**Making notes in lectures and classes**

You can use or adapt this template to organise your thoughts and notes for lectures and other taught classes.

|  |
| --- |
| **Notes for lectures and taught sessions** |
| **Subject (course, module or unit):**  **Year/Level:**  **Date:**  **Topic of lecture/session:**  **Lecturer(s):**  **Filename:** |
| **Preparation**  Advance work set by the lecturer completed  To bring to the session: |
| **What do I want to find out from this lecture?**  Questions and ideas prompted by my reading, research, discussion, etc. |
| **Opening comments by the lecturer** (issues raised, reasons given for the significance of the topic, etc.) |
| **Main arc and key themes of the lecture** |
| **Main points made** (examples; case studies; evidence) |
| **References to books, VLE, podcasts, websites, etc.** |
| **Thoughts and questions raised by me for this session** |
| **Any hints and tips provided, such as for assignments, exams, etc.** |
| **To do** (e.g. preparation tasks set by the lecturer for the next session; things I want to follow up from the lecture) |