

# LECTURE STRATEGIES

This handout is an example of Two-Column Note Taking

USE THIS SIDE TO RECORD NAMES, DATES, TERMS, TOPICS	USE THIS SIDE FOR DEFINITIONS, EXPLANATIONS, INFORMATION, EXAMPLES
<b>The night before:</b>	<ul style="list-style-type: none"> <li>● Prepare for each lecture. Your instructor may begin to lecture on the first day!!</li> <li>● Read your text the night before each lecture and write down key words (bold, italics) in one column and definitions in the other.               <ul style="list-style-type: none"> <li>○ Leave space between each term for additional information or examples from lectures.</li> </ul> </li> <li>● Become familiar with the vocabulary before it is discussed in lecture. This is the most important thing you can do to prepare.</li> </ul>
<b>During the lecture:</b>	<ul style="list-style-type: none"> <li>● Take notes, even if you think you may have a note taker.</li> <li>● PowerPoint notes are the “skeleton.” Use them to fill in the details.</li> <li>● Ask questions as needed and if you are allowed.</li> <li>● Be on time to class and sit up front to see and hear all information.</li> <li>● Record the lecture (with professor’s/instructor’s permission)</li> </ul>
<b>Cues to watch for:</b>	<ul style="list-style-type: none"> <li>● Anything that goes on the board</li> <li>● Visual aids and illustrations</li> <li>● Facial expressions, gestures, etc.</li> </ul>
<b>Cues to listen for:</b>	<ul style="list-style-type: none"> <li>● Repetition and enumeration of points (“first of all” or “secondly”)</li> <li>● Voice volume and rate of speech</li> <li>● References to the text</li> <li>● Questions your professor raises</li> <li>● Statements like, “this is not in your text but...” or “I do not agree with the text...”</li> </ul>