**Listening and Note Taking Strategies**

**Listening means hearing and understanding. Make it your intent to learn while you are in a lecture. Actively think about the current topic and get a big-picture sense of where this discussion will fit into your background knowledge. Consult the syllabus, think about the last lecture, the current reading assignments and anticipate the topics of today’s lecture.**

### What can I use?

#### Use your Body
- 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

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

#### Use Your Pen
- 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

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

### After class:

1. Within 24 hours of taking lecture notes, take a moment to mentally recall the entire lecture.
2. Look over your notes and add facts, phrases and factors you missed and clarify information.