LECTURE AND NOTE TAKING
Taking notes helps with classroom concentration, test preparation and for clues as to what the instructor feels is most important.

Prepare to take effective notes by doing the following:
- Reading your text
- Doing your assignments
- Reviewing your previous notes
- Bringing notebook, text & more than 1 pen.
ACTIVE LISTENING

Good note taking involves **Active Listening**.

1. **Approach class/course come with a positive attitude**
2. Expect to find something in the lecture of interest
3. **Assume that information in the lecture will be useful**
4. Listen for main ideas and the details that support the main ideas.
5. **Mentally summarize the information**
6. Try to understand difficult or technical information; ask questions.
7. **Keep listening even when you disagree with the speaker.**
8. Try not to be distracted by the speaker’s style or delivery.
Pay extra attention to the beginning and end of your class’ lecture – that’s when important points are introduced and summarized.

**Visual cues – outline format**
I
A
1

**Listening clues verbal sign posts**
Test question
Know this
This is important
Remember this
TECHNIQUES FOR TAKING LECTURE NOTES

1. NOTEBOOK SETUP -
   Divide the page 1/4 to the left and 3/4's to the right of a vertical line

   LEFT                RIGHT
   Only take notes only on the right side

2. Always reduce sentences to essential words -
   eliminate small words (a, an, the, is, are)

3. The type of outline
   a. formal - begins with a statement
   b. informal - more conversational style

4. Listen for transitional clues - pause, verbal emphasis (sign posts)
<table>
<thead>
<tr>
<th>left side</th>
<th>right side</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ask</td>
<td>RECORD facts and ideas - OUTLINE</td>
</tr>
<tr>
<td>Questions</td>
<td>1. Don't erase while taking notes (wastes time)</td>
</tr>
<tr>
<td>About the facts &amp; ideas</td>
<td>2. Don't make indentations too wide</td>
</tr>
<tr>
<td></td>
<td>3. Use a separate line for each point</td>
</tr>
<tr>
<td></td>
<td>4. Leave space for elaboration and clarification</td>
</tr>
<tr>
<td></td>
<td>5. Skip lines to indicate a change in ideas / topics</td>
</tr>
<tr>
<td>Make up test questions</td>
<td>6. Use simple graphics, symbols &amp; abbrev , initials</td>
</tr>
<tr>
<td>for quiz/test/exam</td>
<td></td>
</tr>
</tbody>
</table>

average 1 hour lecture usually contains 5 – 7 topics
Using Guided Notes

Instructor prepared handouts

Blank spaces to fill in concepts, facts, definitions etc…

Power point presentation of lecture topics

Helps follow the lecture

Helps identify key points

Helps develop a base of knowledge to study and to apply
Using the PowerPoint slides when there are no extra writing spaces.

**GET A BINDER**

| left side of binder slide – Photocopy each page (1 sided only) Number slides | right side of binder blank lined paper same slide number space to write |

Use original handouts for self testing

**Never loan your notes over night.**

**Always keep your notes together.**
AFTER the CLASS/ LECTURE

Record
After the lecture, fill in any information that is missing, correct spelling, and handwriting.

Question
Write questions down about what is not understood. This also helps to anticipate possible test questions.

Recite
Cover the right side of notes. Recite the key word or idea and try to recall the information.

Reflect
On what you have learned by applying the information

Review and recite notes everyday.

Sum up by writing notes in your own words.
1. What is to be memorized verbatim - use a special marking symbol in text and notebook to indicate parts and passages, rules, data, and all other elements

2. Think about and find an interest in what you are trying to learn.

3. First, study the material you want to remember longest.

4. Learn complete units at one time, to recall information, and over-learn to make certain.

5. Analyze material and work to deepen understanding of material, make use of concrete imagery, make own applications, examples, illustrations, pictures, diagrams, form a variety of associations, list of key words

6. Reduce the material to be remembered to one’s own self-made system.
Accept that there are many ways to ask a question

List, label, identify
Define, explain, summarize in your own words
Solve, apply to a new situation
Compare and contrast, differentiate between items
Create, combine, invent

Demonstrate knowledge
Comprehend/understand
Apply
Analyze
Synthesize
Evaluate and Explain why

Assess, recommend, value