Active Learning

Workshop 2

Effective Reading, Notetaking and Study Techniques

Today's Workshop

1. Reading
2. Notetaking
3. Study Techniques

EDUCATION IS OUR PASSPORT TO THE FUTURE, FOR TOMORROW BELONGS TO THE PEOPLE WHO PREPARE FOR IT TODAY.
— Malcolm X —
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Reading

Why Do We Read?

1. To prepare for a lecture
2. To prepare for an essay
3. To learn
4. To enjoy
5. To understand

To Prepare for a Lecture

One Simple Notetaking Strategy

First Reading:

- Note chapter titles

- Note 'Key Concepts' or questions on page 1

- Read introduction / paragraph 1 - Summarise in your own words

- Read each boldface subheading

- Read the first sentence of each paragraph. Note <u>key</u> points

- Read the last paragraph or summary - Summarise in <u>your</u> words
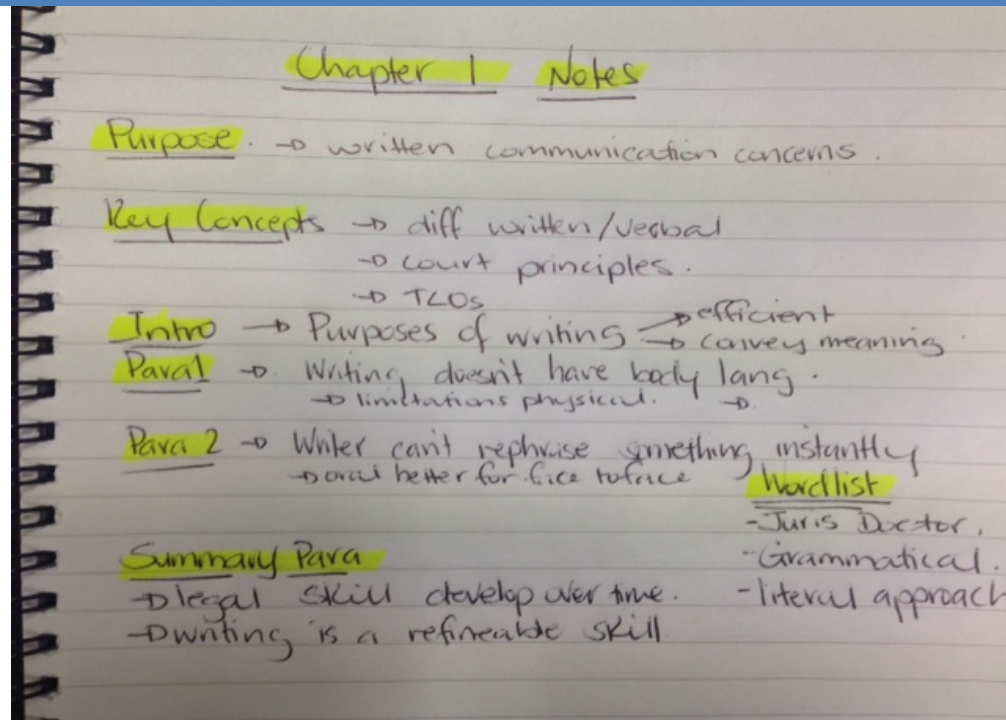
- Create A Key Word (or new words) List

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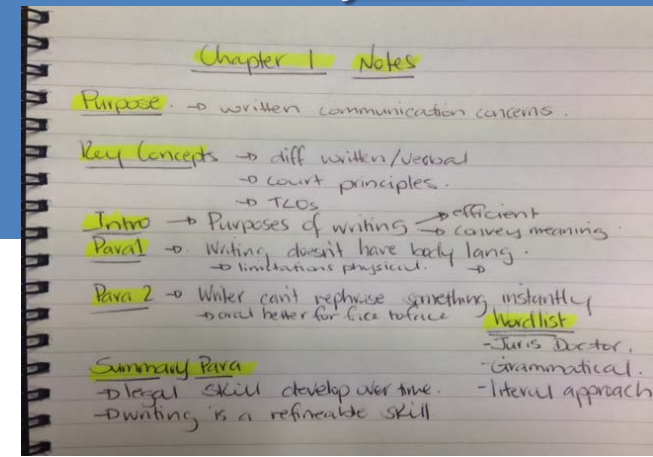
Pre-Read and Summarise the Textbook

