

# Maximize your Classroom Learning

Prof. Lilian Vrijmoed Kwan  
Vice President (Academic)

# Intended Learning Outcomes

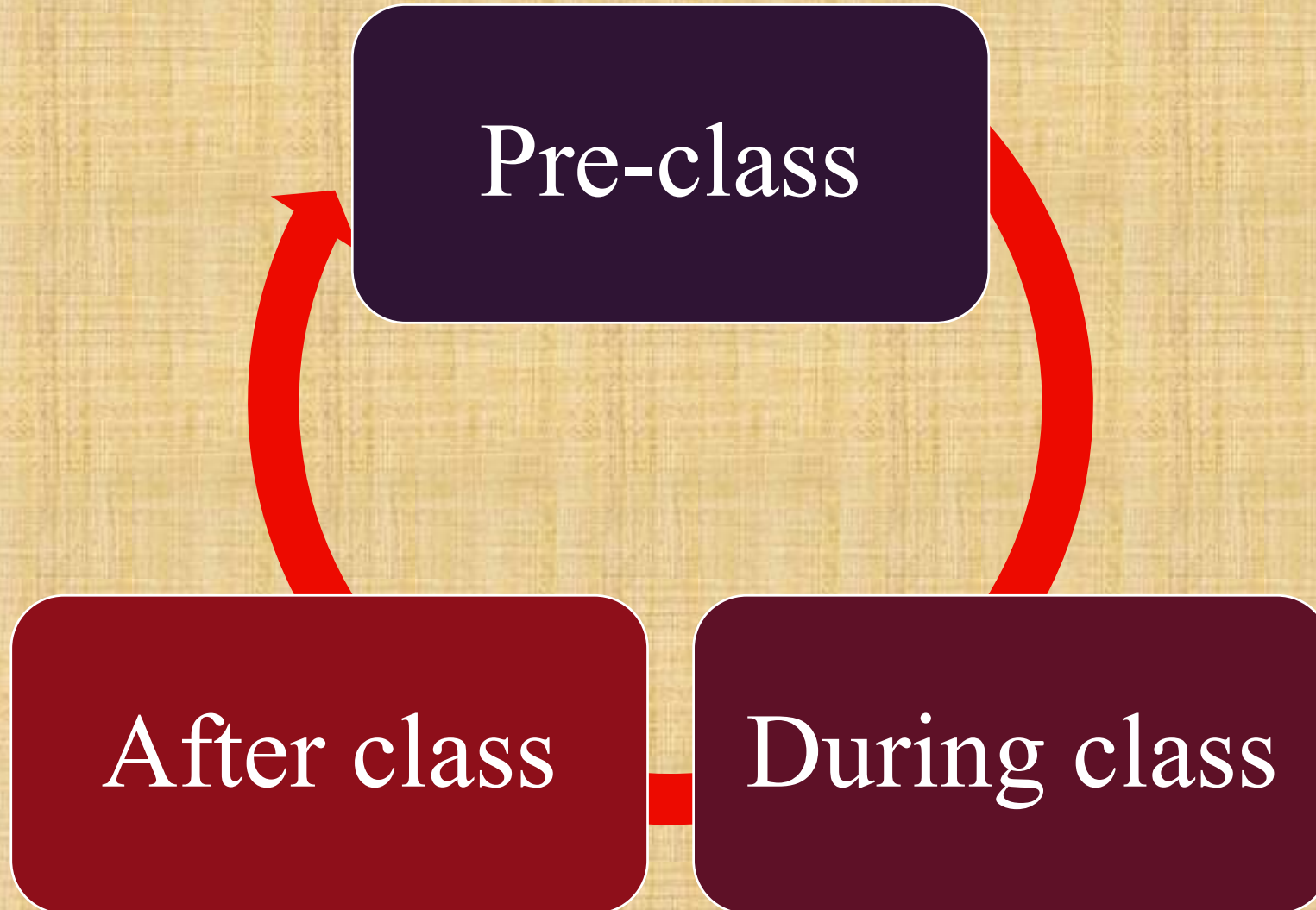
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To maximize your classroom learning effectiveness:

1. **Identify** the critical tasks before, during and after class;
2. **Describe** the nature of different tasks in the 3 phases of the classroom learning process; and
3. **Use** appropriate resources to support effective classroom learning.

