



# Listening and Note Taking

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English for Academic Purposes  
Workshop Series

# Graduate School Professional Development Activities Checklist

	Department and Discipline	Research	Teaching	Career	Ethics
<b>Early Stage</b> (coursework; pre-doctoral)	<ul style="list-style-type: none"> <li><input type="checkbox"/> Learn about programs and resources</li> <li><input type="checkbox"/> Synch to the professional development calendar</li> <li><input type="checkbox"/> Develop a strategic plan with your academic adviser</li> <li><input type="checkbox"/> Meet with your subject librarian</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Explore resources for internal and external grants and fellowships</li> <li><input type="checkbox"/> Sign up for COS and register professional profile</li> <li><input type="checkbox"/> Apply for grants and fellowships</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Explore Kaneb Center programs and resources</li> <li><input type="checkbox"/> Attend TA Orientation</li> <li><input type="checkbox"/> Begin working toward teaching certificates</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Explore Career Center programs and resources</li> <li><input type="checkbox"/> Complete a self-assessment</li> <li><input type="checkbox"/> Build your campus network</li> <li><input type="checkbox"/> Build your CV</li> <li><input type="checkbox"/> Attend job talks in your department</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Explore Office of Research, Riley Center, and Center for Ethics and Culture</li> <li><input type="checkbox"/> Complete Responsible Conduct of Research (RCR) training</li> <li><input type="checkbox"/> Complete the required ethics workshop</li> </ul>
<b>Mid Stage</b> (master's research; candidacy exams)	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assess your strategic plan</li> <li><input type="checkbox"/> Meet departmental milestones</li> <li><input type="checkbox"/> Develop a network within your department</li> <li><input type="checkbox"/> Pursue leadership and service options</li> <li><input type="checkbox"/> Join professional organizations and build your external network</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Participate in academic writing workshops</li> <li><input type="checkbox"/> Attend and present at conferences</li> <li><input type="checkbox"/> Apply for grants and fellowships</li> <li><input type="checkbox"/> Volunteer as a journal reviewer</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete a mentored teaching experience</li> <li><input type="checkbox"/> Take a summer teaching course</li> <li><input type="checkbox"/> Arrange for teaching observation/consultation</li> <li><input type="checkbox"/> Start building portfolio</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Explore career opportunities for your field</li> <li><input type="checkbox"/> Identify your transferable skills</li> <li><input type="checkbox"/> Draft application materials</li> <li><input type="checkbox"/> Seek internship opportunities</li> <li><input type="checkbox"/> Attend job talks in your department</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Reflect on the ethical dimensions related to your research</li> <li><input type="checkbox"/> Attend ethics and compliance lectures</li> </ul>
<b>Late Stage</b> (dissertation; job search)	<ul style="list-style-type: none"> <li><input type="checkbox"/> Request references and identify job opportunities</li> <li><input type="checkbox"/> Mentor junior students</li> <li><input type="checkbox"/> Meet all deadlines</li> <li><input type="checkbox"/> Write and practice your job talk</li> <li><input type="checkbox"/> Attend a dissertation defense</li> <li><input type="checkbox"/> Report placement to Graduate School</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Form a dissertation reading/writing group</li> <li><input type="checkbox"/> Build international and interdisciplinary network</li> <li><input type="checkbox"/> Publish your research</li> <li><input type="checkbox"/> Devise a 5-year research plan</li> <li><input type="checkbox"/> Apply for dissertation fellowships</li> <li><input type="checkbox"/> Identify funding sources for continued research</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Apply for advanced teaching certificate</li> <li><input type="checkbox"/> Pursue "Instructor of Record" opportunities</li> <li><input type="checkbox"/> Finalize portfolio</li> <li><input type="checkbox"/> Develop teaching demonstration for academic interview</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Finalize job application materials</li> <li><input type="checkbox"/> Tap into your professional network for job opportunities</li> <li><input type="checkbox"/> Learn how to interview and negotiate</li> <li><input type="checkbox"/> Attend job talks in your department</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Participate in an ethics class</li> <li><input type="checkbox"/> Serve as a role model for junior graduate students on negotiating ethical issues in your research</li> <li><input type="checkbox"/> Attend ethics and compliance lectures</li> </ul>



# Professional Development at Notre Dame

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- Check out the list of upcoming workshops on the Graduate School's website:

- [www.nd.edu](http://www.nd.edu)



# Introductions

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# Question

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- What is challenging about listening to lectures and taking notes?



