

Third step:

### After the lecture

Read through your notes and make them more legible if necessary. Fill in missing information. Now use the column. Jot down ideas or key words which give you the idea of the lecture. (REDUCE) You will have to reread the lecturer's ideas, and reflect in your own words. Cover up the right-hand portion of your notes and recite the general ideas and concepts of the lecture. Overlap your notes showing only recall columns and you have your review.

These study tips are available on the web through any of our Desire to Learn (D2L) links. Tutoring may be set up through the LRTC (Learning Resource and Technology Center) and Disability Services.



## Pine Technical College

### Learning & Resource Center (LRTC)

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**Listening &  
Note-Taking**

**Listening For  
Learning**

# Listening, note-taking and organizing

## The Six “R”s of Note-taking

1. **Record:** Record as many facts as you can. Don't concern yourself with grammar or spelling. Use your own form of abbreviation.
2. **Reduce or question:** After you read your notes, your next step is to reduce them to just the important facts. Use key words, phrases and questions. Words and phrases act as memory clues when you review.
3. **Recite:** Reciting is different from re-reading in that you state out loud and in your own words the facts and ideas you are to learn.
4. **Reflect:** Reflection is pondering or thinking about what you have learned. Questions to enhance reflecting: How do these facts fit into what I already know? How can I apply them? What is the significance of these facts and ideas?
5. **Review:** Review your notes nightly or several times during the week by reciting, not reading.
6. **Recapitulate:** (summary of your notes) The summary should be in your own words and reflect the main points you want to remember.

- **Preview** the text and list any questions you have to help focus your listening during lectures. Use a tape recorder for added support. If you miss something you will have it recorded and you can fill in the information after class when you review the recorded tape.
- **Annotate**—Make notes in the margins to label information; hi-lite important terms and concepts, underline important details; summarize, and write down questions you have about the material.
- Sit near the front of the class to avoid distractions.
- Pay special attention to instructor cues: this is very important, this will be on the test, you should copy this down etc. Anything that is written or drawn on the blackboard/whiteboard should be copied into your notes. Reorganize your notes after class and write your summary of important points.
- Seek additional support and help from the tutors in the LRTC if you are having difficulty organizing your notes. They can review them with you and help to pick out the important points.
- **Google** some web sites for additional ideas on listening, note-taking, and other tips.

## How to's: Three-step Process

First step:

### Preparation

Use a large loose-leaf notebook. Use only one side of the paper. Leave the margin area blank. This will be the recall column. Notes during lecture will be taken in the right of this margin. Later key words or phrases can be written in the recall column.

Second step:

### During the Lecture

Record notes using abbreviations you will understand. Capture general ideas and fill in the missing information after class. Skip lines to show the end of ideas or thoughts. Write clearly.