

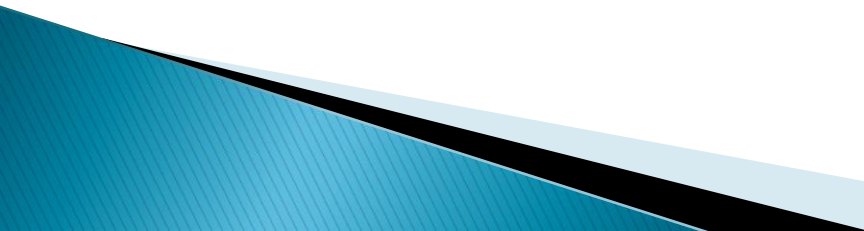
Lectures & Note-taking

Preparation for H.E.



Purpose of a lecture

A lecture is a way of giving information to a group of students:

- ❑ Lasts approximately 1 hour**
 - ❑ Involves between 20-500 students**
 - ❑ May or may not be interactive**
 - ❑ Should follow a logical structure, i.e. introduction, middle, end.**
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Purpose of a lecture

The 'Seven Skills' to getting the most out of lectures:

- Good listening
- Concentration
- Summarising information
- Note-taking
- Organisational skills – in head + on paper!
- Critical thinking
- Multi-tasking - doing all of the above at speed.

Pre-lecture Preparations

Preparation will focus your listening onto key information & enable you to take better notes:

- Module outline/scheme of work**
- Series of lecture titles**
- Reading lists**
- Glossary of terminology**

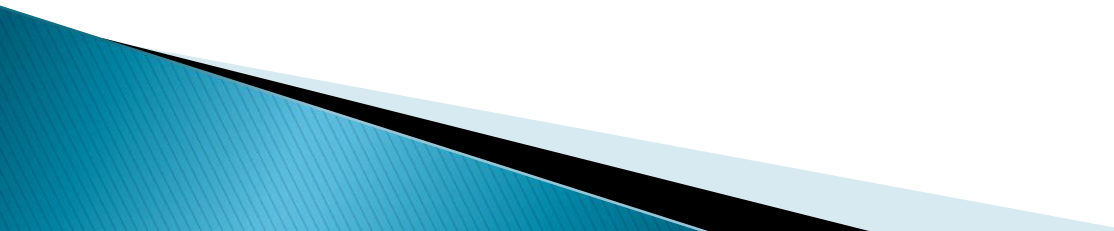
Lecture Notes

Find a method that works for you!

- Script style**
- Template**
- Diagram**

Post-Lecture

Organisation is key!

- Read through notes + ensure they make sense
 - Highlight key words/phrases
 - Insert titles + sub-headings
 - Annotate - write key concepts in margin
 - Make a bullet-point summary
 - Develop (+ maintain) a filing system
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Reference

Source:

'How to get the most out of lectures' pg 101-128 in Price, G. & Maier, P. (2007) *Effective Study Skills: Unlock your Potential*, London; Pearson Education Ltd.