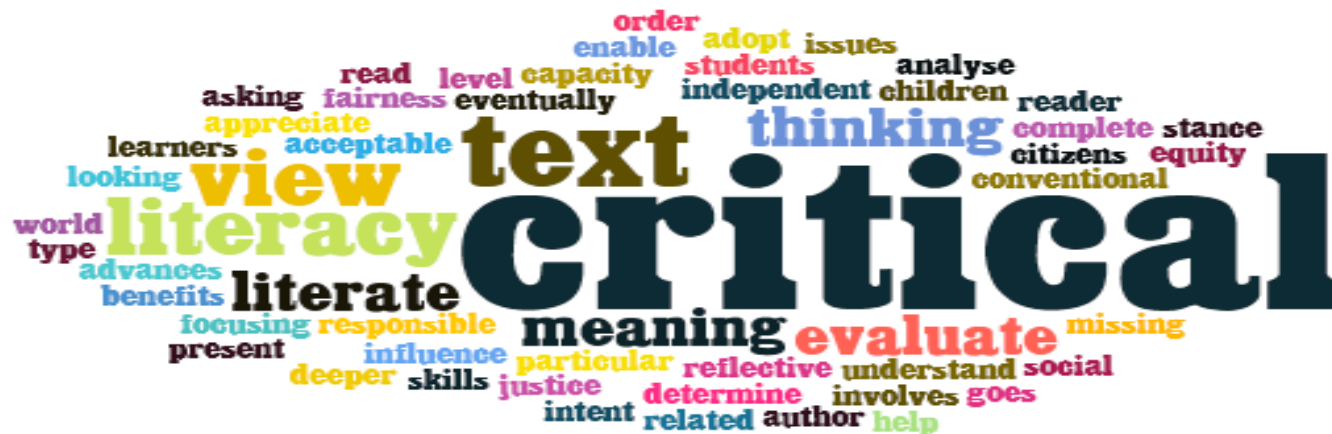## One Simple Notetaking Strategy cont.

Second Reading:

- After you have a good overview of the chapter, you may need to read in more depth.

- Summarise each section or paragraph in one sentence.

What is Critical Reading?

- Reading beyond the text
- Considering and evaluating
- Understanding strengths
- Understanding limitations
- Understanding implications

A Critical Reading Template

| Title of reading	Publisher	Author and date	
Reference:			
Familiarisation: main points discussed or argued	**Description:** what is the supporting evidence/ example		**Page number**
Interpretation: What is the purpose of this text, what is the take home message (the bottom line)? Is there an underlying message? What was the author's position and how does the author position the reader? How does this relate to other readings?			

Adapted from Pauline Taylor, 2013
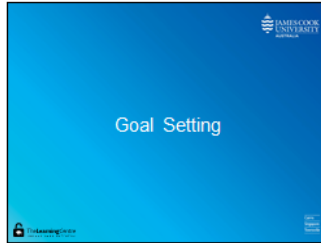
Notetaking

Pre-Lecture
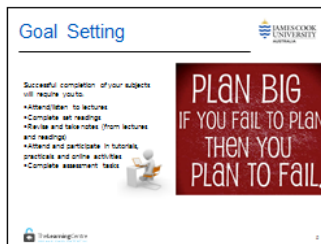
Before you come to the lecture:

