

Listening And Notetaking

BEFORE CLASS

- ✎ INTEND TO LISTEN. This is a conscious choice.
- ✎ Test yourself over the previous lecture while waiting for the next one to begin.
- ✎ Skim reading assignments to acquaint yourself with main ideas, new technical terms, etc.
- ✎ Eat a snack before class, sit in the front and/or center of the room, and focus your attention on the speaker.
- ✎ Choose notebooks that will enhance your systematic note-taking: a separate notebook with full-sized pages is recommended for each course.

AFTER CLASS and PERIODICALLY

- ✎ Clear up any questions raised by the lecture by asking either the teacher or classmates.
- ✎ Fill in missing points or misunderstood terms from text or other sources.
- ✎ Edit your notes, labeling main points, adding recall clues and questions to be answered. Key points in the notes can be highlighted with different colors of ink.
- ✎ Make note of your ideas and reflections, keeping them separate from those of the speaker.
- ✎ Review your notes, then see how much you can remember without looking again.
- ✎ Look for the emergence of themes, main concepts, methods of presentation over the course of several lectures.
- ✎ Make up and answer possible test questions.

DURING CLASS

- ✎ Listen for visual and verbal clues about the lecture structure and information.
- ✎ Resist distractions, emotional reactions or boredom.
- ✎ Pay attention to the speaker for verbal, postural, and visual clues to what's important.
- ✎ Label important points and organizational clues including main points, examples.
- ✎ If your lecturer has an accent you find hard to understand or has mannerisms you find distracting, relax and attend even more carefully to the content of the lecture.
- ✎ When possible, translate the lecture into your own words, but if you can't, don't let it worry you into inattention!
- ✎ Be consistent in your use of form, abbreviation, etc.
- ✎ If you feel you don't take enough notes, divide your page into 5 sections and try to fill each part every 10 minutes (or work out your own formula).
- ✎ Ask questions if you don't understand.
- ✎ Instead of closing your notebook early and getting ready to leave, listen carefully toward the end of class; summary statements may be of particular value in highlight main points; there may be possible quiz questions, etc.