

LISTENING & NOTE-TAKING

Class sessions can have a lot of information, and it may feel overwhelming. Here are some tips to help you hear and learn the information you need to do well.

Listening: Use the TQLR Method

Tune-in

Avoid distractions like social media or your chatty friend. Sit near the front of the room and make yourself participate.

Question

Come prepared with questions from your reading. Ask questions as they come up. Ask yourself how the information you're hearing applies to you.

Listen

Pay close attention to the information and answers that the teacher provides.

Review

Actively review your notes—once at the end of class, and again before coming back to class.

Goals

- Apply the “TQLR” listening method in your next class for a week.
- Review your current notes and make one suggestion on how to improve. Implement that during the next week.
- Choose one of the note-taking methods in this flier and try using it.
- Review each goal with your advisor to see how it went.
- _____



Watch this video:



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Listening is important, but you learn through taking notes. This includes identifying key points and writing information down in your own words and images.

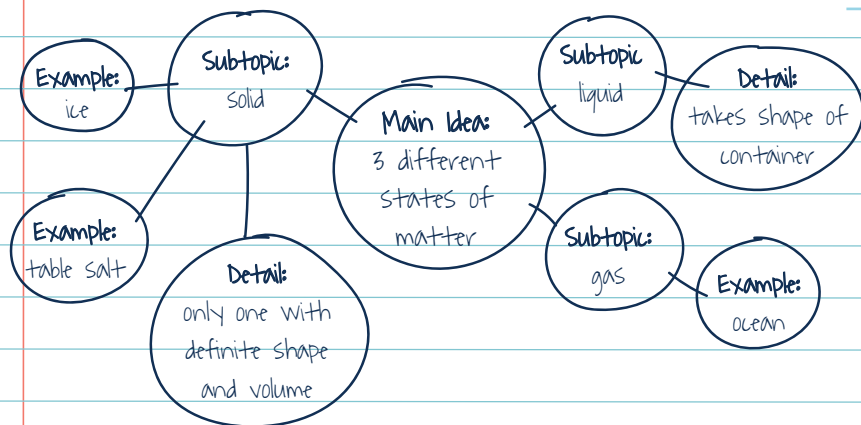
Here are some different techniques you can use to take notes. Try one that works for you!

Physical Science 100 Ch 3 March 8

- States of Matter - Distinct form of matter that changes
- often changes due to energy/temperature
 - Solid, liquid, and gas are more common
 - liquid is formed by _____?

Keywords:	Notes: types of Matter
Solids:	Have a definite shape Have a definite volume
Liquids	No definite shape Definite volume
Gas:	No definite shape No definite volume

Summary: Behavior of molecules is different in each type. Know each type and its properties for the test.



Label your notes so it's easy to review.

If you miss something, don't panic—leave it blank for now. Then ask a classmate or the professor for what you missed.

The outline method starts with larger concepts and then has sub-information listed below.

Two-column notes (or Cornell Method) let you put important keywords on the left and then put notes for each one on the right. Below, you put a summary of what's important about these keywords (the "so what?").

Concept Mapping notes are good if you're visual. You have the main idea connected to subtopics, details, and examples.

Remember to review your notes after class. Make sure everything makes sense. If you have any questions, jot them down to ask next time.

Finally, review notes regularly for the rest of the semester—maybe 15 minutes a week. This helps keep the information fresh in your memory.