

Watching the lecturer is another. Listen for key phrases or thoughts and keep these in your notes. Always give each day's lecture a clean page (and pages as necessary) in the notebook. Put the date on that page and the general nature of what is being discussed. If the teacher gives an outline be sure you have it. If not, listen for the words stressed and note changes in the direction of the material. If there are things you do not quickly grip or understand, keep a list of potential questions for the moment when they can be asked. Always write these questions and make notes on the answers given. Staying alert is the most important single thing and you may wish to review the notes on note-taking given in an earlier part of this work. If there is no time allowed for questions, do not be hesitant to see the lecturer after class to make sure your material is complete and correct.

--When you read a book

Practice principles of good reading and if you do not have these, take a course in reading improvement. Be ready to mark things in the text but do not overdo this. Use a highlighter or some other device to mark those things that seem significant and/or important to you and be neat in your marking! At the end of each chapter prepare a very brief index card of the things you have marked. Use a three by five card and paste it in the back of the book for future reference. If you have the index card and the marking in the book it is very easy to know where and what you have read that seems important. At the close of each reading assignment, write a paragraph from your understanding about the content or point of the material. If you cannot do this you have not read accurately or observantly. Don't try to write out every point...just the major thrust of the paragraph or chapter.