

NOTE-TAKING SKILL Using a Numbered List

Using a numbered list is a simple way to record and organize the main points of a lecture, parts of an assignment, or the steps in a process. Also, having your notes organized in a clear list is helpful when you need to review or study them later.

- B**  **1.23** Listen to the professor as he explains the assignment, and complete the notes in the numbered list below.

Assignment: A Presentation

1. _____ a kind of _____ from another _____
2. talk about the _____ the music comes from
3. _____ the music, and _____ which aspects are
_____ and which aspects are new, or _____
4. compare and _____ it with another kind of _____
5. _____ a sample of the music if you can
6. summarize the _____ ideas, and allow a few minutes at the end for
