

# Pre session polls

#### What level of study are you?

- Access
- Level 1
- Level 2
- Level 3
- Postgraduate

# What would you consider is your main area of study?

- Arts
- Languages (English & other)
- Social sciences
- Business and law
- Science
- Engineering or technology
- Maths
- Health sciences
- Education
- Sports
- OTHER

# Have you been to any student hub live online events before?

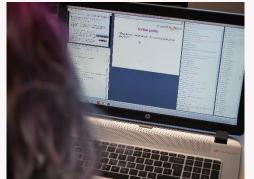
- No (I'm brand new!)
- No (but have listened to one or more recording)
- No (didn't have time)
- No (wasn't aware of before now)
- Yes any 2020
- Yes any 2021

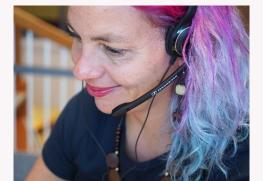


#### What are student hub live online sessions?

- All student hub live sessions are non modular and focus on skills relevant to study at university level
- Polls are anonymous to other participants but the chat box will have your logged in name associated with your comments during the live session.
- All online sessions are recorded and available to view on catch up on a public facing website.
- Slides are available to download during the session(not accessible on mobile devices) and from <a href="http://studenthublive.open.ac.uk/">http://studenthublive.open.ac.uk/</a>.



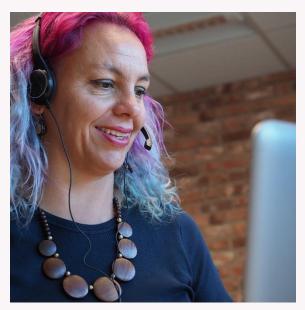




# student studen



Karen Foley is a lecturer at the OU, head of student hub live and chairs Y032. She also tutors in social sciences, psychology and science.



Isabella Henman is a tutor in science and health sciences at Access to level 2.

She normally talks at the online workshops but is supporting today



# Workshop

- This is going to be a structured workshop to help you get thinking
- We'll look at what is meant by note taking, including some different styles and methods, as well as key points for what needs to be included



# Session purpose

- Is for:
- Showcasing different ways to take notes
- Encouraging different approaches to note taking
- Provide a space to share ideas and connect with other students
- Is not for:
- Telling you what you HAVE to do
- Providing any module specific advice



#### Please be aware

- These sessions are large scale
- They are very busy
- There is lots of interaction
- They are not the same as other tutorials
- You can maximise slides on your own screen by clicking the icon





# Creative note taking



#### This was our advert...

Are you a keen note-taker or does the idea fill you with dread? Do you have stacks of highlighted notes that you never look at, or perhaps no idea what 'good' notes should look like in the first place? Note-taking is a key skill that helps us make sense of material, digest it and critically evaluate it, and also remember key points for exams or future use. Yet there is no 'right' way to take notes, and at this workshop we will show and share different styles of note-taking. If you would like to develop your own style, and perhaps share some of the note-taking techniques you have used, this workshop is for you.

We have a special guest, Jay Rixon, who had to develop her own way of note-taking – her ideas are inspirational and fun



# Initial polls

What is your main reason for coming along to this session?

(If you are on a mobile device remember you need to tap into the polling option)



To come back to these slides after completing a poll click on the share pod slides icon





# First thoughts

- What is the first thing you think of when someone says note-taking?
- Please use the short answer poll to give your ideas.



# Why do you take notes

- Sometimes we think we "should" take notes, but lets consider why they are useful
- A way to capture in brief form the important information so it can be reviewed later
- A way to process information and aid understanding
- A way to collect "things" in one place that may not be presented together (definitions or methods for example)
- A way to deconstruct or critically evaluate something



# **Exams and assignments**

- Notetaking for exams and assignments is very useful
- Knowing what you may need to know and how you need to deliver the task may have an influence on how you take notes
- Notes help you remember, process and critically evaluate information



# **Knowing what is important**

 When you take notes, how do you recognise what is most important?

