

# This was our advert...

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- 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.

# First thoughts word cloud

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- Using the option to type in where it says enter word here say **What do you think of when someone says Note taking?**
- Note that these need to be single words rather than phrases, if you press the space button your first word will go through

# Why do you take notes

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- 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
- Help future you

# Exams and assignments

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- 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
- Note taking engaging other senses like spatial awareness, colour and motion
- It's active learning

# Knowing what is important

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- 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...

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- 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

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- When reading a piece of text there may well be bold words 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

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- 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...

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- Traditionally notes are often done on paper



## Poll time

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What's your strategy for taking notes?

# Note taking process


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- What is your purpose for taking notes?
- What are you going to use them for?
- What are your main topic questions?
  
- Decide note taking method
- Go through material to find outline concepts
- Make a skeleton for your notes
- Read and note take – fill in your skeleton
- Make sure you tag them with locations
- Store notes with good filing system

# 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

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- 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

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- 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-what-you-read>
- Student home help-making notes online  
<https://help.open.ac.uk/making-notes-online>
- Open learn mindmapping  
<https://www.open.edu/openlearn/mod/oucontent/view.php?id=98670&section=unit6.3>

# Which of these have you used?

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You can choose as many as you like.

- Mindmaps
- Spider diagrams
- Sun diagrams
- Line diagrams
- Flow charts
- Doodles
- Plain text
- Colour
- Sticky notes
- Other use chat box

