

Listening and Note Taking



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❖ What is the difference between **listening** and **hearing**? How do you know when someone is listening to you and not just hearing you?

❖ Make a list of **THREE** ways you can improve your ability to listen to what your professors say during class. One strategy has been provided for you:

Example: Print out any handouts or PowerPoint slides the professor provides in Blackboard; use these materials as a starting place for adding your own notes during the lecture. This will allow you to listen more carefully to what the professor is saying instead of trying to write down every word.

1. _____
2. _____
3. _____

❖ Effective note taking is about more than just what you do while you're in class. In order to take good notes, it is helpful to have some background knowledge about the subject that will be covered during lecture. **Write FIVE strategies you could use to familiarize yourself with the information your professors will cover in upcoming lectures.** One strategy has been provided for you:

Example: Read over your previous lecture notes from the class so that you can make connections between the old information and the new.

1. _____
2. _____

3. _____
4. _____
5. _____

❖ In addition to improving your ability to listen to what your professors say during class, **list FIVE additional strategies that you could employ to help you get the most out of lectures.** Consider how you write your notes as well as how you engage with the professor during class. One strategy has been provided for you:

Example Strategy: Use the Cornell note taking method to take notes during class. Divide your paper into two columns: a six-inch column on the right side of the paper and a two-inch “recall” column on the left. During class, take notes in the six-inch column. After class, review your notes and write “key terms” in the two-inch margin on the left side of the paper. To review what you’ve learned, cover the six-inch column with a blank sheet of paper and use the key terms to quiz yourself.

1. _____
2. _____
3. _____
4. _____
5. _____

❖ Your notes are only as good as what you do with them AFTER class is over; if you never look at them again, your notes probably aren’t going to do you much good. **List FIVE strategies you might use after class to review your notes or to make them a more effective study tool for you.** Keep in mind: we remember information best when we engage with it using one of our three primary senses (sight, touch, and hearing), so list at least one strategy that will allow you to interact with your notes visually, one that will allow you to interact by hearing, and one that will allow you to interact through touch or movement. One strategy has been provided for you:

Example Strategy: Meet with a study partner after class to compare notes; your partner may have captured important information that you missed during the lecture.

1. _____
2. _____
3. _____
4. _____
5. _____