

STUDENT HOW TO'S

HOW TO LISTEN & TAKE NOTES FROM A LECTURE

Joan Sedita, M.Ed.*

Anticipate what the lecturer will discuss

- Review notes from the previous lecture
- Complete related readings before you come to class
- Refer to any handouts the teacher gives before or during the lecture

Use the two-column format and take organized notes

- Listen for main ideas by asking "What is the point of this?"
- Listen for details by asking "Is this information relevant, and does it support a main idea?"
- Abbreviate and use simple phrasing
- Use lines and visual markers to separate, emphasize and organize notes

Look for cues from the speaker

- Notice body language (shifts in position, pauses, etc.)
- Listen for signal and transition words such as "the next..." "first...second...final", "there are four reasons..."
- Be sure to note remarks that are repeated or emphasized

Be an active listener

- Sit close to the speaker so you can see and hear better
- Leave room in your notes for information you missed and ask clarifying questions during or after the lecture

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This document is part of Learning Disabilities Worldwide's *Web-Based Educational Resources for Children and Teens with Learning Disabilities Project*, which is funded through the generosity of Sovereign Bank (<http://sovereignbank.com>).