# Mindmaps - introduction

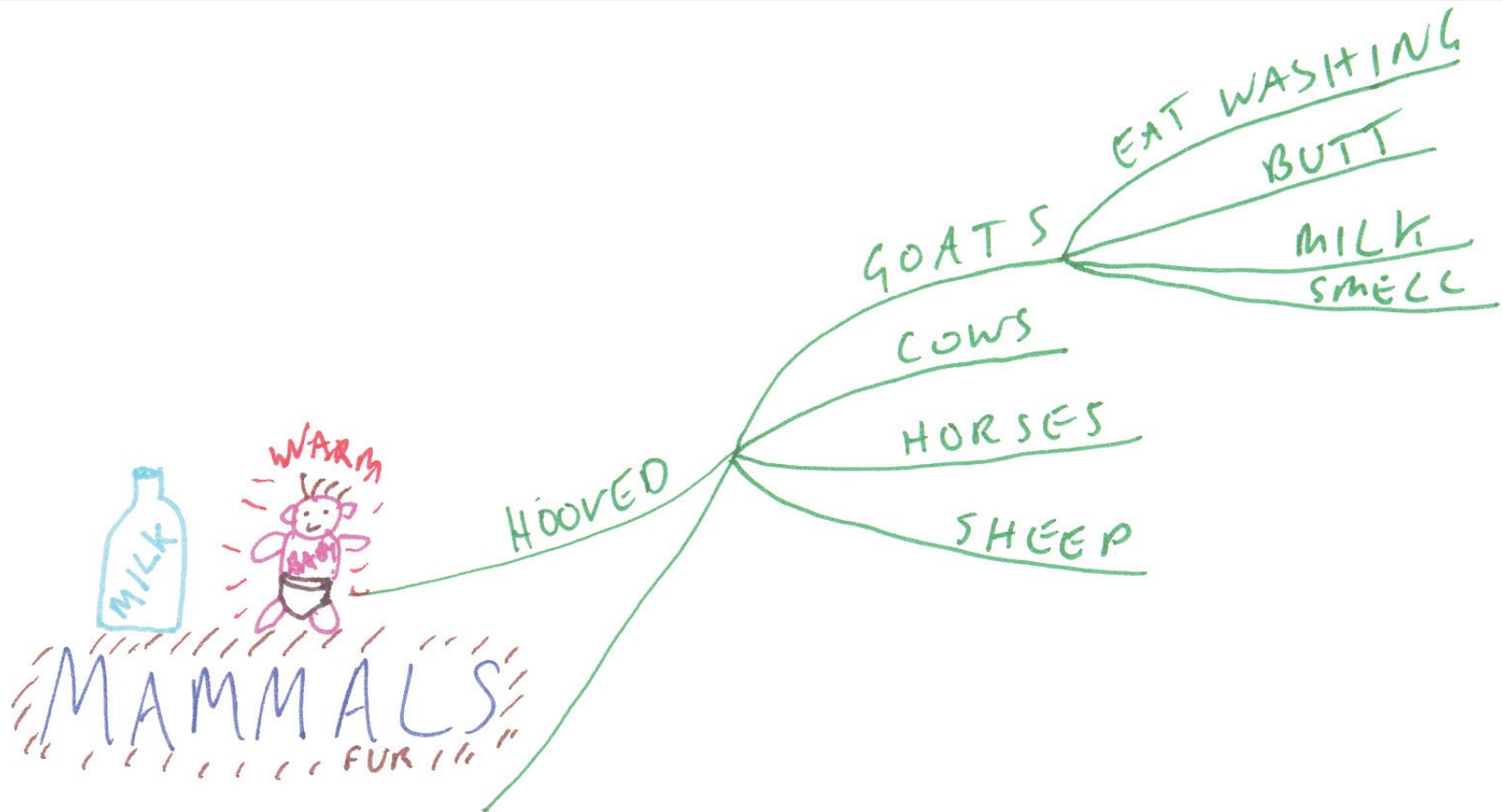
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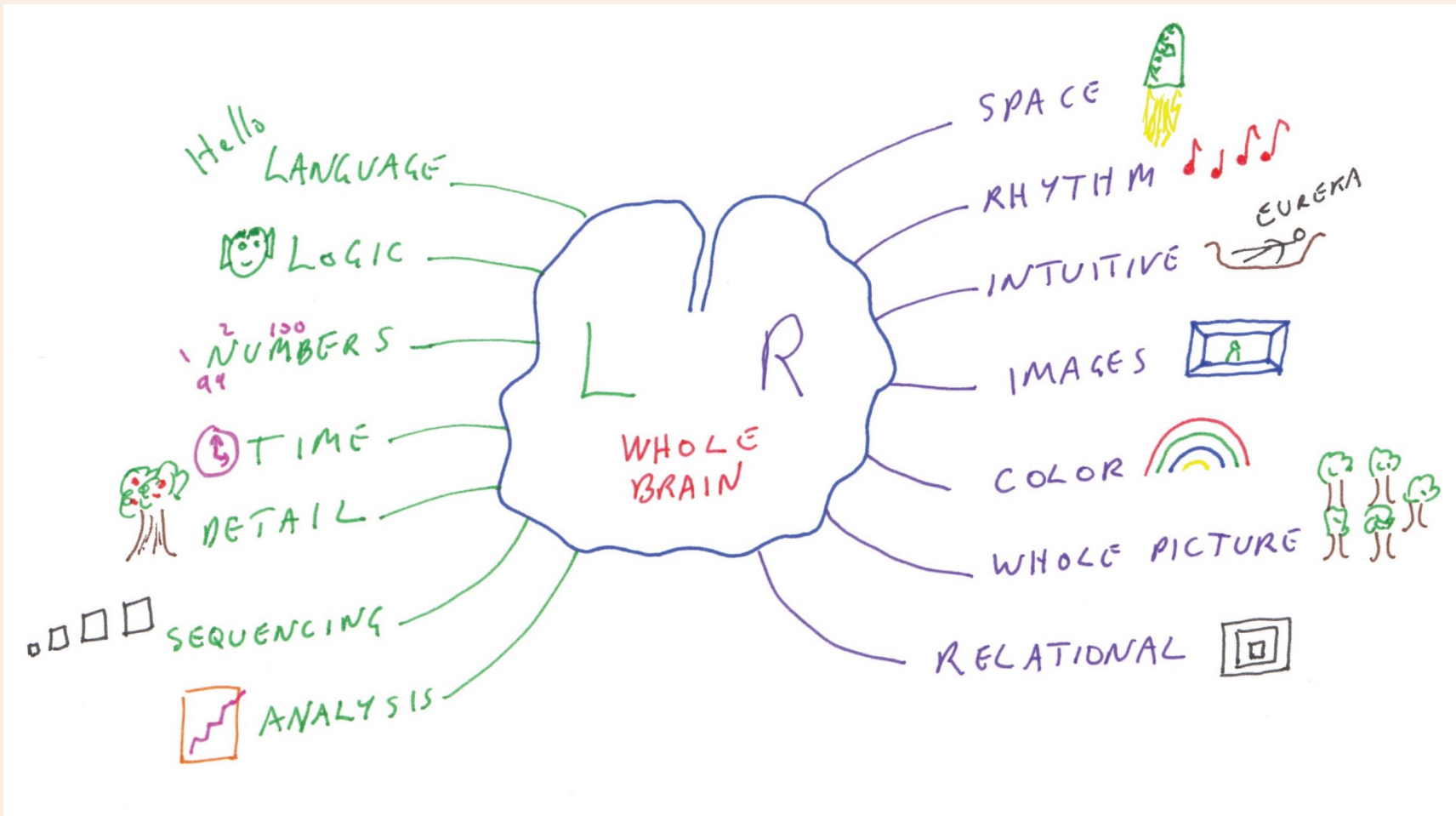
- These can be a good way of identifying key themes and making links,
- They don't have space for lots of detail,
- Think of them as sub headings or themes



