

## **Listening Tips for Taking Notes**

The rate of speaking is 100 words per minute or less. The rate of thinking is 400 words per minute! The difference between the lecturer's words and your thinking is a source of power for understanding and recalling the lecture!

**Keep Writing.** Even if details don't seem vital, write them anyway. Jot down every example. Constant writing keeps you actively involved in the lecture.

**Mentally Summarize.** Use the speak and think gap to mentally review and summarize the main ideas and supporting details during the lecture.

**Anticipate the next point.** Tune in to the speaker's outline and guess the next point. Listen to see if your prediction was correct.

**Mentally question the information.** How does it go along with the textbook? How does it relate to previous areas presented?

**Take notes on sidetracking.** To keep your mind involved with the lecture, take notes on any "sidetracked" information. Box "sidetracking" to set it off from regular notes.

**Keep writing.** When material is difficult, confusing, or unorganized, don't stop writing and just listen. Keep writing even if you don't understand. Later, refer to it to get clarification from the professor, the text, or a friend.