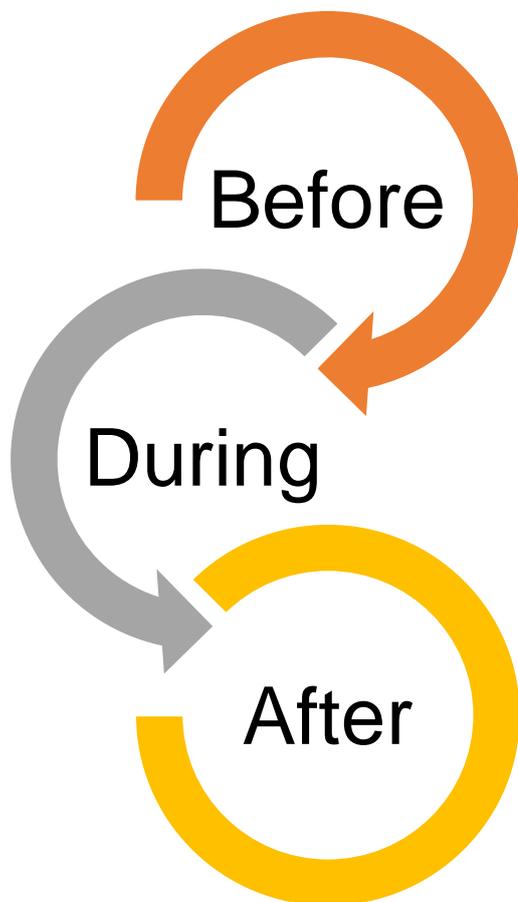
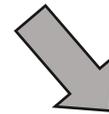


Before the lecture:

1. Find out the topic in advance.
2. Complete background research e.g. watch a video or look up new vocabulary.
3. Check the VLE for any resources.



During the lecture:

1. Listen to the introduction for an overview of content.
2. Look at the slide headings for clues about content.
3. Be aware of transition phrases that signal moving onto a different topic e.g. 'secondly', 'in contrast'.
4. Capture key information rather than everything: names of practitioners/artworks, dates, definitions, sources for further research.
5. Make notes accessible with a date and lecture title, subheadings, bullet points, gaps between information to allow for adding/correcting and colour coding.
6. Note down any questions.
7. Listen to the end for a summary or details of tasks.

After the lecture:

1. Store the notes in a safe place e.g. specific section of a folder.
2. Compare notes with others to fill in any gaps.
3. Follow up any questions with your lecturer.
4. Recap the slides on the VLE; check against notes.





STUDY SKILLS: NOTE-TAKING IN LECTURES

Template for notetaking:

Date

Unit

Lecture Topic

Introduction	<ul style="list-style-type: none"> - What will the lecture cover? - Which key examples will be used?
Areas Covered 1. 2. 3. 4. 5. 6.	<ul style="list-style-type: none"> - What key terms are used? - How are these defined? - What events and dates are given? - Which practitioners are mentioned? - Which visual examples are used? - Which sources are mentioned?
Conclusion	<ul style="list-style-type: none"> - What concluding points are made? - Which further research is mentioned? - Are any instructions given for tasks?
Follow up	<ul style="list-style-type: none"> - Do you have any questions? - Are there any concepts or areas that you did not understand?
Summary	<ul style="list-style-type: none"> - Which were the key points of interest? - How does this topic relate to your practice? - What might you research further?

Further reading:

Godfrey, J. (2014) *Reading and making notes*. Basingstoke: Palgrave Macmillan.

Kesselman-Turkel, J. and Peterson, F. (1982) *Notetaking made easy*. Wisconsin: University of Wisconsin Press.

Thomas Frank (2014) *How to take notes in class*. Available at: www.youtube.com/watch?v=AffuwjJZTQQ (Accessed: 26 June 2020).