



NOTE TAKING DURING A LECTURE

Just being present in the classroom is never enough to fully comprehend the content of a lecture. Listening actively can help you grasp the lecture better and engage with the content in a more meaningful way.

What is active listening?

Active listening is a practice where you make an effort to listen to a speaker with undivided attention in order to fully understand her/him. It is the opposite of passive listening, where you are hearing the words being said but are not truly concentrating on them. Active listening helps you increase your comprehension of the content and helps you respond appropriately. One very important, and sometimes underrated, component of active listening in the classroom is note-taking.

Benefits of note taking

Note taking during a lecture helps you concentrate better, retain the information being expended, and provides you with a hard copy of the lecture content that you can refer to later for remembering and reflecting on the lecture. It allows you to ask better questions that show your intellectual curiosity and your eagerness to learn. If you're feeling drowsy, note taking also helps freshen you up a bit as it keeps your minds and hands engaged.

How can you take better notes?

Below are some ways you can take notes in a manner that increases your efficiency.

1. Choose whether you can take notes more efficiently on a laptop or a notebook. It's better to stick to one medium so that all your notes are compiled in one place.
2. Place the date or lecture number at the top of the page to know which material was covered in which class. This will allow you to easily refer back to material when preparing for a test or an assignment.
3. Note key ideas or concepts as they come up during a lecture. Use abbreviations to write faster and keep up with the pace of the lecture. Leave a few lines in between or space in the margins to fill in more related points later.
4. If the professor has presentation slides which they are willing to share with you after class, then do not waste time copying points that are already mentioned in the slides.

5. Write down difficult words or concepts that you do not fully understand in a box at the bottom or top of the page. You can look up the terms later or ask your lecturer at the end of the class.
6. Note down questions or thoughts as they occur to you. If possible, raise your hand to ask the questions. If the professor is speaking in a continuous stream, wait for the end of the lecture to ask your questions.
7. If you have time at the end of the class, try to write a small summary of all the content covered during the lecture at the bottom of the notes.

Good luck with note-taking during class! EHSAS is always here to assist you further.

References :*<https://wmich.edu/asc/files/NoteTakingTechniques.pdf>*