**Prepare for the lecture.**

* Read all assignments.
* Know how the professor is using the lecture.
* Review previous lectures on the topic as well as relevant textbook notes.
* Bring needed materials, pens, and notebook, for lecture notetaking.

**During the lecture listen actively.**

* Think about what you’re writing down whenever possible.
* Ask questions about points that are unclear.
* If you have adequately prepared, your questions will be good ones.
* By raising questions, you are participating in the course, and learning becomes more enjoyable for instructor and student alike.
* In addition, by actively participating, you are thinking about the material and your knowledge expands.

**Develop and apply a consistent method of notetaking.**

* Include abbreviations and symbols, and indicate relationships between points made by the lecturer.

**Leave spaces when you take notes, especially if you’re confused about a particular point.**

* After the lecture you can add to your notes so that points are explained more clearly.

**Don’t try to take down everything said by the lecturer**.

* Listen for the main points and record the instructor’s words as often as possible.

**Listen for cues used by your instructor to alert you to important points.**

* Your instructor will normally indicate transitions from one point to the next and repeat material for emphasis.
* Take special note of material that is written on the board, on overhead transparency or presented on slides.