TIPS ON HANDLING LECTURES

1. SIT WHERE YOU CAN HEAR BEST

2. SPOT MAIN POINTS -- How ???
   - **LISTEN FOR CUES**
     - Cue Statements
       - Organizational cues:
         - "Three parts"
         - "Five results"
         - "Important"
       - Transitional cues:
         - "In summary"
         - "In conclusion"
   - **LOOK FOR CUES**
     - Writes on chalkboard
     - Reads from notes
     - Time on explanation
     - Repetition
     - Closer to listener (leaning or walking)
     - Slows down, pauses, raises voice
     - Personal idiosyncrasies (e.g. removes glasses)

3. COMPARE NOTES WITH OTHER CLASS MEMBERS