

Rutgers Learning Centers

At Camden Campus

LISTENING AND NOTETAKING

Listen for the parts of the lecture

INTRODUCTION

The professor lets you know that he or she is ready to communicate.

The introduction may start with "Good Morning," a short story, joke, etc., but it means get prepared to take notes.

THESIS STATEMENT

At some point following the introduction, the instructor will give the topic of the lecture. Listen for this statement and write it down.

BODY

There will be about five or six main points covered in the body.

Be sure to write down these main points. The rest of the time will be spent on illustrations, examples and data supporting the main points.

SUMMARY

During the summary, the instructor will restate the main idea of the lecture. Many students stop writing when the professor gives a summary. Keep writing; It will help you to understand the entire lecture.

Try to figure out the organization of the main points

DEDUCTIVE

Professor gives the main point and then examples to support it.

INDUCTIVE

Professor gives examples first and then leads up to the main point. The student must ask, "What is the main point? What is the generalization?"

MIXED ORGANIZATION

The professor gives generalizations, illustrations, facts, and principles in no particular order; most lectures are of this type. The student must take down everything and organize it later into deductive or inductive organization. The Cornell Notetaking System is helpful to reorganize your notes later.

Pick up clues from the lecturer

VOCAL CLUES

The lecturer will often indicate how many categories, examples, sections, etc. to expect. Listen for pauses which indicate that the professor wants to give you time to write down something important.

POSTURAL CLUES

When the lecturer walks away from the lecture and moves toward the audience, he or she probably has something important to say - write it down!

VISUAL CLUES

Copy down all material that has been written on the board.

For more information, visit or call your nearest Rutgers Learning Center, or visit our website:<http://rlc.rutgers.edu>

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