

Note Taking Skills

Listening Class
Teacher's Notes
November 10th, 2014

Improve Note Taking Skills = LISTEN	L = lead I = ideas S = summarize T = talk E = end N = notes
Lead	- prepare for class beforehand
Ideas	- focus on main ideas; don't write everything
Summarize	-write lecture summary in own words (within 24 hours)
Talk	-chat with professor or TA (questions/ideas)
End	-review notes after lecture - identify possible problems.
Notes	-write down only important points; listen for signal words
3 Note Taking Methods	1) Cornell – 3 parts: main ideas/details/summary 2) Outline – Similar to PPT structure: main points/sub points 3) T-Notes –2 columns: main on left; details on right
5 R's	5 R's = what to do with notes Record – writing notes = just the first step Reduce – key points; summarize in own words Recite – say out loud to help remember Reflect – ask: how does this relate to me? Review – summarize notes; review before exam

Summary

- Note taking skills can be improved by following the advice summarized in the acronym 'LISTEN'
- LISTEN = lead, ideas, summarize, talk, end, notes
- There are 3 main types of note taking methods: Cornell Method, Outline Method, and T-Notes
- Taking notes is just part of learning! Use the 5 R's to help ensure lecture information is effectively understood
- 5 R's = record, reduce, recite, reflect, review