

## **Practical 3: Listening and Note taking**

### **The L.I.S.T.E.N Method**

- Lead
- Ideas
- Signals
- Take your time
- Effective Listening
- Notes

#### **Lead:**

- Be prepared for lectures.
- Review previous lecture material
- Ensure that you have read text chapters prior to class
- Develop several well-thought-out questions
- You should be able to anticipate the topics that will be discussed in upcoming lecture.

#### **Ideas:**

- Focus on the central concept being presented in the lecture
- Do not waste all of your time and energy writing down everything that is said.

#### **Signals:**

- There are signals of what is important in the lecture.

#### **Time:**

- Take time to decide what you will write into your notes- don't write everything.
- Record keywords only.
- Leave space to add information in the end.

#### **Effective listening:**

- Active listening is effective listening- stay focused.
- Effective listening is facilitated by your environment-pick a good spot in the class room.