# Critical Tasks

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# Activity 1

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Name **1 task** you usually do  
before attending a class.

# Critical Tasks – Pre-class

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1. **Ensure** no unclear concepts are carried forward.
2. **Read** the learning materials of the **next lesson**
3. **Mark** unclear concepts and **new vocabularies**
4. **Search** meaning of the new vocabularies
5. **Participate** in the pre-class activities, if any



# Pre-class Tasks: Concept Clarification

No **unclear concepts** should be carried forward:

- ✓ Go through the learning materials of the previous class.
- ✓ Check if there are still unclear concepts to be cleared.
- ✓ If yes, look up references or discuss with your peers  
e.g. **study group.....** etc.
- ✓ Approach your teacher if the concepts remain unclear.

# Pre-class Tasks: Read & Grasp

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Read and try to **grasp the main ideas** of the learning materials of the next lesson:

- ✓ Get the learning materials

e.g. PowerPoint slides, book chapter, reading materials, videos etc.

- ✓ You may explore further on the prescribed information by referring to other relevant resources

e.g. Online videos, electronic resources, supplementary readings, using keywords etc.

# Pre-class Tasks: Mark new knowledge

## **Mark unclear concepts and new vocabularies:**

- ✓ Use a highlight pen to mark the difficult concepts

This enables you to refer to these difficult points easily while attending the class

- ✓ New vocabulary – this is a good opportunity to build your own glossary of this course.
- ✓ Develop an user friendly method to compile your glossary



# Pre-class Tasks: Learn new words

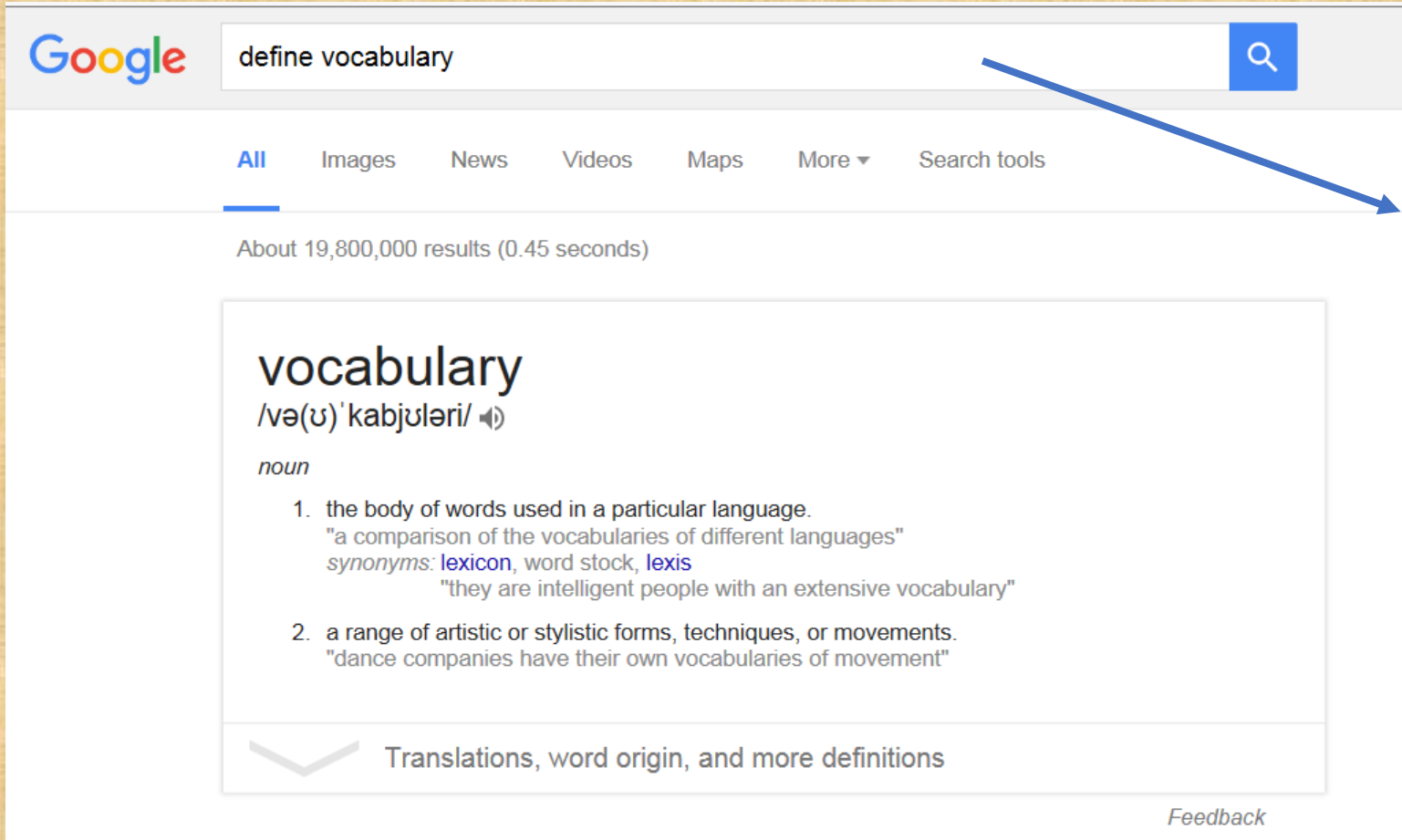
## **Search meanings of the new vocabularies:**

