

SWEUS

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Navigating Through Lectures & Seminars

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IN THIS WORKSHOP

- Brainstorm
- Signposting language
- **Activity 1:** Lecture styles
- Handling a Lecture
- Seminar Skills
- **Activity 2:** a seminar discussion
- Conclusion and evaluation

BRAINSTORM

Brief discussion:

Remember some of the lectures or presentations that you have recently attended.

What made it easy / difficult to understand the content?

How can the speaker help the audience understand the main message of the talk?

SIGNALLING LANGUAGE

- A focus for attention
- Helps to focus on the structure of a lecture
- Keeps you alert

ACTIVITY 1

- A good or a bad lecture?
- <https://www.youtube.com/watch?v=7DY1e0Grwtw>
- What makes this a bad lecture?
- <https://www.youtube.com/watch?v=YdtLELVhEQg>
- What makes this a good lecture?

HANDLING A LECTURE?

- **KEY WORDS** (*prepare beforehand*)
- Signalling language
- Recording (*notes*)
- Background reading

NOTE-TAKING

- <https://www.youtube.com/watch?v=UAhRf3U50IM>
- **DISCUSSION:**
- *What works for you?*
- *Notes in first or second language?*

SEMINAR SKILLS (1)

- **How to prepare for a seminar**
 - *Give yourself enough time*
 - *Read around the subject*
 - *Formulate some questions (and the answers you expect)*
 - *What could you contribute to the discussion?*
 - *Rehearse a possible contribution*

SEMINAR SKILLS (2)

- **During the Seminar**

- **JOIN IN**

- Listen to others and adapt your opinions – ***take notes***
- Don't interrupt
- Use signposting language to give your contribution structure
- Don't talk too much (*be concise*)

SEMINAR SKILLS (3)

- **Think about how you are speaking**
 - Look up when you are speaking and focus on who you are talking to – **EYE CONTACT**
 - Speak clearly with pauses
 - Think about the volume of your voice
 - Think about the tone (*don't be too emotion-led*)
 - Think about the speed
 - Try and use academic language with accuracy

ACTIVITY 2

- A seminar discussion
 - 1. 10 minutes to think of a contribution*
 - 2. 10 minutes in small groups*
 - 3. PLENARY DISCUSSION*

TOPIC FOR DISCUSSION

English should be promoted as the most important global language.

SOME FINAL THOUGHTS

1. The best initial preparation for a seminar is good lecture attendance.
2. This means more than just sitting in the lecture theatre...it means active involvement in, and processing of, the lecture
3. It's a good idea to briefly but systematically review your lecture notes before the seminar.
4. You should deliberately think of issues you want to 'take forward' from the lecture for clarification during the seminar

EVALUATION

- What can you take away from this workshop?