

## Taking Notes When Listening

### Before Class

- Have separate notebook or section in notebook for each class
- Read assigned work
- Review yesterday's class notes

### During Class

#### Write . . .

- Legibly and preferably in pen
- General topic, objective for day
- Central thoughts and important details
- What is written on the board or overhead projector

#### Listen for . . .

- Clue words for important points such as "**The first cause was**"; "**this is important**"; "**in conclusion.**"
- Statements repeated or spoken in loud voice.

#### After class . . .

- Fill in any missed words or ideas
- Underline or highlight important ideas or facts
- Mentally summarize important parts of class in your own words