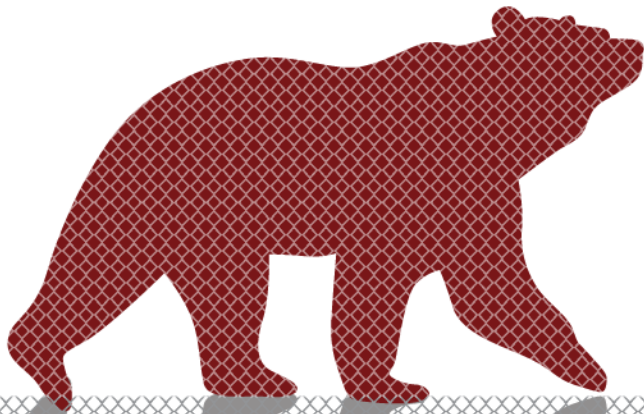




**BEAR CLAW**  
— CENTER FOR LEARNING AND WRITING —

# **Taking Notes in Class**



The Absent Professor Program

<http://AbsentProf.MissouriState.edu>

**Missouri State**  
U N I V E R S I T Y



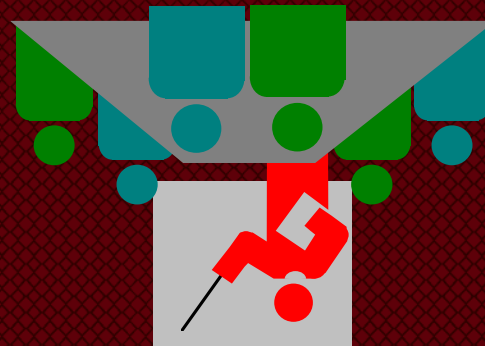
# Objective:

- In this chapter you will learn how to take notes effectively, how to edit them, and how to develop a system to study them.
- **LEARNING PRINCIPLE:** The more senses you use to learn something, the easier it will be to learn.



# How to Sharpen Your Listening Skills

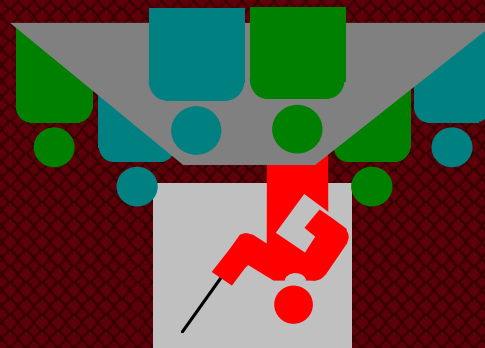
- Approach listening as a process similar to reading.
- Focus on content, not delivery.
- Focus on ideas as well as facts.
- Listen carefully to the speaker's opening comments.





# How to Sharpen Your Listening Skills

- Attempt to understand the lecturer's purpose.
- Fill the gap between rate of speech and rate of thinking.
- Approach listening as a challenging mental task.





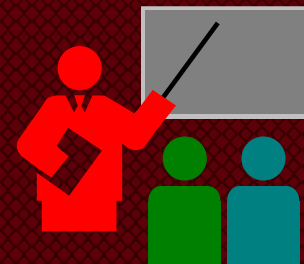
# Preparing for Lecture Class

- Read the assignment before attending class.
- Check your course outline to determine the topic of the lecture.
- Once you arrive, get organized with notebook, pen, textbook, etc.



# How to Take Lecture Notes

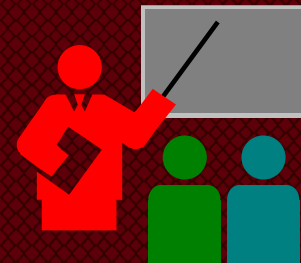
- Record the Main Ideas
- Note Speaker's Change in Voice
- Note Speaker's change in Rate of Speech
- List and Number Points in Lecture
- Write What Speaker Puts on the Chalkboard





# How to Take Lecture Notes

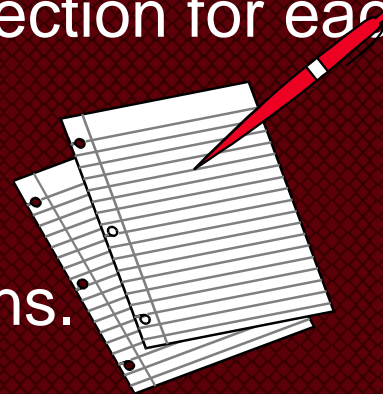
- Note use of Audiovisuals
- Watch for Direct Announcements
- Be Aware of Nonverbal Clues
- Record Details and Examples
- Record the Organization of the Lecture





# How to Make Note Taking Easier

- Use ink.
- Use a standard-sized notebook and paper.
- Keep a separate notebook or section for each course.
- Date your notes.
- Leave blank spaces.
- Mark assignments in the margins.







# How to Make Note Taking Easier

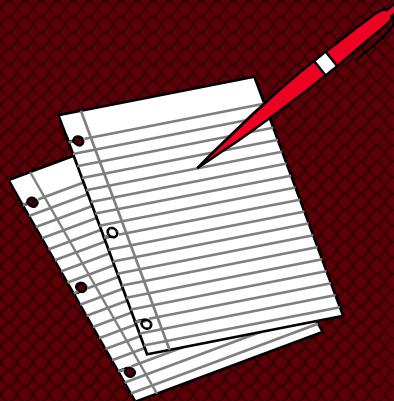
- Mark ideas that are unclear.
- Sit in the front of the classroom.
- Don't plan to recopy your notes.
- Recognize that tape-recording lectures is time consuming.
- Use abbreviations and create a code system.
- Make the most of your learning style.





# Note Taking Problems

- Integrate your text and lecture notes.
- Use a computerized notebook.





# The Recall Clue System for Studying Your Notes

1. Leave a 2-inch margin at the left of each page of notes.
2. Write nothing in the margin while you are taking notes.
3. After you have edited your notes, fill in the left margin with words and phrases that summarize the notes.



# Summary Questions

- Why should you improve your lecture note taking?
- What are the characteristics of effective lecture notes?
- How can you improve your listening skills?
- Why should you edit your lecture notes?
- How should you study your lecture notes?



# THANK YOU!

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UNIVERSITY



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