- ✓ Use a dictionary to check the meaning of the vocabulary

Pay attention to the examples of applications included in the dictionary

- ✓ Suggest to use EXCEL to create a catalog of your glossary with explanation of the meaning, perhaps both in English and Chinese.

# Pre-class Tasks: Learn new words



Google define vocabulary

All Images News Videos Maps More Search tools

About 19,800,000 results (0.45 seconds)

**vocabulary**  
/və(ʊ)'kæbjʊləri/

noun

1. the body of words used in a particular language.  
"a comparison of the vocabularies of different languages"  
*synonyms:* **lexicon**, word stock, **lexis**  
"they are intelligent people with an extensive vocabulary"
2. a range of artistic or stylistic forms, techniques, or movements.  
"dance companies have their own vocabularies of movement"

Translations, word origin, and more definitions

Feedback

Use Google – type  
**‘define....word’**

Use a dictionary



# Pre-class Tasks: Pre-class activities

**Participate** in the pre-class activities, if any:

- ✓ If your teachers assign you with a pre-class activity, e.g. *MCQs*, *short questions and answers etc.*, remember to complete before the class
- ✓ Based on your answers, teachers can adjust their teaching strategies accordingly

# Critical Tasks – Pre-class

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4. **Search** meaning of the new vocabularies
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## Activity 2

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Name 1 task you usually do while attending a class.

# Critical Tasks – During class

1. Get the **learning materials ready**, in paper or in electronic format
2. **Annotate** the parts with **unclear concepts** in the learning materials
3. **Prepare questions** for concepts / ideas you do not understand.
4. **Participate** in classroom activities, if any

# In-class Tasks: Get ready

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Get the **learning materials ready**, in paper or in electronic format:

- ✓ Download the learning materials, generally available through Moodle

e.g. PowerPoint slides, readings, videos etc.

Print a copy for **easy annotation**

- ✓ Remember to bring a copy to the class

Can be electronic copy or printed copy

# In-class Tasks: Annotations

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Annotate your learning materials, especially new concepts identified earlier:

- ✓ Annotation, especially for new concepts

Listen carefully to the explanation

Try to extract the main points

Use your own words to record these main points

Can use symbols, abbreviations (and even Chinese if necessary!)

- ✓ Mark the vocabulary which you are not familiar.



# In-class Tasks: Prepare questions

**Prepare questions** for ideas / concepts you do not understand:

- ✓ Planning for questions to clarify ideas / concepts help you to identify

**WHAT you know** and **WHAT you do not know**

- ✓ Develop the habit of preparing questions while listening to the lecture!

# In-class Tasks: Class activities

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**Participate in classroom activities, if any:**

- ✓ Don't simply listen and attend passively
- ✓ Actively participate in the classroom discussions!
- ✓ Participation contributes to final assessment mark!

