brightstudy

FREE RESOURCE — WORKSHEET

Lecture Capture Sheet

A before, during and after sheet for lectures and lessons: pre-read questions, live notes with a questions margin, and a ten-minute consolidation.

5 min	2	10 min	6
BEFORE	COLUMNS DURING	AFTER	SHEETS

PRE-READ · LIVE NOTES · CONSOLIDATE · FOLLOW-UPS

PREPARED BY	CATEGORY	EDITION	LATEST VERSION
BrightStudy	Note-taking	2026, A4 PDF	brightstudy.ai/resources/lecture-capture-sheet

What is inside

A lecture is a one-time event; most of its value is lost unless you do something with it within a day. This sheet structures the hour around it. Before: five minutes with the slides or reading to write three questions you expect the lecture to answer. During: notes on the left, questions and confusions on the right, so you capture what you did not understand rather than losing it. After: ten minutes to answer your questions, flag anything to look up or ask, and write the one-line takeaway. Six sheets are included, with a worked example.

SECTIONS

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8 Weekly follow-up tracker

WHO IT IS FOR

University and college students attending lectures, and sixth-formers in lesson-heavy courses who want notes that feed straight into revision.

WHAT IS INCLUDED

- Before-lecture box: three questions the lecture should answer
- Two-column live notes with a running questions margin
- After-lecture consolidation: answers, follow-ups, one-line takeaway
- Worked example from a first-year Psychology lecture
- Six blank sheets plus a weekly follow-up tracker

01

How to use the sheet

STAGE	TIME	WHAT TO DO
Before	5 minutes	Look at the slides, reading or title. Write three questions you expect the lecture to answer. Note the last lecture's takeaway.
During	The lecture	Left column: what is said, in phrases and diagrams. Right column: your questions, confusions and "look this up" notes as they arise. Mark where each pre-question is answered.
After	10 minutes, same day	Answer your three questions from the notes. Turn each right-column item into a follow-up with a destination. Write the one-line takeaway.

WORKED EXAMPLE: PSYCHOLOGY, "MEMORY MODELS"

FIELD	EXAMPLE
Pre-questions	1. What is the difference between STM and LTM? 2. What evidence is there for separate stores? 3. What are the model's weaknesses?
Notes (left)	Multi-store model (Atkinson & Shiffrin 1968). Sensory → STM (7±2, ~18 s) → LTM via rehearsal. Evidence: serial position effect (Glanzer & Cunitz); HM case.
Questions (right)	Is rehearsal the only route to LTM? Why does HM show STM intact? Look up: working memory model.
After: answers	Q1: capacity and duration. Q2: serial position curve, HM. Q3: too simple; rehearsal not sufficient (KF case).
Follow-ups	Working memory model: look up before seminar. KF case: ask in seminar.
Takeaway	MSM explains the stores but not how information moves between them.

02

Lecture sheet 1

Module _____ Lecture _____ Date _____

BEFORE: THREE QUESTIONS THIS LECTURE SHOULD ANSWER

1.

2.

3.

DURING

NOTES	QUESTIONS, CONFUSIONS, LOOK-UPS

AFTER (10 MINUTES, SAME DAY)

Answers to my three questions:

Follow-ups and where each goes (look up / seminar / email / tutor):

One-line takeaway:

03

Lecture sheet 2

Module _____ Lecture _____ Date _____

BEFORE: THREE QUESTIONS THIS LECTURE SHOULD ANSWER

1.

2.

3.

DURING

NOTES	QUESTIONS, CONFUSIONS, LOOK-UPS

AFTER (10 MINUTES, SAME DAY)

Answers to my three questions:

Follow-ups and where each goes (look up / seminar / email / tutor):

One-line takeaway:

04

Lecture sheet 3

Module _____ Lecture _____ Date _____

BEFORE: THREE QUESTIONS THIS LECTURE SHOULD ANSWER

1.

2.

3.

DURING

NOTES	QUESTIONS, CONFUSIONS, LOOK-UPS

AFTER (10 MINUTES, SAME DAY)

Answers to my three questions:

Follow-ups and where each goes (look up / seminar / email / tutor):

One-line takeaway:

05

Lecture sheet 4

Module _____ Lecture _____ Date _____

BEFORE: THREE QUESTIONS THIS LECTURE SHOULD ANSWER

1.

2.

3.

DURING

NOTES	QUESTIONS, CONFUSIONS, LOOK-UPS

AFTER (10 MINUTES, SAME DAY)

Answers to my three questions:

Follow-ups and where each goes (look up / seminar / email / tutor):

One-line takeaway:

06

Lecture sheet 5

Module _____ Lecture _____ Date _____

BEFORE: THREE QUESTIONS THIS LECTURE SHOULD ANSWER

1.

2.

3.

DURING

NOTES	QUESTIONS, CONFUSIONS, LOOK-UPS

AFTER (10 MINUTES, SAME DAY)

Answers to my three questions:

Follow-ups and where each goes (look up / seminar / email / tutor):

One-line takeaway:

07

Lecture sheet 6

Module _____ Lecture _____ Date _____

BEFORE: THREE QUESTIONS THIS LECTURE SHOULD ANSWER

1.

2.

3.

DURING

NOTES	QUESTIONS, CONFUSIONS, LOOK-UPS

AFTER (10 MINUTES, SAME DAY)

Answers to my three questions:

Follow-ups and where each goes (look up / seminar / email / tutor):

One-line takeaway:

08

Weekly follow-up tracker

Collect every follow-up from the week here. Nothing leaves the list without a tick.

LECTURE	FOLLOW-UP	DESTINATION	DONE

Keep going

BRIGHTSTUDY

This resource covers the part of studying that happens away from a screen. BrightStudy does the rest: upload your notes, slides or recordings and it turns them into Study Docs, flashcards and exam-style questions, then schedules your reviews with spaced repetition. There is a free plan to get started.

PAIRS WELL WITH NOTE-TAKING

FEATURE	WHAT IT DOES	LINK
Study Docs	Structured notes you can read, edit and study from.	brightstudy.ai/features/study-docs
Document Uploads	PDFs, slides and typed or handwritten notes.	brightstudy.ai/features/upload
Recordings	Record or upload audio for your learning.	brightstudy.ai/features/recordings
Image Extraction	Bring the figures from your documents into your notes.	brightstudy.ai/features/image-extraction

RELATED RESOURCES

RESOURCE	LINK
Cornell Notes Template	brightstudy.ai/resources/cornell-notes-template
Sketchnoting Starter Pack	brightstudy.ai/resources/sketchnoting-starter-pack
Textbook and Reading Notes Template	brightstudy.ai/resources/reading-notes-template

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