

Student Name: \_\_\_\_\_

# The Listening and Note-Taking Strategy Student Folder

Goal(s):

1.

My teacher's commitment:

\_\_\_\_\_  
Teacher signature

\_\_\_\_\_  
Date

My commitment:

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

## The NOTeS Strategy

**N**otice the introduction

**O**bserve cues

**T**ransform the information

**e**

**S**ort main ideas and details

## Mannerism Cues

Specific ways of speaking or acting that indicate important information

**Writing information on the board**

**Underlining information on the board**

**Gesturing**

**Pausing before a new main idea**

**Speaking loudly or softly**

**Speaking slowly**

## Organizational Cues

Words that help the listener understand the order, sequence, or relationship of material in a lecture

<b>INTRODUCTORY CUES</b> Can introduce the: <ul style="list-style-type: none"> <li>• lecture topic</li> <li>• main ideas</li> </ul>	<ul style="list-style-type: none"> <li>• Today we'll be talking about...</li> <li>• Our topic for today is...</li> <li>• Let's talk about some of the reasons...</li> </ul>
<b>BIG IDEA QUESTIONS</b> Can introduce the: <ul style="list-style-type: none"> <li>• lecture topic</li> <li>• the main purpose of the lecture</li> <li>• the big idea you should learn</li> </ul>	<ul style="list-style-type: none"> <li>• How did the U.S. get to such a point?</li> <li>• Why is reading history important?</li> <li>• How do you develop a research paper?</li> </ul>
<b>SEQUENTIAL CUES</b> Can identify either: <ul style="list-style-type: none"> <li>• main ideas</li> <li>• details</li> </ul>	<ul style="list-style-type: none"> <li>• First... Second... Third...</li> <li>• The fourth technique...</li> <li>• Next... Then... Finally...</li> <li>• Several... Many... Another...</li> <li>• Specifically... In particular...</li> </ul>
<b>SUMMARIZING CUES</b> Can repeat the: <ul style="list-style-type: none"> <li>• lecture topic</li> <li>• main ideas</li> <li>• details</li> </ul>	<ul style="list-style-type: none"> <li>• To summarize...</li> <li>• In conclusion...</li> <li>• To review...</li> <li>• To go back over what we just discussed...</li> </ul>

## Emphasis Cues

**Repeating/paraphrasing information**

Again...

So...

Let me repeat...

In other words...

**Emphasizing critical information**

This is important/key...

Let me emphasize...

This will be on the midterm...

You need to remember/note/understand...

Listen carefully...

Write this down...

Amphibian...that's spelled a-m-p-h-i-b-i-a-n.

**Clarifying information**

Let me clarify/explain...

Let me make this clear...

# How to Take Notes Quickly

## Write key words, not sentences.

English test, 8 parts speech, Dec. 10

## Omit small words.

a, the, of

## Cross out mistakes rather than erase.

Penicillin discovered ~~1927~~ 1928

## Use synonyms.

“hurt” instead of “hindered”

## Use abbreviations and symbols.

Adult ♂ > exercise

Adult ♀ < car accidents

# Examples of Common Synonyms

USE THIS

INSTEAD OF THIS

gym

gymnasium

get

acquire

starving

famished

helpful

beneficial

people

individuals

ways

methods

red

scarlet

trash

garbage

many

multiple

huge

gigantic

# Common Abbreviations & Symbols

Eng = English	US = United States
Govt = Government	∴ = therefore
Hist = History	∝ = proportional to
Biol = Biology	→ = causes; leads to
Trig = Trigonometry	↑ = rises; increases
w/ = with	↓ = falls; decreases
w/o = without	\$ = dollar
lb = pound	# = number
b/t = between	♂ = male
b/c = because	♀ = female
b/4 = before	
e.g. = for example	
ex = example	
= = equals	
≠ = not equal to	
< = less than	
> = more than	
≤ = less than or equal to	
≥ = more than or equal to	
& = and	
1st = first	
2nd = second	
6 = six	
St. = Street, Saint	
MN = Minnesota	
Feb = February	
rep = representative	
intro = introduction	
prblm = problem	

