LISTENING & NOTE TAKING

Tips & Techniques
Understanding how to listen properly is the most important step to store information in your brain or on your paper! Not only is listening well a part of college but it is a part of life!

Removing Distractions
What things distract you in class?

**External Distractions:**
These include listening to someone’s conversation behind you, texting, Facebook, and Netflix.

**Internal Distractions:**
These include worrying, simply zoning out, or sleeping!

TQLR
Active Listening

**T: Tune In**
Avoid distractions to focus on what you are learning and hearing.

**Q: Question**
Come prepared with questions, and ask them as the topics arise.

**L: Listen**
Pay attention to questions that have already been answered and to the extra information the teacher provides.

**R: Review**
Review your notes within five minutes of the end of class and again just before the next lecture.

5 Techniques for Concentration
1. Read assignments before class, creating questions.
2. Summarize what the speaker is saying in your own words.
3. Question the truth and validity of the speaker’s words and how they apply to your life.
4. Participate in class discussions.
5. Sit near the front of the room.

One of the most effective ways to focus your attention is to apply information to your personal interests and experience.

This leads to ACTIVE NOTE TAKING.
FORMATS & TECHNIQUES

Three top methods are:
a) outline  
b) Cornell,  
and C) concept mapping. You can make your notes easier to recall by using techniques like these:

**LABELING**  
Identify when you took the notes and the topic covered. Number your pages.

* Star important concepts/ideas  
[Use brackets to group related info.]

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**MAKE IT CONNECT**  
Use whatever helps you remember the important stuff: processes, order, and correlational/causal relationships. You can use diagrams, timelines, outlines.

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**LEAVE WHITE SPACE**  
If you didn't hear what the professor just defined, leave space so you can fill it in later.

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**REVIEW**  
Take time right after class to go over your notes. Add clarification, mark any questions, and rewrite what is hard to read.