# Critical Tasks – During class

1. Get the **learning materials ready**, in paper or in electronic format
2. **Annotate** the parts with **unclear concepts** in the learning materials
3. **Prepare questions** for concepts / ideas you do not understand.
4. **Participate** in classroom activities, if any

## Activity 3

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Name 1 task you usually do  
for revision after class



# Critical Tasks – After class

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1. **Review** the PowerPoint slides, other teaching materials and your notes
2. **Revisit** the difficult concepts
3. **Summarize** the lecture content
4. **Use tools** to visualize the **connection** between concepts / ideas

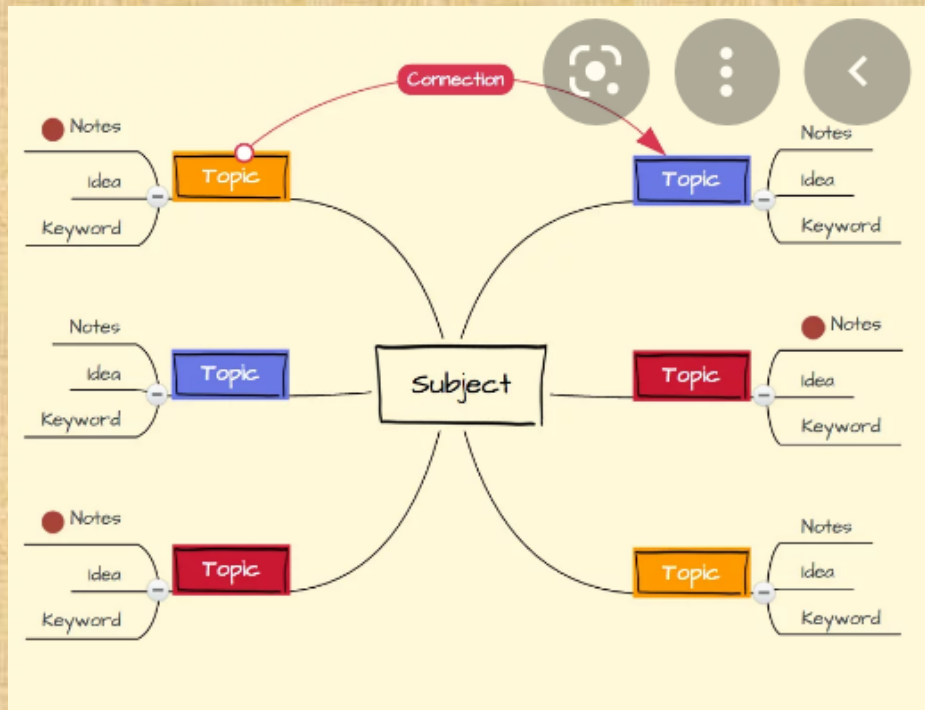
# Post-Class Tasks: Review & Revisit

**Review** the ppt, other teaching materials and your notes:

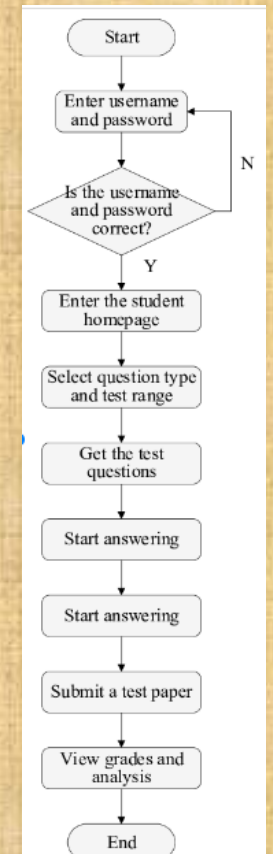
- ✓ Read through the slides, other teaching materials and your notes again
- ✓ Make necessary changes with more concise and simple language
- ✓ Ensure the explanation of all the new vocabulary are available

# Post-Class Tasks: Summarize (with tools)

**Summarize** the lecture content with tools to **visualize the connection** between concepts / ideas:



Symbol	Name	Function
	Start/end	An oval represents a start or end point
	Arrows	A line is a connector that shows relationships between the representative shapes
	Input/Output	A parallelogram represents input or output
	Process	A rectangle represents a process
	Decision	A diamond indicates a decision



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# Tasks of each phase

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## Pre-class

- Concept clarification
- Read & Grasp
- Mark new knowledge
- Learn new words
- Pre-class activities

## In-class

- Get ready
- Annotations
- Prepare questions
- Class activities

## Post-class

- Review
- Revisit
- Summarize with tools

# Intended Learning Outcomes

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To maximize your classroom learning effectiveness:

1. **Identify** the critical tasks before, during and after class;
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Thank you for your  
participation!

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