**Discussion Questions**

1. The author refers to listening skills as representing "a dialogue between you and the speaker." Exactly what does that mean, and how does the author describe this? Do you agree with the assessment? Why?

2. The author writes of a "rule of thumb" when note-taking. What is that rule of thumb and how can it make the difference between someone merely sitting down writing and someone taking effective notes?

3. The author provides 13 specific points with regards to good note-taking. Use those 13 points as a Self-Evaluation Scale for your own personal note-taking, charting areas you are strong in and those you need to put work on.

4. This article provides you with five (5) "signals of importance." What are those signals? Consider the lectures you have had up until now from at least one secondary school teacher and one instructor at GRIPS.

5. Imagine that you were giving a lecture on note-taking at your former high school. Write a short essay of no more than 2-3 paragraphs that summarizes the important points you would want to make in the language you think would be most appropriate.

**Key Words and Concepts**

Define the following words and/or concepts, then use the term correctly in a complete sentence that uses a subject and a verb.

1. inevitable

2. systematic

3. subordinate

4. repetition

5. tendency