 Please use the short answer poll to give your ideas. Remember that this is about learning so don't worry if you don't know as yet, as we will pick out some suggestions and then go on to describe others



#### Great notes are...

- Not a linear replication of the source
- Written in your own words
- The source should be clear –
  is this someone's theory, an
  authors interpretation, or
  your interpretation?
- Quotes can be useful but include a page number
- Show what is important
- Include relational information, links, similarities or differences





#### **Definitions**

- When reading a piece of text there may well be bold words which in OU parlance means that they come up in the glossary. Many modules will have them hyperlinked to the glossary
- Why not write your own definition and start building your own glossary?



# **Explanations**

- As well as individual words that need defining, there may be the things that need explaining.
   This means making it clear how the concept or fact or theory relates overall,
- Your notes may want to include your own explanation of your understanding,
- Remember to include relevant terminology



# Paper...

Traditionally notes are often done on paper









#### Poll time

Assuming your module is entirely or largely online, how do you go about making notes?

Please use the poll available to give some details about your methods and then we'll discuss some of those.



#### **Poll time**

Before you heard some of the ideas on the previous slide had you ever considered changing the method you use to make notes?

- Yes
- No

Maybe now you have some more ideas you could explore other options. ©



# Use the module resources

Activity 3.2 What does work mean to you?
This activity should take about 20 minutes
This activity has two tasks
Task 1
Make notes in the text boxes or, if you prefer, in your learning notebook, in answer to the following questions. You only need to write a few words or a sentence for each answer but do spend a couple of minutes thinking about and reflecting on your answers. You don't need to worry about making your answer perfect; this is just a chance to think about your own views.
What does 'work' mean to you?
Save Reset
What 'work' do you do now, or have you done in the past?
Save Reset



#### Check for note maker files

Module > resources (if they exist)



#### Topic note maker files

These are Word files that you may, if you wish, use to make electronic notes on each topic. Save these note maker templates on your computer and write your notes between the headings.

 These have a list of all of the subheadings in the topic and then allow you to make your own notes against those subheadings on your own computer



# **Existing resources**

- Student home help how to take notes
- https://help.open.ac.uk/how-to-take-notes
- Student home help critically reading information
- https://help.open.ac.uk/critically-processing-whatyou-read
- Student home help-making notes online
- https://help.open.ac.uk/making-notes-online



#### **Creative ideas!**

 Jay is now going to talk through some more ideas for us





# Mind maps

- Have you ever tried using mind maps?
  - Yes
  - No



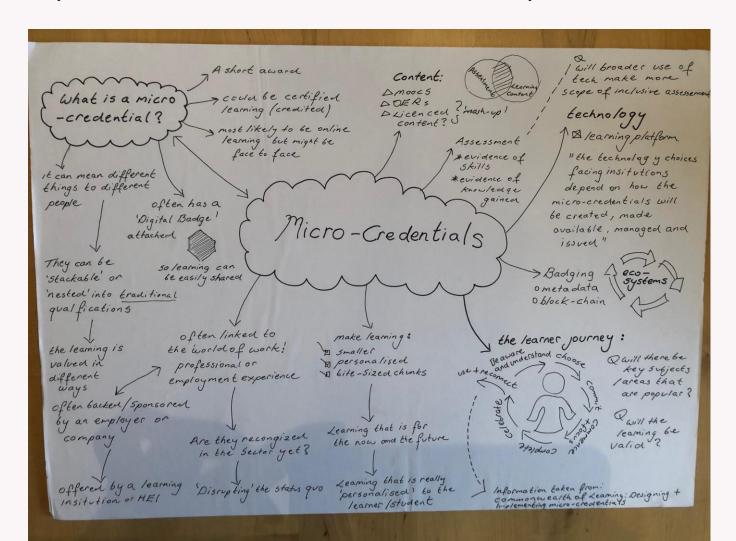
# Mind maps

- These can be a good way of identifying key themes and making links,
- They don't have space for lots of detail,
- Think of them as sub headings or themes