# Strategies to Compensate

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Effective preparation, note-taking, and follow-up activities compensate for difficulties with listening.



# Note-taking Strategies

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- Before
- During
- After



## Before the Lecture

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- Assigned Reading
- Write out Central Points or Thesis and Argument
- Unfamiliar Vocabulary Words
- Anticipate what the Professor will say





## During the Lecture

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- Front of the Room
- Watch the professor's lips and facial expressions
- Laptop vs. Notebook



# General Note Taking Tips

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- Organization
  - Chronological Order
  - Date and Topic for Each Class
- Outline, not Paragraph
  - Headings, Subheadings, Bullet Points
- Leave White Space



# Abbreviations

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- [http://www.ilile.org/events/past/Seminar\\_08\\_03/lesson\\_plans/Wheeler\\_sburg/NoteTakingSymbolsandAbbreviations.htm](http://www.ilile.org/events/past/Seminar_08_03/lesson_plans/Wheeler_sburg/NoteTakingSymbolsandAbbreviations.htm)



# Active Listening

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- Listen for...
  - Thesis
  - Support
  - Argumentation Strategy
  - Competing Positions
- Ask for Clarification!



# Cues from the Professor

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- Structures and Transitions

- [www.uefap.com/listen/listfram.htm](http://www.uefap.com/listen/listfram.htm)
- Structure (Red Tab)

- Facial Expressions and Body Language



# The Most Important Points

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- Repetition
- Change in Tone
- Writing on Board



## Finally...

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- Do not worry if you do not know a word.
- Leave a space and keep going.
- You can fill it in later.
- Ask for clarification!



# After the Lecture

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- Read over your notes.
  - Fill in gaps.
  - Look up new vocabulary words.
  - Compare with the assigned reading.
  - Figure out what you do not understand.





## Filling in the Blanks

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- It is common to miss some points in a lecture.
- Work with your classmates.
  - Exchange notes with a classmate.
  - Form a study group and talk through the notes.
- Visit your professor during office hours or make an appointment.



## Activity: Taking Notes

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- Ted Talk: 8 Secrets of Success
- [http://www.ted.com/talks/lang/en/richard\\_st\\_john\\_s\\_8\\_secrets\\_of\\_success.html](http://www.ted.com/talks/lang/en/richard_st_john_s_8_secrets_of_success.html)



## If time...

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- Ted Talk: Are we filtering the wrong microbes?
- [http://www.ted.com/talks/jessica\\_green\\_are\\_we\\_filtering\\_the\\_wrong\\_microbes.html](http://www.ted.com/talks/jessica_green_are_we_filtering_the_wrong_microbes.html)



# Practicing Listening

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How do you practice?



# Listening Practice

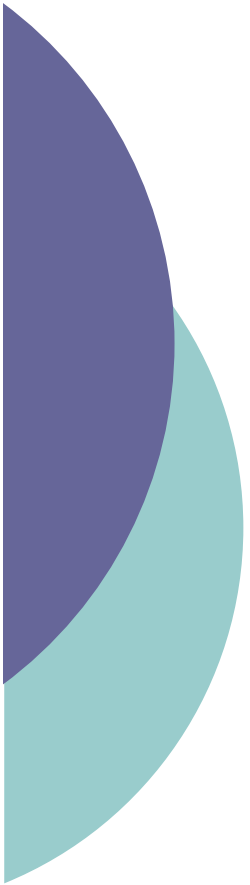
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- Online resources (see handout)
- On-campus lectures
- Daily news (TV/radio) while you cook, clean, etc.
- Active listening in conversations
  - Ask questions for clarification and to check understanding



What notes did you take on  
note-taking?

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# Questions?

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# Upcoming EAP Workshops

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Wednesday, Feb. 6	<b>Effective Reading Strategies</b>
Monday, Feb. 11	<b>Email Etiquette</b>
Tuesday, Feb. 19	<b>Forms and Structures for Clearer Writing</b>
Thursday, Feb. 28	<b>US Classroom Culture: Dealing with Difficult Situations as a TA</b> Co-sponsored with the Kaneb Center for Teaching & Learning
Thursday, Mar. 7	<b>EAP &amp; Fischer O'Hara-Grace Event</b> Game Night Social