

Active Listening in Class

University level classes are usually listening based. This requires you as the student to develop active listening skills.

Before Class

- Start by checking your course schedule for the lecture topic and if there are any required readings
- Think about what you have already learned in this class.
 - Is this an expansion on what you already have learned, or is it a new topic completely?
- Prepare any materials you need for note taking during class (e.g., pencils, pens, notebooks, laptops, etc)

If there are required readings make sure they are completed **BEFORE** to class, not after

During Class

- Avoid distractions
 - Consider putting away your phone and only having your notes open on your electronic device
 - Pick a seat near the front of the class
- Listen for key points, supporting evidence and information connected to your pre-reading
- Utilize effective note taking strategies

Don't expect to understand everything your professor says! If you don't understand, feel free to write it down, but do not fixate on it & keep listening to the lecture

After Class

- If given the opportunity to, ask any questions you have
- Organize your notes
 - It is important to label your notes with the date, lecture title and keep your courses separate
- Review and enhance your notes
 - Re-read your notes within the first few days after class & clean up anything that is unclear and organize key themes or ideas
- Create new study materials from your notes

Try and conduct your review within 24-48 hours after the class

