

# Class participation summary

## Introduction

### Purpose

For internal students, it is important to attend lectures to get an overview of the topic and identify important points, readings and issues for you to consider. Tutorials enable you to extend your understanding of the topic as the lecturer goes into more detail and can exchange ideas with other students. There will also be downloadable resources available via your Learnline unit available to both internal and external students.

## Lectures

### The purpose of lectures

Lectures are a key feature of the university experience. The overall purpose is to provide key information in an efficient, well-structured way.

#### Lectures

- present information and research on specific topics
- highlight areas of importance and interest within the topic
- work through some of the areas you are likely to find confusing
- suggest sources of further information; provide references and how to find them

### What to do before the lecture

You should complete any required readings to help prepare you for the lecture topic. This will help in your note-taking. Review previous notes in preparation for the lecture. Ensure you have paper, pens and any other equipment you might need. If you are considering using a laptop to take notes, your typing speed is crucial – it may be more effective to take notes by hand and then type them more formally later.

### What to do during the lecture

Taking notes is important. You need to consider how much to note down and you need some specific ways of noting, such as using words, space, visuals, and numbering.

### What to do after the lecture

Review your notes and consider rewriting them in a more formal way. This process is called recoding and can help your brain retain information. Find a system to record notes in the same place, such as using a ring-binder so that over the semester you collate a series of notes. This will help you organise your studies and make revising easier.

## Tutorials

Tutorials are meetings of smaller groups of students to discuss specific topics related to the subject matter of the course. The key focus of tutorial groups is the interactive, participatory nature of the discussion. The role of the tutor is to facilitate and encourage the exploration of the relevant issues and problems.

### **Before the tutorial**

Read any required texts (such as articles or book chapters) and consider what you want to get out of the tutorial. The more questions you can ask and the more you can participate, the better your understanding of the topic will be.

### **During the tutorial**

Participate actively by listening to the lecturer and other participants and clarifying any information you are not sure of.

### **After the tutorial**

Add any notes you have made to your lecture notes so that you build up a deeper understanding of the unit topics. Write questions to ensure you follow up on any confusing points.

## Science laboratory practicals

### **During the practical**

Safety is an important consideration so listen carefully to your lecturer's instructions. When taking notes, you should cover

- the aim of the practical
- safety instructions
- details about the equipment and materials used
- details about the method that you used
- the results of the experiment or exercise
- important incidental suggestions made by the demonstrator
- important references that are relevant for your experiment or exercise

As with all lectures and tutorials, review your notes soon after your practical.

## Tutorial and seminar papers

You may be required to give a tutorial or seminar presentation. These involve an oral presentation and you need to consider

- Presentation – plan how best to use your allotted time and organise your content
  - Content – take the needs of your audience into account and structure your content logically
  - Delivery – practice your talk so that the timing is right and you can pronounce key terms.
- Anticipate how you will deal with questions and practice with any equipment you need. During your presentation, remember basic things like eye contact, pacing and pausing. Use visuals carefully to enhance your key points.

- Responding to questions – allow time for questions and remember to repeat or paraphrase the question so the rest of the audience can hear