

AVID Tips for the Week

TIPS ON TAKING LECTURE NOTES

These will help you to know what to look and listen for during lectures and discussions.

<p>be an active listener</p>	<p>think about what is being said</p> <p>think about how what is being said relates to other points in the lecture, ideas from discussion/reading/other subjects</p> <p>ask questions</p>
<p>be aware of lecturer/speaker organization</p>	<p>listen for the speaker to reveal organization of the lecture (e.g., phrases like “Today I want to talk about,” or “By the end of this lecture, you should be convinced that”)</p> <p>look for lecture outlines on the board or handouts</p> <p>use arrows/lines circles numbers to connect related ideas</p>
<p>use the speaker’s style to identify important points</p>	<p>become familiar with the speaker’s style</p> <p>listen for important points that might be emphasized when the speaker: pauses or slows down repeats a point changes the volume of her/his voice uses introductory phrases (e.g., “The four main points are” or “Note the relationship”) writes on the board gestures or uses visual aids</p>
<p>keep up with the speaker</p>	<p>Write only the important ideas such as names, places, dates, events, examples, terms, definitions, causes, effects, evaluations, cross references: make it brief but clear. Following are some examples of how to do this.</p>
<p>Student Guide</p>	
<p>example:</p>	<p>Speaker says: “Hippocrates, a Greek who is considered to be the Father of Medicine, was born on the island of Cos in 460 B.C.” Notes say: “Hippocrates (Gr.) Father of Med. B. Cos 460 B.C.” use abbreviations for familiar words</p>
<p>example:</p>	<p>Speaker says: “George Washington was not, in a sense, America’s first president.” Notes say: “G. Was. Not Am’s 1st Pres.?” paraphrase to preserve content but simplify structure</p>
<p>example:</p>	<p>Speaker says: “Hawthorne is being studied afresh and found to have something to say that is relevant to our condition.” Notes say: “New studies of Hawth. Relevant.”</p>

	<p>write a skeleton of names, dates and relationships and fill in the additional information later for accuracy</p>
<p>example:</p>	<p>Speaker says: "Mark Twain fell in love with Olivia Langdon. They married in 1870 and moved to Hartford, Connecticut." Notes before review say: "Twain-Olivia Langdon m. 870 to Hart Conn." Notes after review say: "Twain – Olivia Langdon marry 1870, move to Hartford, Conn." write quickly but legibly; rewrite or type to make legible and usable if needed</p>
<p>be alert to the speaker's stance</p>	<p>some lecturer's attempt to persuade as well as inform listeners; when applicable, note ideas/references/opinions that provide insight into the speaker's point of view</p>
<p>review notes shortly after a lecture</p>	<p>develop study questions and identify main ideas</p> <p>fill in details for clarity</p> <p>look up and add the definitions of new words/terms</p> <p>identify information that is unclear and / or questions that need to be answered; get answers to the questions from other students and / or the speaker</p> <p>add symbols to highlight important ideas and key words</p> <p>delete information that is not important</p> <p>review the overall organization of the material; add symbols to make the organization clear or rewrite your notes for better understanding</p> <p>write a summary of the significant ideas</p>

Look for Tips on Taking Textbook Notes in the next issue of the Dragon Tales