How do you best deal with following a lecture? How do you ensure that you do not lose concentration and that you can follow the fast pace?

Following a lecture, and certainly following a lecture recording, can quickly become boring and monotonous.

We give you a number of tips to make the most of the lectures.

**BEFORE CLASS**

- Check your timetable and Canvas to see additional instructions.
- Live stream lecture? Make sure you have a stable internet connection and log in on time.
- Provide the necessary material: paper, pen, slides.
- Orientate: view the table of contents and available course material.
- Think about strategies you can apply when your concentration drops: stop listening? View later? Take active notes?

**DURING CLASS**

- Think actively: write down your questions so you can ask for additional explanation later. *It’s not a podcast, keep your focus on it (don’t listen while cooking, walking, ...)*
- Maintain overview: write down the topic, the date and the page number.
- Leave space between notes so you can add extra information later.
- Distinguish main concepts from details, it is impossible to write down every word.
- Risk of recordings: you can easily pause and rewind. Monitor and limit this so you don’t lose too much time with this.
- Write briefly: use symbols, refer to pages in the course, write on the Slides.

**AFTER CLASS**

- Re-read your notes: is everything clear, is there any information missing?
- Add additional information from your syllabus/handbook. Write down thoughts and questions.
- Structure your notes: indicate key words and visualize connections.
- Discuss the lesson with fellow students.
  Ask each other critical questions and work through ambiguities. Still have questions afterwards?
  Contact the assistant or supervisor.
- Never re-watch an entire lesson; in an emergency, you can fast-forward to a specific segment.

▶Learn more? Check our Canvas course  ▶ Tel. +32 (0)2 629 23 06  ▶ guidance@vub.be  ▶ follow Study Guidance on wearestudent.vub.be