

# Effective Seminar Contribution

Seminars should not be regarded as passive sessions to just come and listen.

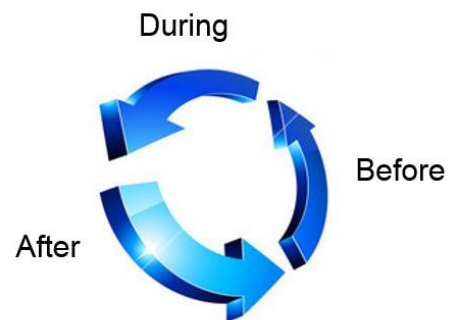
You are required to adequately prepare for and participate during them. Effective seminar contribution is therefore the ongoing process of working before, during and after class:

## Before class

- ✓ Regularly check Queen's Online (QOL)
- ✓ Regularly check your QUB Email
- ✓ Familiarize yourself with the module handbook
- ✓ Download the Power Point slides in advance and familiarize yourself with the material which will be covered in the seminar/lecture/tutorial
- ✓ Reading skills: Do the reading, actively engage with the texts & write up questions / comments which you can raise in the seminar/lecture/tutorial
- ✓ Research skills: Look for further reading which deepens your knowledge and can be used for assignments
- ✓ Read the notes from the last session before you go to the seminar/lecture/tutorial

## During class

- ✓ Attend!
- ✓ Show up early and prepared / Pick a good seat / Turn off all electronic devices
- ✓ Listen Actively
- ✓ Take notes
- ✓ Communication skills: Engage in class discussions, ask questions, ask for clarification, give an opinion
- ✓ Presentation skills: In many seminars you are asked to give a presentation. Try to engage with the audience and learn to cope with questions and feedback



## After class

- ✓ Go to office hours of your lecturer, tutor etc.
- ✓ Writing skills: Edit your notes e.g., re-write your handwritten notes digitally
- ✓ Prepare and write upcoming assignments
- ✓ Study Skills: Start studying for exams or tests early
- ✓ Form reading and/or study groups to help you understand the content of the seminar/lecture/tutorial and keep up-to-date with the necessary reading

**In summary:** Use the time available to you to be a committed and well-prepared student!