

WHILE TAKING NOTES

NON-VERBATIM

Get all the main ideas.
Don't just copy without thought.
Record some details, illustrations, implications, etc.

INTEGRATE

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

ORGANIZATION

Organization aids memory.
Organization indicates gaps when they.

LISTEN

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.

PARAPHRASE

But remember that the speaker may serve as a model.

IMPORTANT

Underline and star major points.
leave space for additions.
Rewrite incomplete or skimpy parts.

BE ACCURATE

Listen carefully to what is being said
Pay attention to qualify words, like sometimes, usually, rarely, etc.
Notice signals that a change of direction is coming, like: but, however, on the other hand.

MECHANICS

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: +, =, @, &