



## ACTIVE LISTENING TECHNIQUES

**Active listening** is the key to good note taking. With practice, you can develop the skills necessary to record the information you will need to produce a good study tool.

### ***Before Class***

- ◆ Sit near the front of the classroom to avoid distractions
- ◆ Reread your notes from the last lecture
- ◆ Copy down anything the professor has written on the board
- ◆ Read the professor's lecture outline if one is available
- ◆ Think-up questions that pertain to that day's lecture

### ***During Class***

- Lectures will have a **pattern of organization**. Major points may be presented in formats such as compare and contrast, cause and effect, definition and example, or with time lines, sequencing or formulas
- **LISTEN** in order to determine the five main parts of the lecture
  - **Introduction** – opening statements and review of where you left off
  - **Thesis Statement** – the topic(s) to be covered
  - **Body** – main points and sufficient explanatory details
  - **Summary** – main points covered that day
  - **Irrelevancies** – topics tangential to the lecture
- **IDENTIFY** what is important in the lecture
  - Be alert to techniques professors use to make and emphasize ideas
    - ✓ The professor may slow down, repeat a phrase, raise their voice or become more animated
    - ✓ Phrases such as. 'be sure to read' 'pay special attention to' or 'it is important that you understand' are all verbal clues that should raise your attention level
  - You do not need to write down everything; be selective
- **SEARCH** for answers to the questions you have posed before class
  - Questions/answers can relate to previous lectures, to the textbook and to what you already know about the subject
- **TUNE-IN** – it is your choice to listen and to remain focused.
  - When your mind starts to wander, write down the distracting thought and set a time later to deal with it
  - Maintain eye contact with the professor
  - Listen for action verbs and content nouns
  - *Will* yourself to keep taking notes until the end of class