



SNS COLLEGE OF ENGINEERING

Kurumbapalayam (Po), Coimbatore – 641 107



AN AUTONOMOUS INSTITUTION

Accredited by NBA – AICTE and Accredited by NAAC – UGC with 'A' Grade
Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai

Active listening involves the connecting and synthesizing of information on an informal level and, more simply, involves repeating the information back in your own words. Organized notes are one of the best tools for effective listening, so it is helpful to designate parts of a page for certain types of notes.

There are three areas of concentration:

- Listening
- Analyzing
- Synthesizing

Academic writing is a process that is ongoing. There is often more than one answer or approach to a topic. You can develop your own answer, arguments or approach to the topic through careful reading of a number of academic texts. This reading is then synthesised or put together into new ideas of your own. You still need to acknowledge the ideas of others, but you will also produce something that is vivid, original and well-researched.

Check list for Synthesizing

1. Brainstorm
2. Listen relevant material
3. Makes notes
4. Identify common ideas/differences
5. Summarize each text
6. Write new text

When you are trying to gain information from a lecture, the first step is to use active listening. Active listening involves the connecting and synthesizing of information on an informal level and, more simply, involves repeating the information back in your own words. If you have the opportunity, trying making comments or asking questions after a lecture to clarify you have the right information.

While being able to verbally comment and respond is helpful, many lecture situations do not allow for this. In this case, the ever-useful note taking is the best option to help connect and synthesize information during the lecture.

Organized notes are one of the best tools for effective listening, so it is helpful to designate parts of a page for certain types of notes. For example, you might keep the main part of your page for your basic notes, but also may create a box at the bottom to put your "comments" and "questions" in. Either way, it is helpful to keep track of any questions in order to clarify them with the lecturer or to research the answer on your own after the fact. This will help you keep them separate from the bare facts that the lecturer is giving you as well.

When you are writing the main part of your notes with all the facts, it is helpful to put them in an outline format; written on top and on the left is the main point, followed by indented sub points, then evidence under each sub point. Using Roman and Arabic numerals and letters for each of your main and sub points can also be helpful.