Then, looking at the questions or cue-words in the question and cue column only, say aloud, in your own words, the answers to the questions, facts, or ideas indicated by the cue-words. 4. Reflect: Reflect on the material by asking yourself questions, for example: "What's the significance of these facts? What principle are they based on? How can I apply them? How do they fit in with what I already know? What's beyond them?" 5. Review: Spend at least ten minutes every week reviewing all your previous notes. If you do, you'll retain a great deal for current use, as well as, for the exam.
Summary	Use this space to write a two or three sentence summary of what you just read.