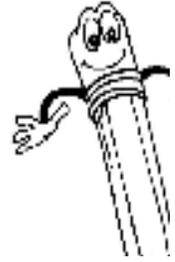


Lecture Notes



Stage 1: Before the Lecture - Preparation

- T complete all assigned readings before the lecture so you understand what will be covered
- T make sure you have all the necessary materials (Be Prepared)
- T read over your notes from the last lecture briefly before each class so you remember what *was covered*

**Go to class early so you can get prime seats.
Try and sit near the front and centre.**

Stage 2: During the Lecture - Listen & Watch

- T Ask Questions, engage the professor, and listen actively
- T Try to gain the main points from the lecture and obtain a general understanding
- T Put the notes into your own words. Use abbreviations.
- T Pay attention to examples and illustrations

Activity: For the next two weeks make a commitment to ask at least one question in each of your classes. Think about the material and develop a question that reflects different types of questions. (Ex, factual or what ifs) Compare how you felt at the beginning of the exercise with how you feel now. Do you feel more comfortable? Did the type of question you asked change? How was your level of attention?

**Actively listening in lectures will
help you save time in preparation for exams**

Stage 3: After the Lecture - Reflect and Review

- T quickly review your notes after class - check for spelling and short forms you may not recognize in the future - this should only take 10-15 minutes and should be done no longer than 24 hours after class
- T create questions and write key words/phrases in the margins or your recall column (Use this to review or test yourself when preparing for a test)
- T leave space at the bottom of your notes to create a one to two sentence summary
- T use numbers to indicate a series of points
- T develop a system of markings which will help you to highlight different kinds of information
- T repeat the material to yourself during your review sessions (this helps with remembering only, not understanding)
- T reflect upon the material

HOW DO I TELL WHAT IS IMPORTANT?

LOOK FOR:	LISTEN FOR:
Beginning and ending statements	Repetition and paraphrasing
Lecture title (from course outline)	Emphasis of particular material in the lecture
General principles (what is this lecture about?)	Examples to clarify concepts (what is this example about?)
Correspondence between lecture and text	Changes in speed and volume in the lecturer's voice as a signal for important information

KEY WORDS:	KEY TERMS:
Therefore...	- definitions
In conclusion...	- elaborated description
Five concepts.... Firstly, etc.	- examples
The point is...	- applications
Summary statements (at the end of one lecture or the beginning of the next)	- debate (e.g. evidence for or circumstances against)
The most important...	- relationship to other concepts
In addition to...	
On the other hand...	