1 - *Pre-read* and *summarise* the textbook chapter

2 - Print the lecture slides and preview them
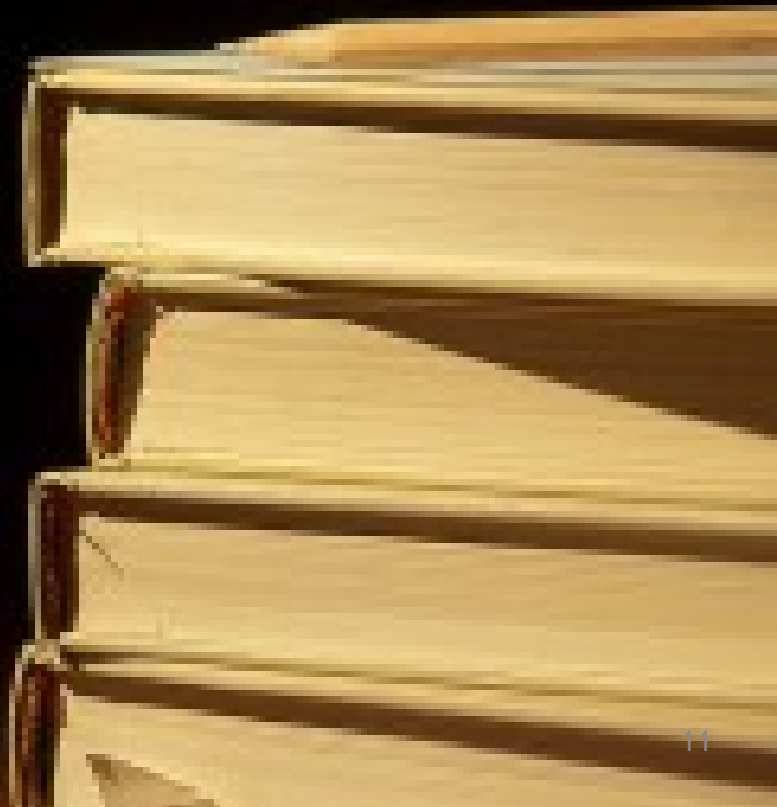
Print Lecture Slides
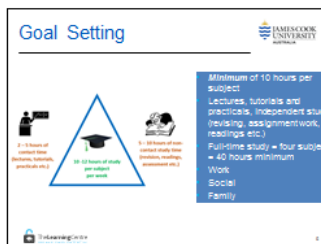
Print the lecture slides:
- Preview the content
- Look up new words/terms
- Use for notetaking
- Exam Revision

During the lecture

There are 8 essential points for successful note-taking in lectures

1. **Note essential ideas/facts, not every word.**

2. **Write key words - expand later.**

3. **Look for patterns and key ideas.**

4. **Use your own words - not the lecturer's**

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During the lecture

- Linear note-taking

During the lecture

- Mind Maps

MINDMAPS WERE INVENTED BY—

TONY BUZAN

THE MIND MAP CONCEPT HELPS USE BOTH SIDES OF OUR BRAIN TO INCREDIBLE EFFECT— TRY IT AND YOU WILL SEE THE BENEFITS

GET TONY BUZAN'S BOOKS YOU WILL NEVER LOOK BACK!

THEY ARE A FABULOUS WAY TO LEARN, PLAN, AND CREATE

ABOUT MIND MAPS

IN ADDITION TO MIND MAPS TONY ALSO WRITES ABOUT SPEED READING AND MASTERING YOUR MEMORY AMONG OTHER SUBJECTS

YOU CAN USE A MIND MAP FOR ANYTHING FROM A SHOPPING LIST TO SETTING OUT PRESENTATIONS OR DISSECTING A DIFFICULT TEXT BOOK

MIND MAPS CAN HELP YOU DEVELOP YOUR CREATIVITY BEYOND BELIEF— AND THAT CREATIVITY THANKFULLY IS INSIDE ALL OF US—IT DOESN'T EVEN NEED TO BE LEARNT!

THEY ARE IDEAL FOR EXAM REVISION AND THEY WORK FOR ALL AGES!

THE MORE PICTURES YOU PUT IN YOUR MIND MAP THE BETTER!

