

# Listen Actively and Take Great Notes

## at Loyalist College

Presented by your:

## Student Success Mentor



# Maximize what you learn in and from class by following four easy steps:

1. Go to class prepared.
2. Listen actively.
3. Take clear, effective notes.
4. Review your notes.



# Step 1: Go to class prepared

- Be organized. Use a 3-ring binder. Handouts insert easily.
- Bring extra pens, paper and highlighters.
- Read assigned material and previous notes before class.



# Step 2: Listen actively

- Enter classroom with positive attitude.
- Concentrate on concentrating.
- Arrive early to class.
- Ask questions and participate in discussions.



# Step 3: Take clear, effective notes

- Date and number all pages.
- Take legible notes.
- Use consistent, understandable abbreviations and phases.



# Step 3: Take clear, effective notes

- Do not write down every word a teacher says.
- Focus on main ideas, definitions, charts and concepts.
- Use your own words.



# Step 3: Take clear, effective notes

- Skip lines to indicate transition.
- Put question marks in the left hand margin for further investigation later.
- Leave noticeable blank spaces.



# Step 4: Review your notes

- Within 24 hours of taking them.
- Edit and fill in any blanks.
- Consider rewriting or typing up your notes.





Following these steps will help you store information in your long-term memory and better learn course material. A real time saver when it comes to studying/reviewing for quizzes, tests and exams.

