

## How to listen and Take Notes from a Lecture

### 1. **Anticipate what the lecturer will discuss**

review notes from the previous lecture  
complete related readings before you come to class  
refer to any handouts the teacher gives before or during the lecture

### 2. **Use the two-column format and take organized notes**

listen for main ideas by asking “What is the point of this?”  
listen for details by asking “Is this information relevant and does it support a main idea?”  
abbreviate and use simple phrasing  
use lines and other visual markers to separate, emphasize and organize notes

### 3. **Look for cues from the speaker**

notice body language (shifts in position, pauses, etc.)  
listen for signal and transition words such as:  
    “the next...”  
    “first... second... final...”  
    “there are four reasons...”  
be sure to note remarks that are repeated or emphasized

### 4. **Be an active listener**

sit close to the speaker so you can see and hear better  
leave room in your notes for information you missed and ask clarifying questions during or after the lecture