Listening and note taking activity

Become an active listener!

First, watch the *Tips from PASS leaders* video on time management. Three Deakin University students, David, Cheryl and Laura, will talk about time management for year 11. Before you listen, be sure to read the *Listening and note taking skills* information sheet so you can use the advice as you listen. For example, take notes on large paper and use a pen instead of a pencil, and think about some/all of the following:

1. What is s/he saying; what does it really mean?
2. How does that relate to what s/he said before?
3. What's the point s/he's trying to make?
4. How is that helpful; how can I use this?
5. Does this make any sense?
6. Am I getting the whole story?
7. How does this relate to what I already know?
8. Is s/he leaving anything out?

Be sure to use a note taking technique or method. If you don’t have one yet, google some ideas and choose one you like. Whatever method you use, remember to:

- Watch the speaker as much as you can.
- Concentrate on the ideas/argument the speaker is developing.
- Don’t take too many notes—do more listening than writing.
- If points are repeated, underline them to show they were stressed—don’t write them more than once.
- Use abbreviations and shorthand to reduce as many ideas as possible; don't use complete sentences.
- Listen for signals, e.g., ‘The first point I want to discuss today…’

Once you have finished listening to the video and taking notes, look back at your notes. Do they:

- present a neat, attractive appearance?
- indicate the main points of the talk?
- show the relationship of the details to the main points?
- include enough illustrative detail?

To see how clear your notes are, now flip this page and use your notes to answer the questions.
Looking at this page AFTER you have listened and taken notes as instructed on the previous page.

Using your notes, answer the following questions:

1. What was David’s (the first speaker’s) main point?

___________________________________________________________________________________

___________________________________________________________________________________

2. The second speaker, Cheryl, has a lot of advice for studying well. Answer (Y) or no (N) next to each of these if she spoke about them.

Set times to study. _______  Get enough sleep. _______

Minimise distractions. _______  Reward yourself. _______

3. What did Cheryl say her last study tip was?

____________________________________________________________________

4. Which of the following best sums up the third speaker’s (Laura’s) advice?

   a. Exercise is really important to study well.
   b. Study should be balanced with other aspects of life.
   c. Study can disrupt physical health.
   d. It’s hard to find time to study.

Answers are in the box:

1. You need to create/make/ have a timetable OR you need to know when you have to do things.

2. All Y except Get enough sleep is N

3. Reward yourself OR have something nice (when you’ve completed your goals)

4. 