

Listening in Lectures

Cue Words and Guide Words

Cue Words

Words or phrases that speakers use to let listeners know that an important point is coming up!

Words of order: first, second, next...

Words indicating importance: dis/advantages of, benefits of, causes of, problems of, results of, effects of, summary of, criticism of...

Words of description: types of, kinds of, characteristics of, differences between, contrast between...

Words of function: uses, purposes, functions, steps, methods, how to, ways of...

Transition words: now, next, because, however, therefore, in addition to, in summary...

Guide Words

Words or phrases that speakers use to identify the structure/pattern of a lecture!

Organization	Purpose	Guide Words
Intro/Summary	Introduces Main Points	To Summarize, Thus, Hence, Therefore, Finally,
Enumeration/Sequence	Lists/Orders Main Points/Steps	First, Second, Third, etc. Last, Then, Most/Least Important
Compare/Contrast	Describes Likenesses/Differences among Concepts, Shows Sides of Issue	Both, Similarly, Compared to, Likewise, However, But, Yet, Although, Instead of
Cause/Effect	Shows Results of Action, Explains Problem and Solution	Therefore, Thus, As a Result, Because, Leads to, Causes, Effects
Subject Development/Definition	IDs Main Idea, Describes or Explains through Example	ID by List of Characteristics or Facts, Elements, Examples

At the end of a 10-minute lecture most college students will have retained only half of it. Then, 48 hours later they will have forgotten half of what they did remember.

Top Ten Ways to Listen to a Classroom Lecture

These keys are a guideline to better listening. In fact, they're at the heart of developing better listening habits that should last a lifetime!

Keys to Effective Listening	The Bad Listener	The Good Listener
Find areas of interest	Tunes out dry subjects	Asks "what's in it for me?"
Judge content, not delivery	Tunes out if delivery is poor	Judges content, skips over delivery errors
Hold your fire	Tends to enter into argument	Doesn't judge until comprehension complete
Listens for ideas	Listens for facts	Listens for central themes
Be flexible	Takes intensive notes using only one system	Takes fewer notes. Uses 4-5 different systems, depending on speaker
Work at listening	Shows no energy output. Fakes attention.	Works hard, exhibits active body state
Resist distractions	Is easily distracted	Fights or avoids distractions, tolerates bad habits, knows how to concentrate
Exercise your mind	Resists difficult expository material; seeks light, recreational material	Uses heavier material as exercise for the mind
Keep your mind open	Reacts to emotional words	Interprets color words; does not get hung upon them
Capitalize on fact: <i>thought</i> is faster than <i>speech</i>	Tends to daydream with slow speakers	Challenges, anticipates, mentally summarizes, weighs the evidence, listens between the lines to tone of voice