



SNS COLLEGE OF ENGINEERING

Kurumbapalayam (Po), Coimbatore – 641 107

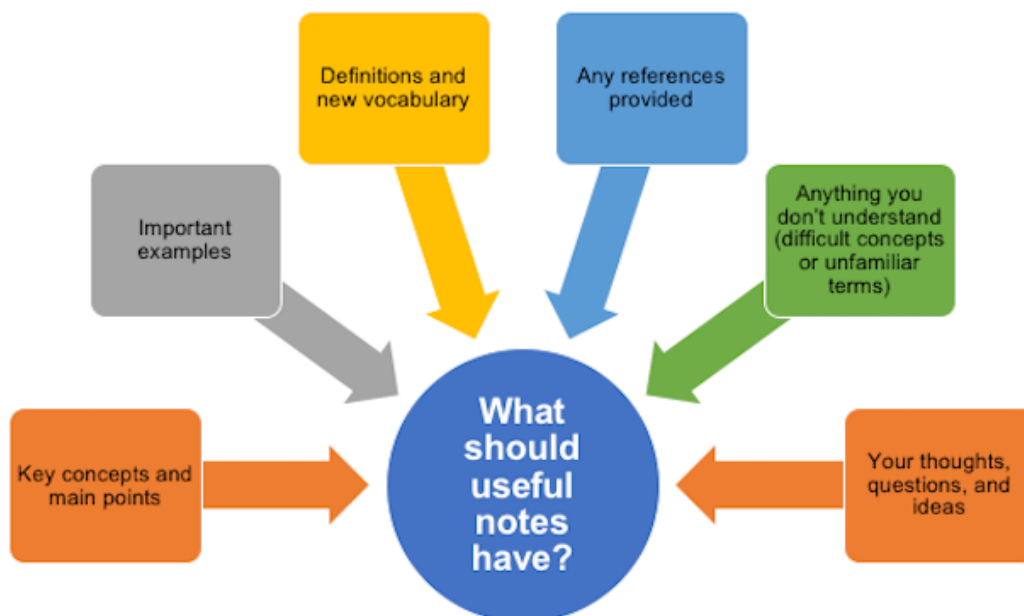


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Listening Note Taking

Taking effective notes in lectures and tutorials is an essential skill for every student. Good note-taking supports to have a permanent record of key information that you can integrate with your own writing, and use for exam revision. It helps you distinguish where your ideas came from and how and what you think about those ideas. The key to good note-taking is understanding. It is easier to understand a lecture when you're sat listening to it than it is by trying to re-construct it from half-understood notes afterwards. There will probably be three or four main points, linked by a common theme, and maybe a half dozen sub-points relating to each of these. Re-reading shortly after writing notes means that you will be more likely to remember and understand them, and the process of pulling out the key ideas from the lecture in the left hand column of your note sheets will therefore be very much smoother. Re-reading your notes again before the next session brings the process full circle and serves to reinforce your learning and understanding of the subject.





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Six good reasons to take notes

- Notes are a useful record of key information, and the sources of that information.
- Notes inscribe information kinesthetically and help you remember what you heard.
- Taking notes helps you to concentrate and listen effectively.
- Selecting what to note down increases your understanding.
- Notes create a resource for exam preparation.
- Notes taken in classes often contain information that can't be found elsewhere.

Before the Lecture: Be prepared

Preparation before the lecture provides the background knowledge you need to be an effective listener and an effective student.

- Know what the lecture will be about. Check the course outline for weekly topics.
- Do any required pre-reading.
- If lecture slides are available before class, download them.
- Review notes from previous lectures.
- Set up notebooks/ documents for note-taking.
- Arrive on time and sit near the front - in order to take good notes, you need to hear and see clearly.