

TIPS TO IMPROVE LISTENING AND NOTE TAKING

A well-organized lecture is like a well-written essay. Both have the same structure and development. To listen efficiently, the student must recognize what this structure and development entails.

Lecture Organization	Implication
1. Introduction	Sets the social situation; establishes context
2. Thesis	Topic; main idea
3. Body	Development of main idea-not more than six points
4. Summary	Restates, lists, summarizes, and/or gives significance
5. Irrelevancies	Digressions, jokes, stories

Not all lectures are well organized. If this is the case, the student should try to identify important points through the instructor's delivery cues.

Delivery Cues	Identification
1. Visual	What is written on the board or overheads
2. Vocal	Transitional words which key students to main ideas; repetition of ideas or phrases; pauses; voice level and speed
3. Postural	Hand gestures; the way instructor moves in class



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