

Get all the main ideas.

Don't just copy without thought.

Record some details, illustrations, implications, etc.



But don't allow preconceived notions to distort what you are hearing instead integrate them.



Organization aids memory.

Organization indicates gaps when they.

TAKING



Ask question or phrases, not entire sentences.

If not, jot questions in your notes.

Seek out meanings. Look for implications beyond what is being said.

Relate the material to your other classes and life outside of school.

Try to get the hang of listening and writing at the same time.



But remember that the speaker may serve as a model.

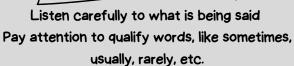


Underline and star major points.

leave space for additions.

Rewrite incomplete or skimpy parts.





Notice signals that a change of direction is coming, like: but, however, on the other hand.



Jot down words or phrases, not entire sentences.

Develop some system of shorthand and be

consistent in its use.

Leave out the vowels in words.

Leave out small words.

Use contractions and abbreviations.

use symbols: +, =, @.&