START WITH A PICTURE IN THE CENTRE AND IDEALLY USE ONE WORD FOR EACH BRANCH AS YOU BUILD YOUR MIND MAP

TAKE A LOOK AROUND THIS SITE FOR EXAMPLES AND VISIT THE LINKS IN THE LINK SECTION AND READ BOOKS BY TONY BUZAN—THEY ARE EXCELLENT!

© Paul Foreman http://www.mindmapinspiration.com

During the lecture

- Concept Maps

JAMES COOK UNIVERSITY
AUSTRALIA
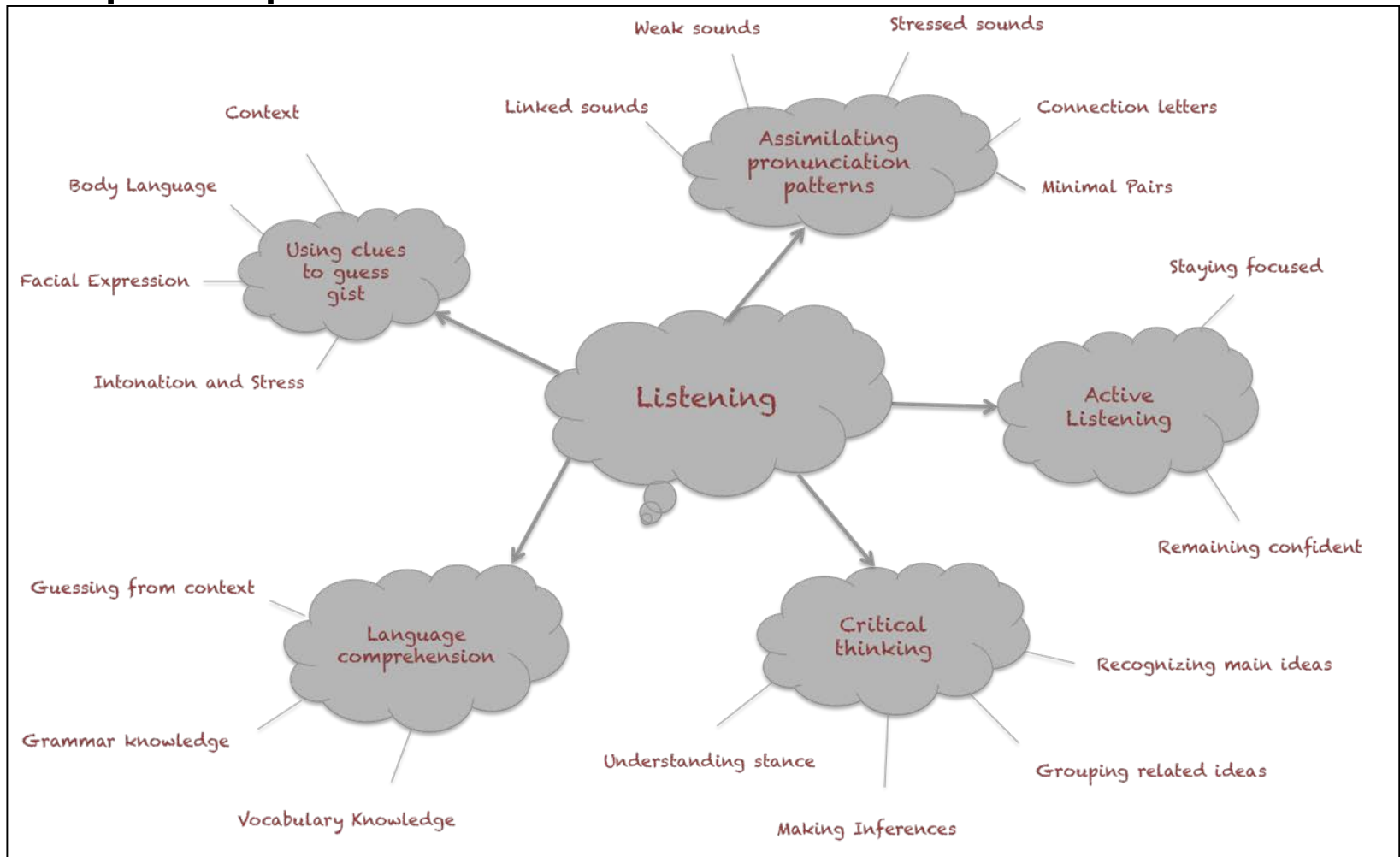
- ## Cornell Method

