Active Listening (p. 64)- The voluntary act of focusing on what is being said, making sense of it, and thinking about it in a way that permits it to be recalled accurately.

Active Listening- the act of showing that one is focused to what the speaker is saying through actions.

Concept Map (p. 73) -A method of structuring written material by graphically grouping and connecting key ideas and themes

Concept Map -Grouping ideas with the main idea in the biggest center bubble with other ideas that pertain to the main idea in smaller bubbles.

Flash Cards (p. 76) – Index cards that contain key pieces of information to be remembered

Flash Cards – using index cards with correct information to use to study

Hearing (p.63) -the involuntary act of sensing sound

Hearing – sensing vibration that is transferred into sound through the ear.

Meta-Message (p.64) -The underlying main ideas that a speaker is seeking to convey: the meaning behind the overt message.

Meta-Message – the overall idea that is within a message

Study Notes (74) – Notes taken for the purpose of reviewing material

Study Notes – Notes taken in class to be reviewed