

STUDYING SKILLS

Listening and Taking Notes

Hello everyone, and thank you for reading this post.

Please take notes and leave a comment.

- STEP 1: Before you listen don't take mental notes. I mean don't prejudge the lecture.
 - STEP 2: Don't try and write everything you hear down.
 - STEP 3: Abbr. whenever you can.
 - STEP 4: Use symbols to help you better understand.
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As you can see Taking notes while you're listening is very difficult.

Hopefully this helps you understand what you are doing wrong and what you are doing right.

Here are 3 things you can do to help you listen better and take better notes.

Number 1: Don't try and copy every word you. Try and focus on the main points.

Number 2: If you miss something don't keep thinking about it. You will miss even more. Don't be afraid to ask the instructor to repeat themselves

Number 3: If it's a video or audio file pause and replay the **important parts.**

Here are 10 tips to taking better notes.

1) Before you listen to the class gather information, read the course information for that class and try to anticipate what's going to appear. Do some research on key words or phrases so you're not surprised when they appear/

2) Don't write everything down. Take short notes, think about what's important and what you can leave out.

3) To save time and space use abbreviations when you can. UN=United Nations, ASAP= As soon as possible.

4) A quick and easy way to show a relationship is to use symbols.

Point 1= Point 2

Use words like therefore and you can use arrows.

5) If you like arrows you may prefer a mind bubble.

Or a flowchart

It's important that you use the style that works for you!!!

6) By now you've taken a lot of notes. It's important to leave white space, so you can add thoughts or questions.

WARNING!!!

7) While you're listening how will you know a fact from an opinion?

This is IMPORTANT you must know the difference.

You must make it clear if this is an opinion

If it is a fact the speaker should tell you and you must use "quotation marks" As shown in red.

8) Is there a handout for the days class, if there is you can use this to write your thoughts and questions.

9) Once you're finished reread your notes and add any questions you may have. This helps the information stick.

10) Rewrite your notes as soon as you can.

These are my tips to students to help them listen better and write better notes.

Now Let's review what I have written.

- 1) Before you listen
- 2) Don't write everything down
- 3) Use abbreviations.
- 4) Use symbols.
- 5) Choose your style.
- 6) Leave white space
- 7) Facts or opinions.
- 8) Use class handouts.
- 9) Reread your notes.
- 10) Rewrite your notes.

It's important to ask questions.

The only stupid question is the question that was never asked.