

Note Taking Skills and Listening Skills

❖ Effective note taking techniques are essential to survival in college.

❖ Taking good lecture notes aids you in understanding your teacher's presentations and it helps you to study for tests.

❖ Good note taking requires effective listening skills, the capacity to concentrate on what is being said and the ability to evaluate what is being said.

❖ However, do not try to write down everything your instructor says. Listen for the meaning only and write the information in your own words.



🌟 Suggestions For Improving Listening Skills

1. **Be prepared.** Read your textbook assignment before going into class.
2. **Concentrate on the lecture – not the lecturer.** Do not pay attention to mannerisms, voice quality or delivery techniques. Concentrate on what is being said, not on how it is being said.
3. **Listen with an open mind.** If you believe differently from your teacher, do not let this stop you from paying attention to what your professor is saying.

🌟 Suggestions For Improving Listening Skills (cont.)

4. **Keep physically alert.** Sit near the lecturer. Maintain a comfortably alert position, but do not slouch and give the impression of being bored.
5. **Keep mentally alert.** Keep attentive in class by predicting possible test questions and participating in class discussions.
6. **Use the listen–think–write process.** Listen carefully, evaluate the topic being discussed, and write the important notes in your own words.


 Suggestions For Note Taking Skills

1. **Date and identify** each set of notes. Keep the notes from different courses separate from one another.
2. **Write legibly and one side of the page only** so that you won't have any trouble reading your notes later on.
3. Try to take notes in **outline form** in order to distinguish major and minor points. For example,

 Suggestions For Note Taking Skills (cont.)

EXAMPLE


- I. Text
- II. More text
 - A. Even more text
 - B. More than that text
 1. Text
 2. More text
 - a) Much more text
 - b) Lots of details about text

 Suggestions For Note Taking Skills (cont.)


4. Use **your own words** instead of trying to record your teacher's exact words.
Exemption: Definitions of technical terms that should be recorded as given.
5. **Copy** most diagrams, drawings, and illustrations explained by the teacher.
6. **Record your instructor's examples**, as they clarify abstract ideas.
7. Make certain that you **record correctly** all names, places, dates, equations, formulas, etc.

 Suggestions For Note Taking Skills (cont.)

- 8. Take notes on those **points that your instructor emphasizes** by means of repetition, illustrations, and by writing on the board.
- 9. **Watch for verbal clues**, such as “the following five steps”, “the three main causes”, and summations such as “consequently” and “therefore”.
- 10. **Use underlining or symbols**, such as asterisk or stars to identify what your instructor emphasized.

 Suggestions For Note Taking Skills (cont.)

- 11. **Circle reading and other assignments** that are mixed in with your lecture notes. Book titles and other references mentioned by the teacher should also be circled.
- 12. **Leave sufficient space to clarify and expand your notes** after class. Ask another student in your class or the teacher to help you fill in the gaps if you think you missed important information.
- 13. **Don't be a clock watcher.** You should pay as close attention to the end of the class as you did to the beginning.

 Suggestions For Note Taking Skills (cont.)

- 14. **Review and edit your notes as soon as possible after class.** Do not re-write them, but instead use your margins and other available space to expand your notes, correct mistakes, and clarify illegible materials.
- 15. **As you read your notes,** underline/emphasize important points that you will like to pay special attention to when studying.

Remember taking good notes during a lecture will save you many hours of hard work later on.

- ▶ Alternative Note Taking Technique Using "Split Page" or "T Notes" also known as Cornell Method

Name of Course	Date	Page # of Notes
Main Ideas ----- ----- -----		Supporting Ideas/Details 1. _____ 2. _____
Illustrations/Diagrams		Examples 1) _____ 2) _____ 3) _____

- ▶ Alternative Note Taking Technique Using "Split Page" or "T Notes" also known as Cornell Method (cont.)

How to use this technique...

The **left column** below the top of the T is used to record main ideas – those words or phrases that will be followed by supporting information. Listen carefully for note-taking cues such as "the main ideas are", "therefore", "the principal causes are", etc... **In other words, the left column is used to record major points, important works and questions.**

- ▶ Alternative Note Taking Technique Using "Split Page" or "T Notes" also known as Cornell Method (cont.)

How to use this technique...

The **right column** is reserved for supporting information and writing of examples

Left Main Ideas	Right Examples of main ideas

◆ More Suggestions

■ **The instructor speaks too quickly or is difficult to understand:**

1. Ask yourself what you could do to better prepare yourself for the class.
2. Ask the instructor to slow down or to repeat.
3. Learn to listen more carefully. With a small effort on your part you can learn to understand any accent.

◆ More Suggestions

■ **If you are bored or lost:**

1. Change your perspective on the class by changing your seat, sitting up straight and pretending you are in a one-on-one situation with the professor.

🔦 Other Helpful Hints

- ❖ **Use pictures, graphs and diagrams**
- ❖ **Abbreviate consistently.**
- ❖ **Use a simple system.**
- ❖ **Review within 24 hours from having taking your notes.**
