

# Stop! Note Take and Listen

*Listening means hearing and understanding. The point to going to class is to learn while you are in a lecture.*

**Before Class:** Consult the syllabus, think about the last lecture, the current reading assignments and anticipate the topics of today's lecture.

**During Class:** Actively think about the current topic and get a big-picture sense of where this discussion will fit into your background knowledge.

## Be Involved

- Sit up front to see better, hear better and avoid distractions
- Get involved in the ideas and information being presented
- Form questions or thoughts to jot in the margins of your notes as you take them

## Use Your Ears

- Concentrate and listen carefully to a few sentences before you begin writing as you get the gist of the topic
- Pay attention to terms, buzz words and pet phrases your professor uses frequently
- Listen for clues as to how the main topics fits in with other lectures

## Your Eyes Say it All

- Active listening requires your full attention on the speaker
- Let your eyes travel from speaker to paper to record important points

## Put Your Pen to Paper

- Take selective notes using abbreviations. Use cue words, if necessary, to help you remember ideas and then go back later to fill in
- Choose a note-taking system that matches your course or create a system of your own
- Use visuals to convey meaning, organize information and to find relationships

## Brain Power

- Notes contain information sometimes not found in your text or elsewhere
- Anticipate ways you may be tested on material presented in lecture