# The “T” Method

Date

## “LECTURE TITLE OR TOPIC”

### Main Idea #1

Detail

Detail

Detail

- Sub-detail
- Sub-detail
- Sub-detail

### Main Idea #2

Detail

Detail

Detail

- Sub-detail
- Sub-detail

Detail

### Main Idea #3

Detail

Detail

September 5, 2011

## “MICROORGANISMS”

### Bacteria

1-celled org

Need microscope to see

Shape:

- Round
- Spiral
- Rod-shaped

Nec for sour crm, yogrt, cheese

Helps break down dead plants

### Protozoa

1-celled org

2 types:

- Amoeba (u-shaped, like jelly)
- Paramecium (solid shape)

Helpful in food chain

Causes malaria

### Viruses

Living organisms; smaller than bacteria

Causes:

- Flu
- Colds
- Small pox
- Mumps

Keep pop. down

## The GRADE Strategy

**G**ather missing information

**R**eread and highlight

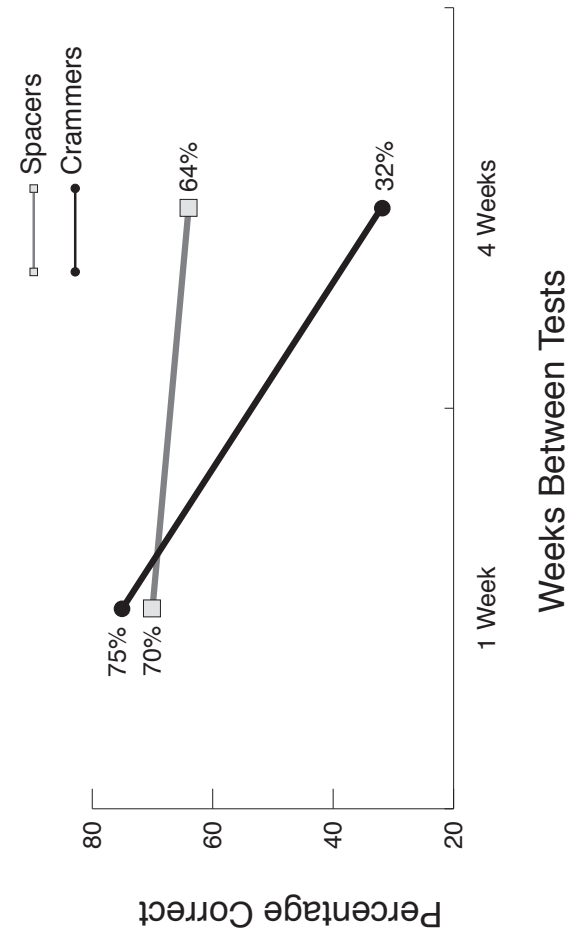
**A**sk yourself questions

**D**raw a diagram

**E**ncourage yourself

## Why Shouldn't You Cram?

Test Results of Crammers and Spacers



## Gather Missing Information

### If you miss information during a lecture:

- Leave blank space for filling in later
- Mark your paper so you remember to get the information later

### When to gather missing information:

- For one or two words, ask your teacher either during the lecture or after the lecture.
- With bigger chunks of information, ask your teacher (or a friend) after class.

## Reread and Highlight

### Important terms & definitions

Scientific process — way to ask & answer sci ?s thru observations & experiments

### Important people

Wm Shakespeare — Eng poet & playwright; considered greatest English writer

### Important events, dates, & significance

Kan-Neb Act, 1854 — repealed MO Comp.; let Kan & Neb settlers to choose if free/slave state

### Important lists of information

Solving equations

1. Combine like terms
2. Isolate terms that contain unknown variable
3. Isolate variable to solve for
4. Substitute your answer into orig equation; check that it works



## Ask Yourself Questions

### About terms & definitions

- What is “pointillism”?
- Define “microorganism.”

### About people

- Who was Stephen Douglas, and what was he known for?
- True or false: William Shakespeare is considered the greatest writer of the English language.

### About events, dates, & significance

- What was the Renaissance?
- Discuss the discovery of penicillin and its impact upon society.

### About lists of information

- The two types of protozoa are \_\_\_\_\_ & \_\_\_\_\_.
- Name the eight parts of speech.

