

## Possible 20-30 minute session on making notes in lectures

- Adapt and edit to suit context.
  - Timing depends on discussion allowed.
1. Introduce the idea of note making in lectures (10 + mins)
    - Ask students to fill in the initial ideas worksheet in pairs or threes by placing ideas in the thought bubbles.
    - Power Point slide 1 – idea of ‘taking vs. making’ notes.
    - Discuss questions on slide 2 – ask students for their views before giving your own.
      - What should you do in a lecture?
      - What notes do you need?
    - Ask for other reasons for making notes.
    - Go to slide 3 for some reasons (reinforced by slide 4 if desired).
  2. Slide 5: Note-making styles (5 + mins)
    - Ask for ways notes might be made and suggest pros and cons of different methods (linear vs. mind map vs. annotate printout of slides vs. electronic vs. other approaches).
    - Slides 6, 7 & 8 are suggestions for students to try.
  3. Talk through the three stages (5 + mins).
    - Before, during and after (slides 9 to 11)
    - Introduce the idea of a summary sheet – on slide 13. Suggest students try filling this out at the end of a lecture and compare theirs with a friend.
    - Lastly, students could be asked for their own tips (slide 14).
    - Slide 15 reminds students there are materials available in the Learn Better course on the Learn VLE.

### Summary sheet

The summary sheet can be used to help students work through material presented in a lecture afterwards. This will help them to identify the important points.

Once the main points the lecturer made are understood, and the evidence or arguments used to make various points are identified, it is possible to better understand the significance of the material presented in the lecture.

This form can be redesigned to suit. A possible task is to ask students to design their own for lectures, tutorials or for reflection purposes.