# Mind maps

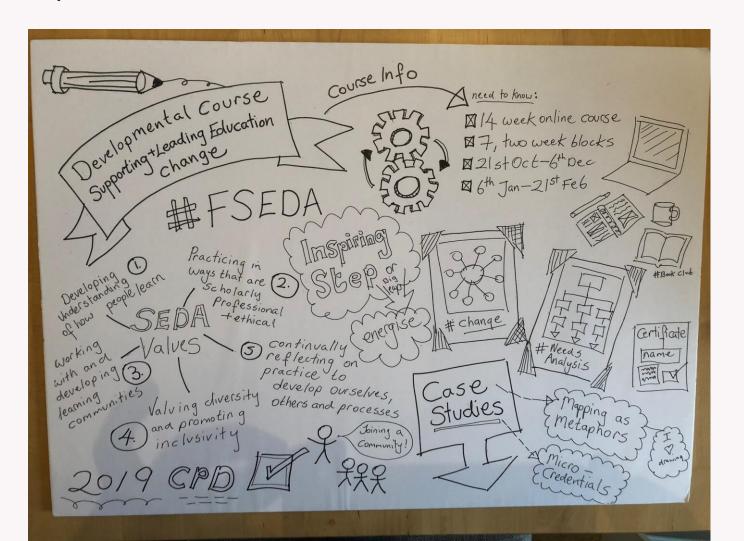
Example of notes as a mind map





# Doodle style

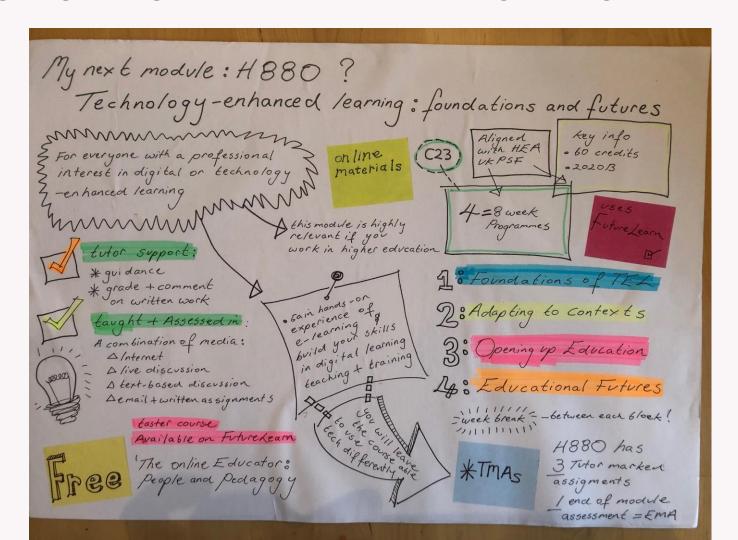
Example of notes as doodle





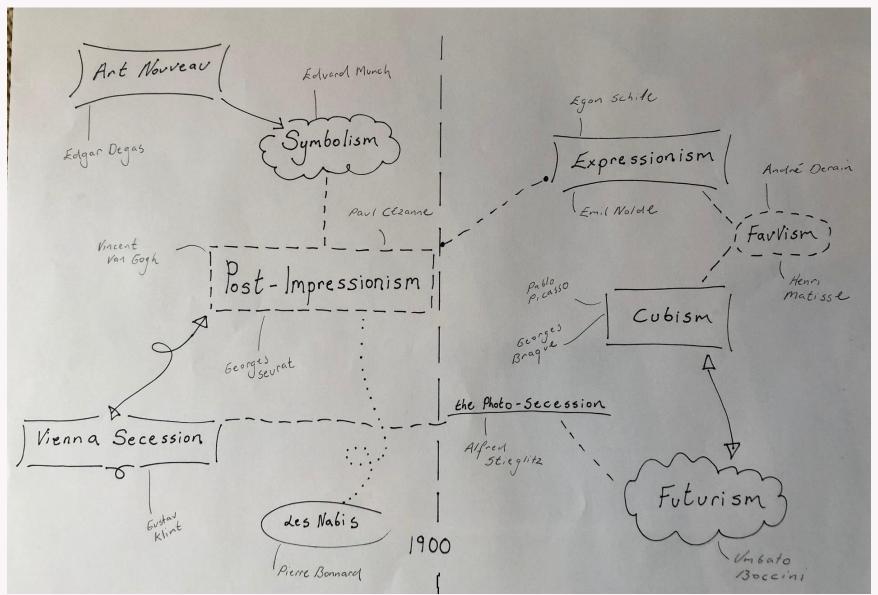
# Using colour

Highlighting and differentiating using colour



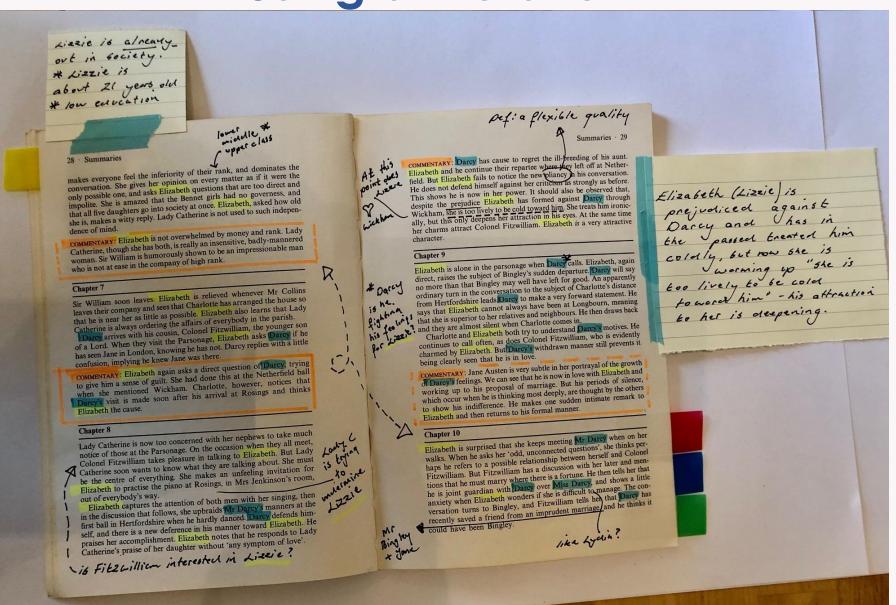


# Using line diagrams





# **Using** annotation





# Discussion activity

- There will be 2 specific questions in chat pods for you to explore some of the elements we have discussed further.
- I am successful at making notes when...
- I am going to explore my Note-taking further by...
- You are welcome to add your thoughts and we will then pick up some of the themes and talk through them.
- Chat does have names on but the recording will be anonymised so you will appear as 'user number'



# Take home message

- Note-taking is not about copying out all of the information
- Note-taking is about identifying key themes and facts
- It does take practice and it is worth exploring different methods to see which one works for you



# Final poll

What do you feel is the main thing you will take away from this session?

# **Upcoming sessions**





# 18th May 1pm exam workshop

Pre autumn module start sessions begin end August and run through September

Details and booking information from <a href="http://studenthublive.open.ac.uk/">http://studenthublive.open.ac.uk/</a>

Past student hub live online study skills sessions <a href="http://studenthublive.open.ac.uk/">http://studenthublive.open.ac.uk/</a> and subscribe for events as they are announced. Send us feedback at <a href="mailto:studenthub@open.ac.uk">studenthub@open.ac.uk</a>



