

1.3_Intro

Plan	Prepare
Produce	Predict
Get to the lecture room early.	Record sources – books/websites/names.
Think of possible answers/solutions/effects, etc., while the lecturer is speaking.	Identify aspects of the topic you think the lecturer may cover.
Check the pronunciation of names and key words in English.	Listen carefully to the introduction. Think: <i>What kind of lecture is this?</i>
At the end, ask the lecturer/other students for missing information.	Write the date, topic and name of the lecturer at the top of a sheet of paper.
Find out the topic of the lecture.	Sit where you can see and hear clearly.
Write an outline. Leave space for notes.	Bring any equipment you may need.
Research the topic.	Write notes/copy from the board.