Making the most out of face-to-face time

**There are different modes of study in the university:**

* Lectures: led by instructors, large number of students, handouts, PPT
* Tutorials: directed by students, small group discussions, preparation & participation (discussion of key topics, concepts, etc. with tutor)
* Seminars: small group, runs for 1-3 hours, presentation, preparation, participation (giving a paper, answering questions, discussion, etc.)
* Workshops: introduction to a problem by tutor, discussion and activities to investigate, analyse and formulate solution to problem

**What do you do for a lecture?**

* Read any readings for the topic
* Read the chapter on the topic in the assigned textbook
* Skim and scan the handout
* Attend the lecture, listen and take notes
* Identify any questions that need clarification
* See the lecturer immediately after the lecture to clear any doubts
* Review notes and condense them

**What do you do for a tutorial?**

* Read tutorial tasks and answer questions
* Discuss the topic with other students
* Work through a series of problems with the help of a tutor
* Take part in practical sessions in a workshop, etc.
* Make a presentation on a specific topic
* Clarify any doubts about the lecture content/topic

**What do you do for a seminar?**

* Prepare a paper and circulate it in advance
* Present the paper
* Do not just read the paper aloud
* Capture the key aspects of the paper
* Lead the discussion
* Ensure that the audience engage with your ideas

**Participation in the sessions**

* Participation in the sessions is important:
	+ as it allows everyone to develop critical and analytical skills
	+ You do not have to show that you are a master of analysis
	+ You do not have to put forward a carefully thought out position
	+ You do need to develop your critical and analytical skills
	+ You learn this by practising to make comments and asking questions

**Processes for effective participation**

**Before**



**During**



**After**

