

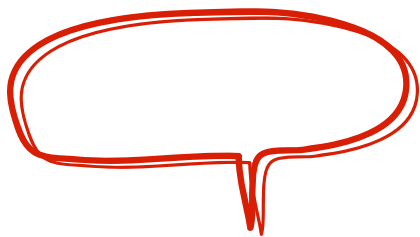
# Making lecture notes

## LISTEN

- Active listening is involves paying attention to both verbal and non-verbal communication
- You need to think of lectures or other audio experiences (such as podcasts) as conversations in which you are engaged
- As in a conversation you should try to interpret what is being said, evaluate which parts are the most important, and anticipate what might be said next



## THINK



- Use any gaps to think about what has been said.
- As you listen try to link what is said to your previous experience or topics from earlier lectures and your reading
- Ask yourself if you agree or disagree with what is being said
- Don't be afraid to ask questions if you think the information isn't clear or you feel you don't understand

## WATCH

- Listen out for key words that amplify or stress parts of the lecture or examples which illustrate or make a point
- Watch your lecturer's body language or listen to their tone of voice to identify what they consider to be important
- Pay particular attention when your lecturer summarises a topic or draws a conclusion
- Try to focus on your lecturer's explanations and if they describe specific causes and reasons for events or outcomes
- Make sure you note any steps or stages in processes they describe



## REFLECT



- Find time after your lecture to review your notes
- Are there any gaps you need to fill.
- What questions do you need to ask or research?
- Think about how you can use your notes and learning to progress

### YOUR LEARNING SKILLS

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