Re-write the key points after the lecture in the left column

Notetaking during the lecture

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Recall Clue Column	Record Column
	Propaganda Techniques in Advertising
Define "Propaganda"	<u>Intro</u> Propaganda used by politicians, writers. Also by advertisers. Def: Messages intended to persuade audiences to adopt a certain opinion.
List 4 common tech. used by advertisers	**Advertisers use propaganda.** 4 techniques common.
	1. Testimonial
	Def: Celebrities used to pitch idea, sell product;
	Audience associate star qualities of celebrity w/ product.
Define & explain "testimonial" technique	Ex. Michael Jordan sells Nike shoes
	2. Bandwagon
	Def: Encourages people to buy b/c e'one is doing it.
	Ads urge you to get on board; don't get left out.
Define & explain "bandwagon" technique	Ex. "All over America, people are switching to...."
	3. Plain Folks
	Def: Product associated with ordinary folks like you & me.
	Ads use "regular", next-door-neighbor types to sell product.
Define & explain "plain folks" technique	Ex. New mother in hospital uses Tylenol.
	4. Transfer
	Product associated with s'thing that is attractive or respectable.
	Car ads show gorgeous model - audience transfer feelings about model to car.
	Ads use patriotic symbols like bald eagle - audience transfers patriotic feelings to product, company.
Define & explain "transfer" technique	Ex. Wal-Mart claims to sell only made in USA products.

Advertisers use propaganda.
Propaganda = Messages intended to persuade audiences to adopt a certain opinion.
4 common propaganda techniques used by advertisers:
    1. Testimonial: celebrity endorses product.
    2. Bandwagon: everybody is buying product.
    3. Plain Folks: ordinary, non-glamorous people like us use it.
    4. Transfer: transfer feelings of admiration to product.

During the lecture

- Symbols for note-taking

Symbol	Meaning
=	equals/is equal to/is the same as
≠	is not equal to/is not the same as
≡	is equivalent to
∴	therefore, thus, so
∵	because
+	and, more, plus
>	more than, greater than

Symbol	Meaning
<	less than
—	less, minus
→	gives, causes, produces, leads to, results in, is given by, is produced by, results from, comes from
↗	rises, increases by
↘	falls, decreases by
α	proportional to
$\not\alpha$	not proportional to

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Notetaking Practice

- Step 1 – Choose a Note taking style
- Step 2 – Take notes
- Step 3 – Review your notes with a friend
- Step 4 – Look up any new words
- Step 5 – Add new information during review

Review Your Notes

- In your study period review your notes
- You should add more information
- You should use them to help guide your reading and research
- Lets look at one example together and check your notes

Post Lecture Tasks

Methods of: comprehension, retention and exam prep

- Review your lecture notes
- Is there anything you didn't understand? If so, you need to do some research
- Summarise the gist of the lecture in your own words
- Talk through the class with a friend:
  – What did you think was the most important point today?
  – Do you understand what was meant by …..“blah blah blah?”

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Study Techniques

Good Study Habits

- Study early and often
- Take one or two days rest each week
- Quiet study space – no phones, no devices
- Soft music or other white noise –Classical styles
- Study according to your [learning style](#).
- Break for 5 minutes every 30-60 minutes
- Study the hardest things first, move on to easier ones
- Spend more time on your weakest points
- Ask for help when facing difficulty
- Use your own words to simplify
- Review your notes on a regular basis
- Make connections between old and new information
- Take practice tests and look at previous essays
- Keep track of your study progress using a planner
- Quiz yourself about what you just studied

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Adapted from: http://www.educationplanner.org/students/self-assessments/improving-study-habits.shtml

Active or Reflective?