## Draw a Diagram

### The 3 main types of diagrams:

#### 1. Descriptive

Use when notes contain lots of facts, descriptive information, or lists

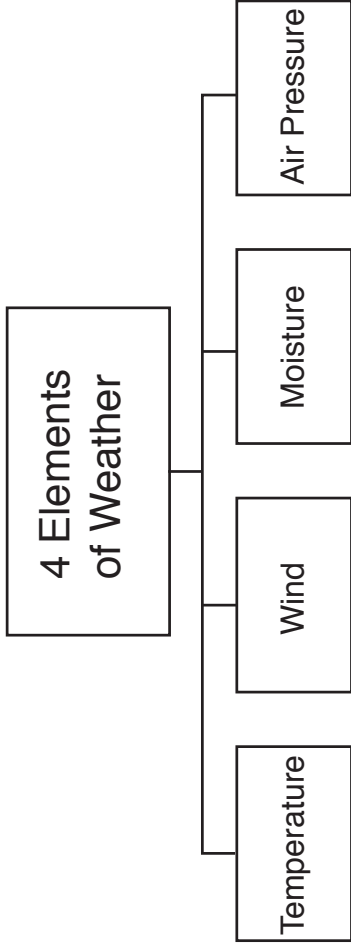
#### 2. Sequential

Use when notes contain a series of events, a timeline, or set of procedures

#### 3. Compare & Contrast

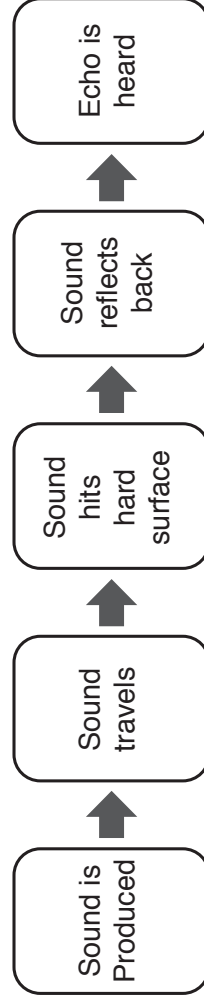
Use when notes compare or contrast two or more items

## Example Descriptive Diagram



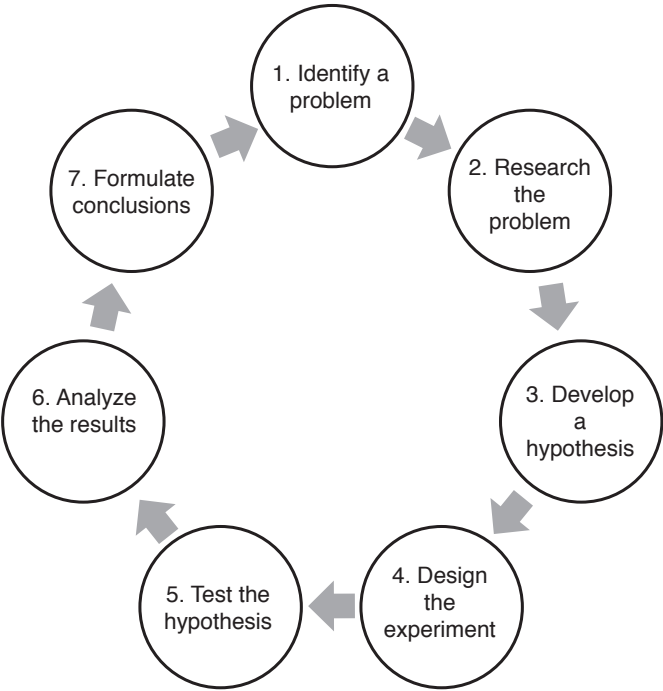
## Example Sequential Diagram #1

### How an Echo is Produced



# Example Sequential Diagram #2

The Scientific Process Flow Chart



# Example Compare & Contrast Diagram

Microorganism	Positive Attributes	Negative Attributes
Bacteria	Necessary for foods like cheese, yogurt	Causes food to spoil
Protozoa	Helpful in food chain	Causes malaria
Viruses	Keeps population down	Causes colds, flu, small pox, mumps

## **Encourage Yourself**

- **While taking notes**
- **While studying**
- **Before a test**
- **During a test**

# Instead of Saying...

“The teacher’s going too fast. I can’t keep up.”

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“Taking notes is a waste of my time.”

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“I don’t know how to take notes.”

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“I have no idea what questions will be on the test.”

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“Taking notes is hard. I’ll never be good at it.”

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