In order to listen, you have to stop talking.
Listen actively so that you can understand the other person’s point of view. Have empathy.
Look and act interested in what the person is saying. For example, maintain eye contact and avoid tapping your pen or looking at your watch.
Ask appropriate questions to demonstrate interest and to show that you are listening.
Avoid jumping to a conclusion or judgment. Wait to hear the story.
Listen for content and feelings.
Respond to the feelings of the other person and avoid turning the conversation to yourself.
Be patient and do not interrupt. Allow pauses and time for response. Remember, some people take longer to speak than others.
Observe nonverbal behavior and look for clues.
You can’t listen and text at the same time. Really.

Taking Notes
A significant amount of the information you are supposed to learn in college is given in lecture. Some professors give beautifully organized lectures that are interesting and relevant. Some don’t. In any case, you are still responsible for the material and it’s up to you to get the most out of it.

**Purpose of Note Taking during Lecture**
- Forces you to listen carefully and critically to what is being said
- Improves comprehension and retention
- Your own notes in your own writing are easier to understand and remember
- Good source of review for future tests

There are many systems for note taking, here’s one.

**4 Great Reasons to Use this System**
1) Helps you be more organized,
2) Highly efficient, saves time
3) Very useful when reviewing and studying for tests,
4) Incredibly easy to use.
More tips:

- Keep a separate notebook for each course. Only write on the right hand page - use the left hand page to go back and add explanations, questions, drawings, comments, etc.
- Write in phrases rather than whole sentences; use abbreviations whenever possible
- Use your own words except for formula, definitions and specific facts
- Sit near the front; there are fewer distractions; it’s easier to hear, see, and pay attention
  - If the lecturer discusses something you don’t understand, take it down as best as you can; then check with the instructor during office hours, the textbook, online, TA, or another student to get clarification
  - If you miss something completely, leave a blank space and get it later
- Follow the instructor’s clues such as: material written on the board, repetition, vocal emphasis, questions asked of the class
- Resist the temptation to lose attention and become bored; remember why you are there
- Don’t rush out at the end of class; listen to all the information
- Don’t text during class. Put your phone away.

After the Lecture

- Go over your notes as soon as possible after the lecture; this is essential for remembering; if you don’t look at your notes within 24 hours you’ll forget much of what you learned and you’ll have to relearn not review for the test. Wastes time!
- Fill in any missing points from the text book or other sources
- Review your notes, label main points, highlight key points, fill in gaps
- Rewrite notes to make them more legible while the ideas are still fresh in your mind

Pick 3 of the above Listening & Taking Notes tips that sound like something that would help you. Write them down below along with how and when you will incorporate them into your Becoming a More Successful Student Plan.

1.

2.

3.

Power of Positive Thinking: I enjoy taking notes and find them easy to do well. My notes represent the material clearly and creatively. I use my own shorthand and vary the size and shape of headings. I know the basic formats of most subjects and use it when designing my notes. My handwriting is clear and easy to read so that I have good notes for studying for tests. I know how to focus and concentrate so that I save time while studying and remember more for future tests and other assignments.