

# Listening, Reading, & Note-Taking Workshop Outline

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Oregon State University

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**Time Required:** 80 minutes

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## **I. Extra Time for Late-Comers - 5min**

**II. Introduction of Presenter; Distribute current workshop list, Other campus resources, Title sheet for this workshop with presenter contact information - 3min**

## **III. Reflecting on Experience - Icebreaker**

A. Split into groups of two: teach other person from your lecture notes - 6min

B. Large group discussion of difficulty/ease of doing so - 4min

## **IV. Experimenting & Practicing**

A. Listening

1. The "Game Show"- 8min

- Divide room into several teams; read series of questions;
- Use (don't hand out) Listening Habits Questions sheet:
- Each team claps if "yes" and stomps feet if "no"

2. After, hand out Listening Habits Questions for their reference - 2min

## **V. Assimilating & Conceptualizing**

A. Note-Taking & How to Deal with Professors Who Talk Too Fast

1. Small Groups to discuss & report back to big group: write ideas on board - 9min

2. Hand out & review sheet When Instructors Talk Fast - 5min

3. The "Cornell Method" (explain A-F below).

Give Cornell/SQ3R Sheet - 7min

(A.) Divide the paper into two columns (right one bigger)

(B.) Record: put information in right column

(C.) Reduce: move key words/phrases to left column after lecture

(D.) Recite: recite information using these key words

(E.) Reflect: relate material to own experiences, add own thoughts

(F.) Review: use left column throughout the term

4. Outline material/ put it in own words/ keep reducing it when studying; use note cards when need to memorize - 1min

5. Ask if anyone uses any other techniques when taking notes - 3min

B. Reading

1. A few introductory ideas - 5min

a. Don't stop at every word- focus on phrases, key statements

b. Make the material interesting to you- relate it to areas you know

2. The SQ3R Method (refer back to Cornell/SQ3R Sheet) - 7min

a. Survey

1. Skim over chapter headings & topics within chapter.

2. Read summary paragraph at end of each chapter.

3. Notice core ideas of each chapter.

4. Get a general feel for what the chapter is all about.

b. Question

1. Create a question from each heading

2. Ask Who? What? Why? How? When?

3. Think of what the author is trying to make you aware

c. Read

1. Read the chapter to answer the questions you developed

2. Notice italicized words and phrases.

3. Make sure all your questions were answered.

d. Recite

1. Answer your questions without looking at the material

2. Use your own words to express your thoughts

e. Review- review your notes

## **VI. Planning for Application**

A. Discussion - 5min

1. Which of these techniques do you think will be most helpful for you?

2. Which of these would you recommend to a friend?

3. Which information was particularly new for you?

B. Question, Comments, Oral Evaluation - 2min

C. Written Evaluation - 5min

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