

TIPS TO IMPROVE LISTENING AND NOTE TAKING

A well-organized lecture is like a well-written essay. Both have the same structure and development. To listen efficiently, the student must recognize what this structure and development entails.

Lecture Organization

1. Introduction
2. Thesis
3. Body
4. Summary
5. Irrelevancies

Implications

- Sets the social situation; establishes context
- Topic; main idea
- Development of main idea-not more than six points
- Restates, lists, summarizes, and/or gives significance
- Digressions, jokes, stories

Not all lectures are well organized. If this is the case, the student should try to identify important points through the instructor's delivery cues.

Delivery Clues

1. Visual
2. Vocal
3. Postural

Identification

- What is written on the board or overheads
- Transitional words which key students to main ideas; repetition of ideas or phrases; pauses; voice level and speed
- Hand gestures; the way instructor moves in class

