

Listening, Note-Taking, and Participating

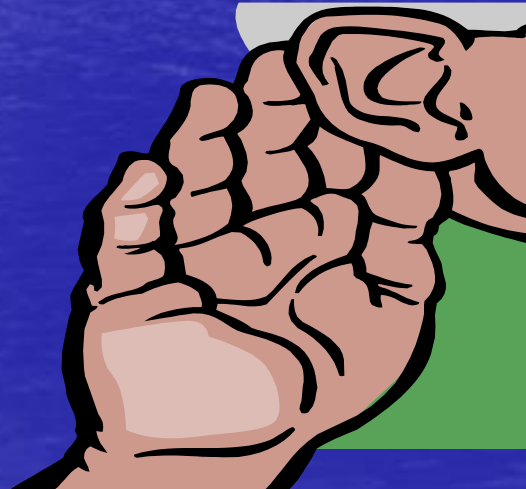
Valdosta State University

Listening

- Active listening is critical to remember what is presented in class
- Most professors draw a significant amount of test items from their own lectures
- Therefore, listening and remembering class discussions is conducive to doing well on exams

Three major aspects of listening

1. You must prepare to listen before class
2. You must listen and take notes during class
3. You must review and recall information after class



Preparing to listen before class

1. Do the assigned readings before each lecture
2. Make sure you pay attention to the course syllabus
3. Make sufficient use of the auxiliary materials provided by the professor
4. Warm up for class!

Preparing to listen before class continued

5. Keep your mind open.
6. Develop an organizational system.
7. Prepare to record your progress.

Critical listening during class

1. Be ready for the message.
2. Listening to the main concepts and central ideas are important, the obscure and fragmented facts and figures will be better remembered when you know the main ideas
3. Listen to new ideas



Critical listening during class continued

4. Don't be distracted; really hear what is said.
5. Actively repeat the material mentally
6. Make decisions on what you think the most important points from the lecture are.
7. Always ask questions for the professor to clarify something if you don't understand

Critical listening during class continued

8. Listen to the complete message
9. Respect your own ideas and those of others
10. Sort, organize , and categorize all the information that is presented.

Taking effective notes during class

Different note-taking systems:

The Cornell Format

The Outline Format

The Paragraph Format

The List Format

Combination Formats?

Note-taking Techniques

1. Be sure to identify the main points and ideas.
2. Don't try to write down everything.
3. If a lecture is disorganized, try to organize your note into specific frameworks.
4. When using the Cornell format, return to your recall column.

Respond, recite, and review after class

1. Write the main points in the recall column.
2. Recite your important ideas using the recall column.
3. Review the notes from the previous class a few minutes before you attend the next class

Comparing and recopying notes

- Be sure to compare your notes with other classmates to see if you missed anything important or you can find out new ways to organize your notes
- This does not mean copy their notes because you can't learn as well from someone else's notes if you have not attended class

Comparing and recopying notes continued

- Recopying your notes helps if you're a tactile learner
- It also helps to recopy your notes if the notes are messy or to review the notes
- Have a backup plan if you miss class due to an illness or an emergency
- A backup plan would be to exchange numbers and email addresses with fellow classmates

Using class notes to do homework

- Take ten to fifteen minutes to review your notes before beginning homework
- Create a warm-up before beginning your assignment
- Try doing assigned problems and assignments without your notes at first to see what material you need to study more for an exam

Using class notes to do homework continued

- If you encounter a problem, do not give up on it until you've given a reasonable effort to try to work it out
- Complete your work by asking yourself what you've learned after you finished an assignment

Class Participation

Class participation is the heart of active learning. Participation facilitates discussion on difficult subjects and helps clarify ideas. Participation also shows the teacher that you are making a concerted effort to grasp the material.

Class participation techniques

1. Find a seat as close to the front of class as possible
2. Keeps your eyes on the professor
3. Don't be distracted; focus on the lecture
4. Ask the professor to clarify something if you don't understand it

Class participation techniques continued

5. Never think that you are asking a “stupid” question
6. If you are called on to answer something in class, take this time to give your input.
7. If you have read or seen something that is relevant to class, then speak up about it

Listening Tips Sites

- <http://home.snu.edu/~HCULBERT/listen.htm>
- <http://www.how-to-study.com/GoodListeningInClass.htm>
- http://students.berkeley.edu/apa/Staff%20Training%20and%20Development/handouts/listening_skills.html

Listening Tips Sites

- <http://www.ips.uiuc.edu/iss/ActivitiesResources/EnglishLanguageResources/ListeningSkillTips.html>

Note-taking Tips Sites

- <http://www.ucc.vt.edu/stdysk/notetake.html>
- <http://jerz.setonhill.edu/writing/academic/notes-tips.htm>
- <http://www.4tests.com>

Class Participation Tips Sites

- <http://www.cet.sfsu.edu/etl/content/participation/>

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