

!"#\$%&'()*+,-... '//%0 '*1')

232456743785

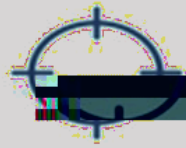
9"##'()*+/-... '//.'*1'): ;-<'=-

WHY TAKE NOTES?

- !"#%&'()*+,-'.%&'*),/'"0,/. '#%'1%)2,#'34 5 '%1'6\$*#' .%&'\$,*)"'7'*'/,+&),'6"\$7'89'\$%&):-'*7;'<4 5 '*1#,)'#6%'
6,,0:=
- >%#,: '*), '*'?*/&*@/, '#%#/'#%'\$,/('),A,A@,)'A(%)#*7#"71%)A*#"7=

WHY ARE NOTES ESSENTIAL?

- $> ?1' / \% () ' \% ? \$ 1' * \% (\% @ (\# - (A \# ' \% . \# - ' \% \$?) \% 9 B (1 \% 1 B ' \% " * / 1) - . 1 ?) \% 1 B " * C / \% " / \% " D E ?) 1 (* 1$
- $> ?1' / \% B ' \# E \% 1 ? \% . ? * = ' * / ' \% (* = \% ?) + (* " F ' \% 1 B ' \% D (1 ') " (\# \% " * \% (\% D ' (* " * + \$ - \# \% 9 (;$



Pay attention



Listen
talking



Don't talk

ACTIVE LISTENING



Ask questions



Follow
directions



Visualise what
is being said

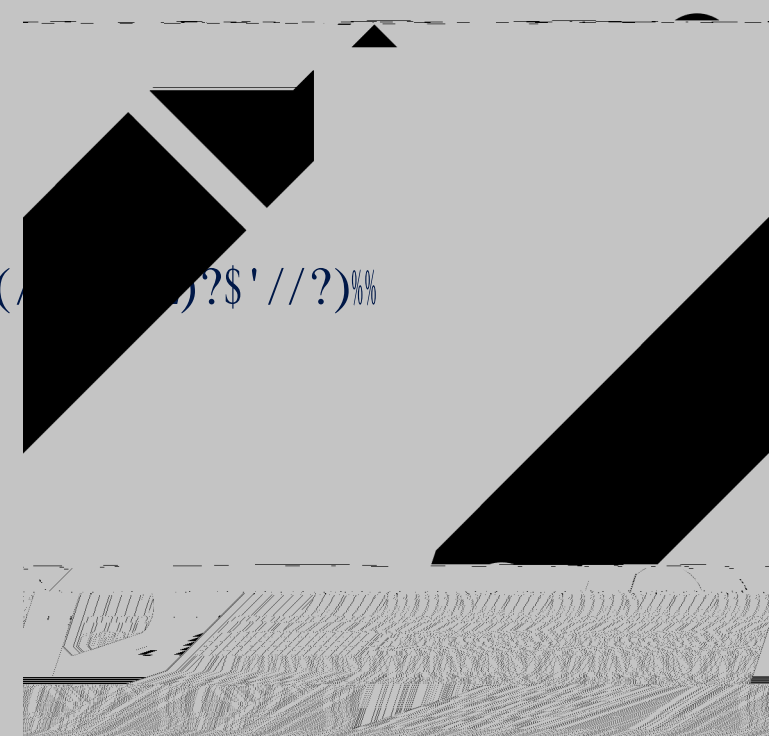
@rly1801

SIGNS OF AN ACTIVE LISTENER

- "I'm listening" (paraphrasing)
- "So, you're saying..." (summarizing)
- "I see" (acknowledging)
- "That sounds like..." (reflecting)

PREPARING FOR CLASS

- I))"@ '%1?%.#(//%?*%1"D' %
- , "1% (/%* ' ()%1?%1B '%\$)?*1%?\$%1B '%)??D% (/E?// "A# '%1?% '# "D"* (1' %
=" /1) (.1" ?* /
- L '% / -)' %)' (=% (// " + * ' = 1 ' M1 / % A '\$?)' % . # (//
- J (C '% (% # " / 1 % ? \$ % N - ' / 1 " ? * / % \$) ? D % 1 B '%)' (= " * + / % 1 ? % (/ %) ? \$ ' // ?) % %
- O '@ " ' 9 % ; ? -) % * ? 1 ' / % \$) ? D % E)' @ " ? - / % # ' . 1 -)'



IN CLASS:

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- P()(EB)(/'%(*=%)'@"/'%1B'%*?1'/(/%N-".C#;%(/%
E?// "A#'G%E)'\$')(A#;%1B'%/(D'%=(;%?\$%1B'%#' .1-)'%

-

CORNELL METHOD

- !"#%&'()*+,-.:/0123456789:;<=>?@A
- !"#%/*&0#,/123%*&.(*)23,.(&',43%1(3%'(\$5)%*&./"&/(6')%%
- !"#%2(/'#\$(%&'()*7(/" 5 (%*%)'#.3%+#,.(%'"%8(26%3"#%6\$(6*\$(%
4"\$%'8(%(9*5 %



BENEFITS OF THE OUTLINE METHOD

- !"# \$ % & ' () * + , - . : ;
- !"# % / * & 0 # , / 1 2 3 % * & . % (*) , 2 3 % , . (& ' , 4 3 % 1 (3 % ' (\$ 5) % * & . % / " & / (6 ')
-

IN SUMMARY

S(C"*+%"*?1'/%B'#E/T%

- /1-='*1/%.?*. '*1)(1'%"*% .#(//
- ='@'#?E% (.1"@ '%)' (=**+%/C"##/G% (##?9"*+%; ?-%1?%)' .?+*"F'%D("*"=" ('/% (*=%='1("#/
- /1-='*1/%1(C'(%(*% (.1"@ '%)?#'%%"*%1B'%# ' ())*+%E)? . '//%
- /1-='*1/%E)'E()'%\$?)%'M(D/%(*=%N-"FF'/%

SOURCES