



Active Listening – Note Taking (Transcript)

Good afternoon and welcome to the GMC Writing Nook. I am Associate Professor Diana Allen from the Columbus Satellite of GMC. Today I'd like to share with you a module about active listening and how it can be used effectively when taking notes in class. So, let's start.

Active listening is when you make a deliberate effort to listen with concentration, attention, and focus in order to understand the meaning being conveyed by the speaker. Active listening, hence, is focusing wholeheartedly on what is being said to you in a lecture.

Active listening can help outside of the classroom. And here are some of the ways it can be beneficial. It can actually help you with your attention span. As people, we really don't have a long attention span and it's easy just to lose focus or lose interest. But when you actively listen, it's going to increase your attention span because you are looking for tidbits of information that you're going to take from that instructor's lecture. Active listening will help you with your academic performance.

It also helps with interpersonal skills. That's how you are able to have relationships and communicate with other people. It helps you in your communication skills. And importantly, it will help you with self-awareness and critical thinking.

These are two vital points in growth as a student and as a person. When you listen actively, when you make a concerted effort to listen, you're able to absorb information more effectively, and by doing that, you'll be able to understand complex concepts. Active listening is a purposeful choice. You are deciding to do this, and for that reason, is going to require you to adopt a conscious mindset or behavior in order to enhance your listening experience. I'm going to show you some of those things later on in this presentation.

So as you actively listen, I want to share with you some ways that you can take effective notes, ways that you can take that lecture and pull information from it, put it in note form, thus enhancing your academic performance and your success, or your ability to succeed in that class.

So why is this important? Why is it important to take effective notes? Well, for one thing, it assures that you are listening to what the instructor, what the teacher is saying. You are actively listening for vital information that you need to know.

Further, it requires you to think about what you are writing. When you take notes, you're not going to write down verbatim what that instructor is saying but you're going to focus on those key concepts. By doing that, you will be able to make connection between your topics, thus making your note-taking experience one that is created just for you. And it will serve as a quality review of the material that was presented in class for other purposes. Maybe it's material you need to take a test or it's just information that you have gathered from an instructor in order to write a research paper. So this is why effective note-taking is important.

What I've provided here for you are some methods of note-taking. If you look, I've provided five methods of note-taking for you. I've broken it down to what that method is, the advantages of it, and what it should look like. So five methods of note-taking include the Cornell method, the mapping method, the outlining method, the charting method, and the sentence method. Instead of going through the chart, let me just show you what these look like.

So here is an example of the Cornell method. It's best for understanding key ideas and relationships. So notice that on this example, you have the notes in one column, some cues, some you know important factors that help you remember those notes. And at the bottom of a Cornell study guide or Cornell note, there is an overall summary of what this information is about. So that's the Cornell method.

The next method is the mapping method. If you are a visual learner, this would probably be a method that is suitable for you. It allows you to make connections between topics and ideas. Sometimes we call this like brainstorming or you know mapping, different things. You probably learned it as different things. But it allows you to have a main topic and then take that main topic and break it down into smaller topics and even smaller ideas that factor into those topics.

The outlining method is great when you need questions or information that you want to study for a test. It is a little bit more detailed and what it does, it breaks up your main topics into subtopics and then takes those subtopics and breaks them down even further. So this can be used for a lot of information that you need to review. And it's very orderly and easy to follow. So it's great for reviewing for other things that you need in the class.

The charting method is when you have a lot of facts. Example, you know you're taking possibly a biology class and there's a lot of information that you need to know for an exam or for a research project that you have to do in that class. The charting method allows you just to jot down information. Since it is in a more abbreviated type of note-taking, it's best if you're if you use the charting method when you have a lot of facts that you need to review. You're able to take notes quickly, orderly, and you're able to take a copious amount if necessary.

The final method of note-taking is the sentence method. This is used if you have simple notes that you need to take, and you actually have two options. You can write your notes in complete sentences. So as you are actively listening to an instructor, you are writing down what they are saying in complete thoughts. Some people will actually take this sentence method and instead of using sentences or complete thoughts, they will jot it down as bullets. Okay, so not necessarily a complete thought, but pulling the key concepts from the information you're receiving.

So I hope that these methods are something that you can incorporate into your study routine and that you have learned a little bit about active listening whereas You can listen intently, take notes, and use them for review.

Once again, I am Diana Allen from the Columbus Satellite Campus of GMC. I'm providing you with my e-mail and my direct line if you have any questions. Thank you.