Active learners
- understand by doing
- try out and experiment with the new information
- enjoy group work
- Sitting through lectures with nothing to actually get involved in can be particularly difficult for active learners.

Reflective learners
- prefer to think before acting
- think first discuss later
- sitting through lectures can be difficult for reflective learners who often like to have some time out to think through new information.

Sensing or Intuitive?

Sensing learners
- concrete study methods
- careful, practical and patient
- like new knowledge to be relevant to the world
- like repetition and routine

Intuitive learners
- like to discover information themselves, in their own way
- innovative in problem solving
- dislike repetition
- dislike routine
- dislike memorisation

Visual or Verbal?

Visual learners
- understand by seeing
- pictures
- demonstrations
- diagrams
- charts
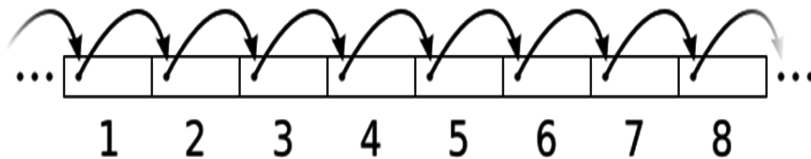- films

Verbal learners
- understand through words
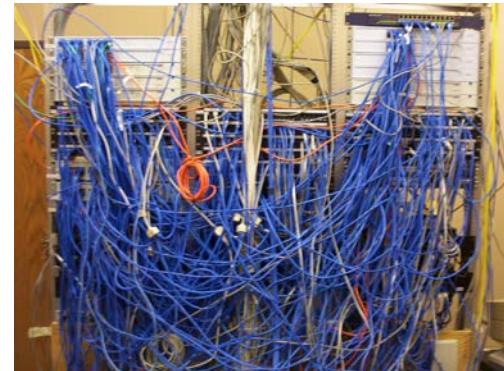- written
- spoken

Sequential or Global?

Sequential learners
- understand in linear steps (start to end)
- each step connects to last one

Global learners
- learn in large jumps
- absorb material in a random order
- notice connections after understanding the whole concept

Study Tips

Active Learners

- Form a study group
- Explain what you've learnt to someone else
- Write down what you think will be on the exam
- Write your own exam questions

Reflective Learners

- Write class summaries
- Reread your notes and think of further study questions
- Rewrite material in your own words
- Lecture in your head to an imaginary classroom, explaining all the key points
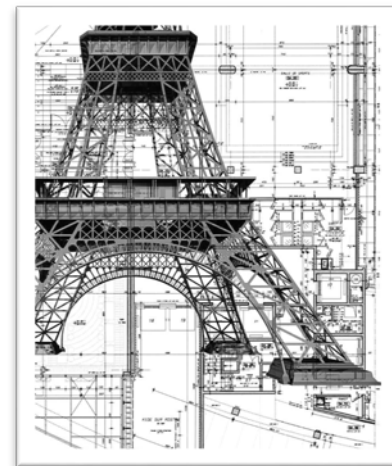
Study Tips

Sensing

- Apply concepts to a real world example
- Ask the lecturer for specific examples of concepts and procedures
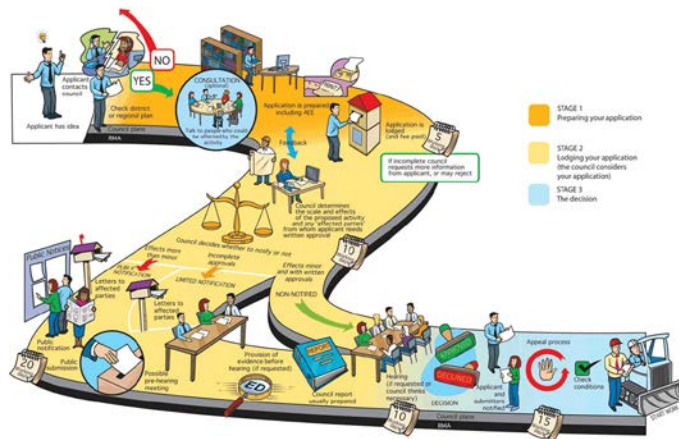- Research a real world case study

