Listening and Note-taking

TIPS AND TECHNIQUES

TQLR: How to Actively Listen

- **T, Tune in**: Avoid distractions and focus!
- **Q, Question**: Come prepared with questions and ask them!
- **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.

"WE LEARN through taking notes, identifying key points, and by actively encoding information in our own words and images."*
"UNDERSTANDING HOW TO LISTEN PROPERLY is the most important step to store information in your brain! Not only is listening well a part of college, but it is a part of life!"

5 Techniques for Concentration

1) READ assignments before class
2) SUMMARIZE what the speaker is saying in your own words
3) QUESTION the validity of the speaker's words and their application
4) PARTICIPATE in class
5) SIT near the front of the room
**Labeling**

Identify when you took the notes and the topics covered. Number your pages.

**Formats and Techniques**

**Concept Mapping**

- Main Idea
  - Subtopic
  - Example
  - Example

**Cornell Notes**

<table>
<thead>
<tr>
<th>Cues</th>
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<tbody>
<tr>
<td>* Main ideas</td>
</tr>
<tr>
<td>* Questions that connect points</td>
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<tr>
<td>* Diagrams</td>
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<tr>
<td>* Prompts to help you study</td>
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</tbody>
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**Notes**

- Record the lecture here, using:
  - Concise sentences
  - Shorthand symbols
  - Abbreviations
  - Lists
  - Skip lots of space between points

**Outline**

1) **Word**: defined here, underlined to emphasize
2) *Star important concepts/ideas
3) [Use brackets to group related info]
Make it connect:
Use whatever helps you remember the important elements: processes, order, and correlation/causal relationships. Use diagrams, timelines, outlines.

Leave White Space:
If you didn’t hear what the professor just defined, leave space so you can fill it in later.

Removing Distractions
External Distractions:
- Listening to conversations around you
- Texting
- Facebook
- Netflix

Internal Distractions:
- Worrying
- Simply Zoning Out
- Sleeping
- Thirst/Hunger

"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."*

*Quotes by Dr. Lynne Bennion, Academic Success Center Manager