

CHAPTER 4

Performance Strategies

Active Listening

- Be willing and open to learn.
- Observe patterns and clarify intentions.
- Predict and ask questions.
- Listen — don't talk.

Active Note Taking

- Be prepared. Preview the textbook.
- Go to every class and be on time.
- Sit in the front.
- Organize notes according to your learning style.
- Make note taking physical.
- Use creative shorthand.
- Leave space for questions and revisions.
- Summarize in your own words.
- Edit notes.
- Review your notes.