Intuitive

- Link theories and interpretations with factual information
- Think about wider application of theories
- Think in terms of problem and solution, how can you solve the problem?

Study Tips

Visual

- Find charts and diagrams which explain the information
- Watch videos that explain new concepts
- Draw concept maps

Verbal

- Write class summaries
- Outline new material in a logical step by step sequence
- Relate new topics to old ones
- Talk or write about your understanding of new topics you encounter

Study Tips

Global

- Think about the big picture – how does a theory effect the larger environment?
- When you study, skim read the chapter to get a wide understanding first
- Research the major theories or schools of thought on each topic

Sequential

- Break new information into steps
- Outline the logical order of each step
- Break each step into substeps
- Break down substeps into smaller steps if necessary
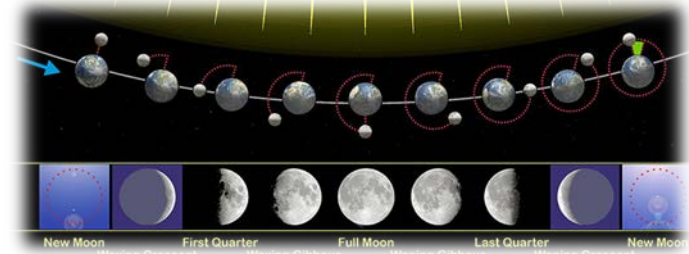
Top 10 Study Tips

1. Make a weekly study planner and keep to it. Make a semester planner with due dates.

2. Make a study guide for each subject using your notes from lectures, textbooks, journals, wider reading and so on. Regularly review it and organize it by topic.

3. Make a knowledge tree for each subject. Write key topics or issues (on 2 pages max). Put it on a wall so you will regularly see it. Add to it regularly as your knowledge grows.

4. Keep a copy of all the problem questions from lectures, textbooks and so on. Use these questions as exam practice.

5. Regularly review your notes – about once a week. This will help you realise any weaknesses in your understanding well before the exam period.

Super Tip!

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Top 10 Study Tips

6. Study for periods of 30-60 minutes with a 5 to 10 minute break.
7. Use multiple approaches to study. Teach a friend, explain a theory to your parents, do a practice exam, practice problem solving, rewrite your notes, make diagrams, make mnemonics and rhymes.
8. Make or join a study group for your subject.
9. Show relationships between ideas and theories by making a concept map.
10. Review the feedback on your assignments and try to understand why you received the marks you did.

- Super Tip:
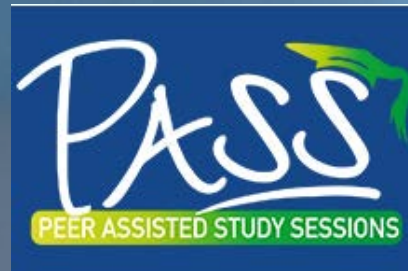
Review

1. Reading
2. Notetaking
3. Study Techniques

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Further Help

- Read your *Subject Outline* carefully
- Ask your lecturer or tutor (they mark your work, so they know)
- Learning Advice Desk (10-4pm Mon-Fri)
- First year students YourTutor (3pm – midnight Sun-Fri)
- Attend PASS (available in some first year subjects)
- Is there a Learning Advisor in your subject? Check your LearnJCU site
- Request advice from The Learning Centre (use "contact us" form on the website)
    - https://www.jcu.edu.au/students/learning-centre/contacts/contact-form