

## CHECKLIST 2

	Lecture title:	Lecture title:	Lecture title:	Lecture title:
Do I have the lecturer's contact details?				
Have I read a description or synopsis of the lecture in advance?				
Have I done the recommended reading for the lecture?				
Have I considered in advance how I expect this lecture to be useful?				
Did I get the right balance between listening, analysing and recording?				
Are my lecture notes brief enough?				
Have I checked them to see that I have enough detail?				
Have I transferred important information to a separate sheet, ready for an essay/presentation?				
Have I made a note to myself to do any extra reading from the lecture?				
Have I looked at 'my ideas' to see if they give me clues as to where to go next?				