

SIGNPOSTS TO LISTEN FOR DURING CLASS

Your instructor may use verbal signposts to help you follow along their presentation or discussion. When you're taking notes in class or from watching a video, pay attention to these words or phrases to help you organize information, connect ideas and identify important information to capture.

Phrase	Purpose or Function	When you'll likely hear this used
Today we are going to... OR I'm going to talk about...	Identifies the topic of focus	At the beginning of class to introduce to topic that will be focused on
I'm going to start with... before moving on to talk about... and finally we'll look at OR ...as I mentioned earlier...	Shows the structure of the lecture and where it's headed	When topics/concept are presented in a particular sequence because of their connections to each other
On the top/bottom/left/right you can see... OR On this...it shows/compares...	Refers to visual like an image, table, or graph	Introducing a visual and/or identifying a noteworthy aspect, element or area of it
A good example/use of this...is... OR We can see this situation elsewhere in... OR Similarly OR Specifically...	Provides additional information	When providing details to support the main idea being discussed
A key point to remember is... OR The impact/significance of this is...	Emphasizes information	When highlighting specific details or elements of a topic
There was a sudden increase/decrease in OR The...reached a peak/leveled off/declined after...	Describes trends	When highlighting trends in numbers and statistics

SIGNPOSTS TO LISTEN FOR DURING CLASS

Phrase	Purpose or Function	When you'll likely hear this used
Simply put... OR To put it another way...	Paraphrases and clarifies	When providing details to support the main idea being discussed
What does this mean for... OR Where does that lead us...	Analyzes a point and gives recommendations	When providing details to support the main idea being discussed
Let's move on to ... OR This brings us to the next point...	Signals a shift in the topic	When discussing the next issue or concept
However... OR On the other hand...	Signals differences	When providing counter arguments or contrasting information
To summarize... OR From this you have learned...	Concludes a topic	At the end of class to wrap up the topic
We'll return to this...later when we talk about... OR Next time, we will discuss...which relates to...	Refers to a later point	At the end of class to indicate what/when additional related concepts will be discussed

Reference

Carter, C., Bishop, J., Kravits, S. L., & Maurin, P.J. (2013). Listening and note taking. In C. J. Carter, J. Bishop, S. L. Kravits (Eds.), Keys to academic success: Building analytical, creative, and practical Skills (pp. 154-175). Pearson.