

Note-Taking in Lectures: How Authors Point out Important Ideas

Every instructor provides clues to important ideas and clarifying details in lectures, intentionally and unintentionally. When you become aware of these clues, they can help you determine what to write down and learn.

Below is a checklist of common ways instructors indicate main ideas and related details in lectures. Use this list to decode each of your instructors as each one indicates to you what is important to write down and learn. Place an **X** in the box as you observe your instructor provide clues to main ideas.

Class _____ **Instructor** _____

<input type="checkbox"/>	Provides a verbal listing or outlines on the board of what will be covered in class
<input type="checkbox"/>	Puts information on the board
<input type="checkbox"/>	Provides handouts
<input type="checkbox"/>	Actually says something is important
<input type="checkbox"/>	Tells you to write it down
<input type="checkbox"/>	Asks questions on a topic
<input type="checkbox"/>	Spends more time on more important ideas
<input type="checkbox"/>	Provides visual aids - overheads, slides, films, videos
<input type="checkbox"/>	Points out something in lecture that is also in the textbook
<input type="checkbox"/>	Presents information in the form of lists - First, second, third, or 1, 2, 3, etc.
<input type="checkbox"/>	Repeats words or ideas
<input type="checkbox"/>	Performs a demonstration or experiment
<input type="checkbox"/>	Has the class break into groups to work on something
<input type="checkbox"/>	Brings in a speaker
<input type="checkbox"/>	Voice emphasizes important information - louder/softer, higher/lower, faster/slower
<input type="checkbox"/>	Presents details in the form of steps, stages, phases
<input type="checkbox"/>	Compares or contrasts ideas or events
<input type="checkbox"/>	Has students do an exercise in class
<input type="checkbox"/>	Assigns outside reading or supplemental readings on special topics
<input type="checkbox"/>	Praises a student in class for asking or answering a certain question
<input type="checkbox"/>	Other: