



## LISTENING AND NOTE-TAKING

**Taking good lecture notes, a first step toward good test preparation, is essential to success in college courses.**

### LISTENING

1. Prepare before the lecture.
  - A. Review -notes from the previous class.
  - B. Pre-read the present assignment.
  - C. Become familiar with new terms.
2. Be an active listener during the lecture.
  - A. Choose a seat where you can remain most attentive (usually up front).
  - B. Assume a physically alert position.
  - C. Remind yourself of the rich opportunity you have to acquire important information.
  - D. Listen, do not just hear, by constantly reacting to the lecture (e.g. question, summarize, associate with "knowns," distinguish main points from details and examples, and anticipate what is to follow).
3. Review as soon as possible after the lecture, ideally within 24 hours.
  - A. Fill in missing information using appropriate sources.
  - B. Clarify confused or disorderly notes.
  - C. Strive to understand the notes.
  - D. Summarize the lecture briefly in your own words.

### NOTE-TAKING

1. Prepare ahead.
  - A. Gather all needed materials.
  - B. Number and date all notebook pages.
  - C. Aim to acquire a complete and accurate written record of each lecture.
  - D. Get notes for any missed lectures.
  - E. Develop a personal system of note taking that is comfortable but effective. (Learn about different styles and experiment with them).
2. Be an efficient note-taker.
  - A. Use margins to note topics, main ideas and key words.
  - B. Record more important information closer to the margin; indent subordinate ideas.
  - C. Write as much as you need to understand the content later. Include main ideas, definitions, examples, important details, enumerations, repeated points, and board notations.
3. Review notes within 24 hours.
  - A. Clarify, complete, and reorder notes as necessary.
  - B. Summarize notes in a brief and original form.