Why is it important to listen well and take notes in class????

There is an important connection between effective listening & note taking.

If you listen well your notes will be better and if you are taking notes it will help you stay focused and listen better!!
TAKE A GUESS!!

Notes are a great way to help you remember information from readings and class lectures. If you do not take notes it is likely you will forget the information at a faster rate than those who do take notes. How long do you think it will take someone who does NOT take notes to forget information?

_____% of a lecture within 24 hours
   A. 10%  B. 25%  C. 50%  D. 75%

_____% of a lecture in two weeks
   A. 60%  B. 80%  C. 90%  D. 99%

_____% of a lecture within one month
   A. 75%  B. 80%  C. 90%  D. 95%
Did you guess right?

How long do you think it will take someone who does NOT take notes to forget information?

- We lose 50% of a lecture within 24 hours
- We lose 80% of a lecture in two weeks
- We lose 95% of a lecture within one month!!
Location Matters!!!

*Sit in the front of the classroom

Advantages:
• Fewer distractions
• Easier to stay focused
• Easier to hear the lecture and see any board or overhead projector notes

Instructors are aware of who is sitting in the front of the class and attending to the lecture!
Distractions? What distractions??

- Cell phones/texting
- Social conversations in class
- Working on assignments for another course
- Disorganization – looking for needed materials after class has started
Participate in Discussions and Ask Questions!!

Advantages:

* Helps to keep you focused and alert
* Helps to clarify lecture details
* Improves your understanding of the material

Write down any questions you have about the classroom lecture and discussion, and make sure you get the answers (the answers should be written down, too)
Learn how to recognize important information

• Pay attention to main concepts and ideas
• Listen for instructor emphasis and “cues”
• Make note of any references to reading assignments
• If the instructor writes it on the board, it’s usually important
Evaluate your listening skills!

What are you doing well??

How could you improve??
Notes on Note Taking

* Preparation is the key!

* Have the proper supplies ready to go - paper, pen or pencil, etc ....

* Use a three ring binder for organization and easy reference

* Always complete reading assignments and homework prior to class – the lecture often reinforces this information and the instructor assumes you have done this!

* Review material and “prepare your mind” before class starts
Notes on Note Taking

*Develop YOUR OWN system for note taking*

*Outline format*

*Diagrams, Charts, Visual aids, Drawings*

*Use your own version of short hand, abbreviations, etc ... just make sure you can understand what you have written!*

*Think about your learning style and create notes that complement that style!*

* No matter what system you use, don’t crowd your note pages - leave empty spaces to “fill in the gaps” with notes from the reading, answers to questions, etc.*
THE CORNELL SYSTEM OF NOTE TAKING

PAGE LAYOUT:

- RECORD YOUR NOTES HERE
- CREATE YOUR RECALL QUESTIONS HERE
- NOTES SUMMARY HERE
THE CORNELL SYSTEM OF NOTE TAKING

*Use this page layout for each sheet of notes that you take.
*Record your lecture notes in the large area.
*In the column on the left, create “recall questions” that you can use to quiz yourself on the material contained in the notes.
*Use the bottom space to write a summary (in your own words) of the information contained in the notes.
Review, review, review!!!

– Review your notes as soon as possible after class and then on a regular basis.
– Be sure to get answers to your questions—write them down!
– Some students prefer to rewrite their notes—this can help with organization, and the rewriting of material can help with retention of information.
– Use a three ring binder; it is easy to add to the notes and rearrange them as needed.
– Use your notes as a study guide/review for exams.
– If you belong to a study group, always take your notes along. You will have opportunities to share yours and to get additional information from the others in the group.
HELP !!! What if my instructor talks too fast?

* **Review reading and prior notes** – preview all material before class so that you can easily pick out the main points when your instructor is talking.

* **Write down main ideas, key words and phrases**– choose what you think is most important and don’t try to write down everything.

* **Ask questions in class and participate in discussions**

* **Work with a trusted classmate or study group** – share notes to see what you each missed and help each other “fill in the blanks.”

* **Leave empty spaces in your notes** – use these to fill in additional information after class.

* **See your instructor after class** – ask questions, share your notes, ask him/her if they can slow down a bit.

* **Take detailed book notes** – leave spaces to fill in information during class.

* **Work with a tutor** – this can provide more time to review notes, fill in blanks and gain understanding.

* **If all else fails**: consider tape recording the lecture (with instructor permission) or ask the instructor if you can sit in on the same lecture during another section of the class, where you can fill in some more of what you missed and gain better understanding of the material.
IF YOU HAVE QUESTIONS OR WOULD LIKE MORE INFORMATION ON THIS TOPIC, PLEASE CONTACT LYNNA THOMAS, TRiO/SSS COUNSELOR

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