

# Note Taking Skills

Listening Class  
Teacher's Notes  
November 18<sup>th</sup> 2013

Improve Note Taking Skills = <b>LISTEN</b>	<b>L</b> = lead <b>I</b> = ideas <b>S</b> = summarize <b>T</b> = talk <b>E</b> = end <b>N</b> = 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) <b>Cornell</b> – 3 parts: main ideas/details/summary 2) <b>Outline</b> – Similar to PPT structure: main points/sub points 3) <b>T-Notes</b> –2 columns: math on left; details on right
5 R's	<b>5 R's</b> = what to do with notes  <b>Record</b> – writing notes = just the first step <b>Reduce</b> – key points; summarize in own words <b>Recite</b> – say out loud to help remember <b>Reflect</b> – ask: how does this relate to me? <b>Review</b> – 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