

# Listening and Note Taking



## Tips & Techniques

Listening is the first step in successful note taking. If you do not understand how to listen properly, you will not be able to correctly store information in your brain, or on your paper! Not only is listening well a part of college, but a part of life!

## Removing Distractions

How many things distract you in class?

### **External Distractions:**

These include listening to someone's conversation behind you, texting, Facebook, Instagram or Snapchat.

### **Internal Distractions:**

These include having a poor attitude or simply zoning out and sleeping!

## TQLR

Active Listening

### **T: Tune In**

Avoid distractions to focus on what you are learning and hearing.

### **Q: Question**

Come prepared with questions, and ask them as the topics arise.

### **L: Listen**

Pay attention to questions that have already been answered, and the extra information the teacher provides.

### **R: Review**

Dedicate time to go through your notes, making sure you fully understand them.

## 3 Techniques for Concentration

1. Summarize what the speaker is saying in your notes, or to yourself.
2. Try to understand where the speaker is directing the topic next, and how it relates.
3. Question the truth and validity of the speaker's words and how they apply to your life.

One of the most effective ways to focus your attention is to manipulate information to our personal interests...

This leads us to ACTIVE NOTE TAKING.