# Hierarchy of ideas



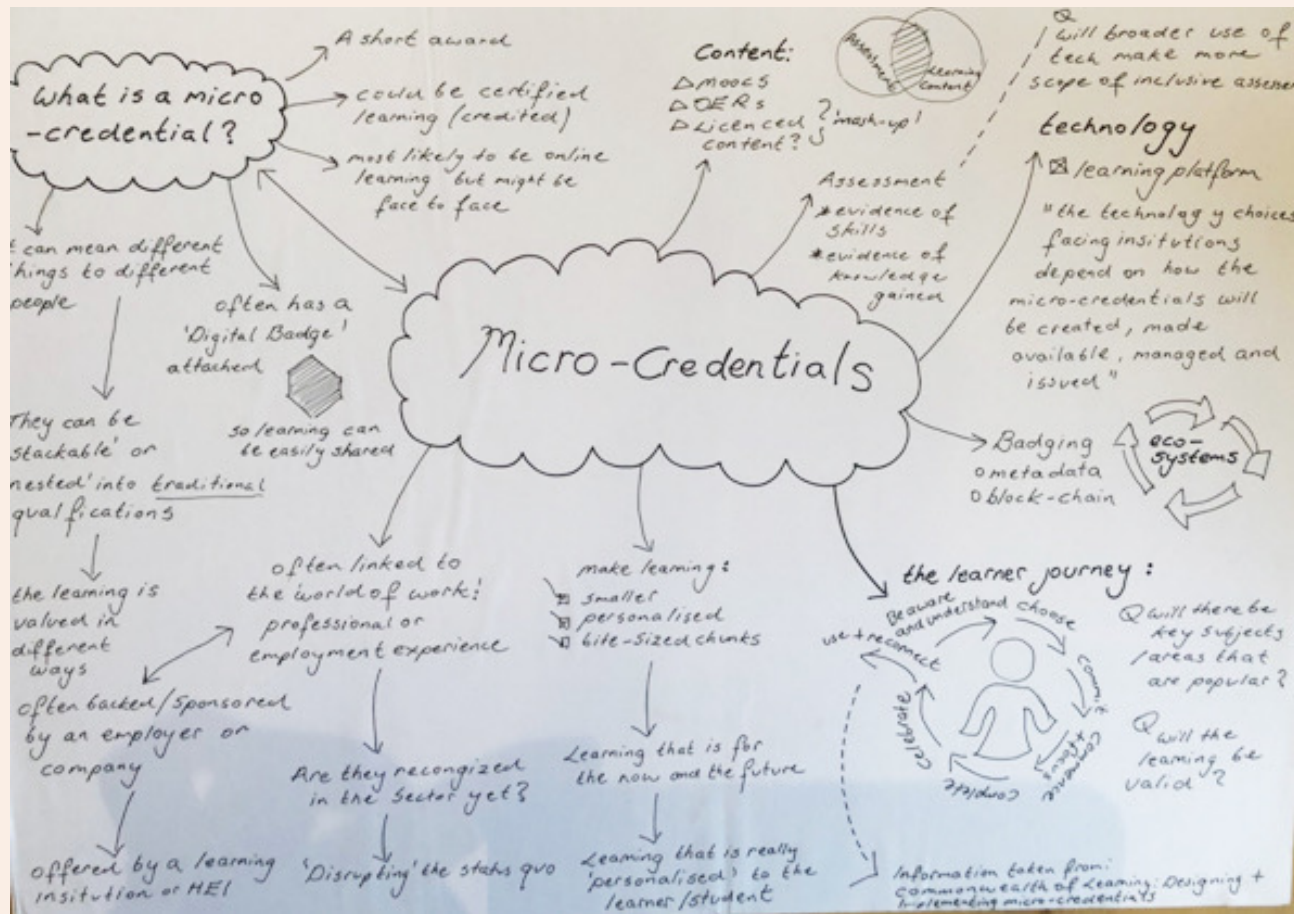
# Whole brain thinking



# Mindmap example

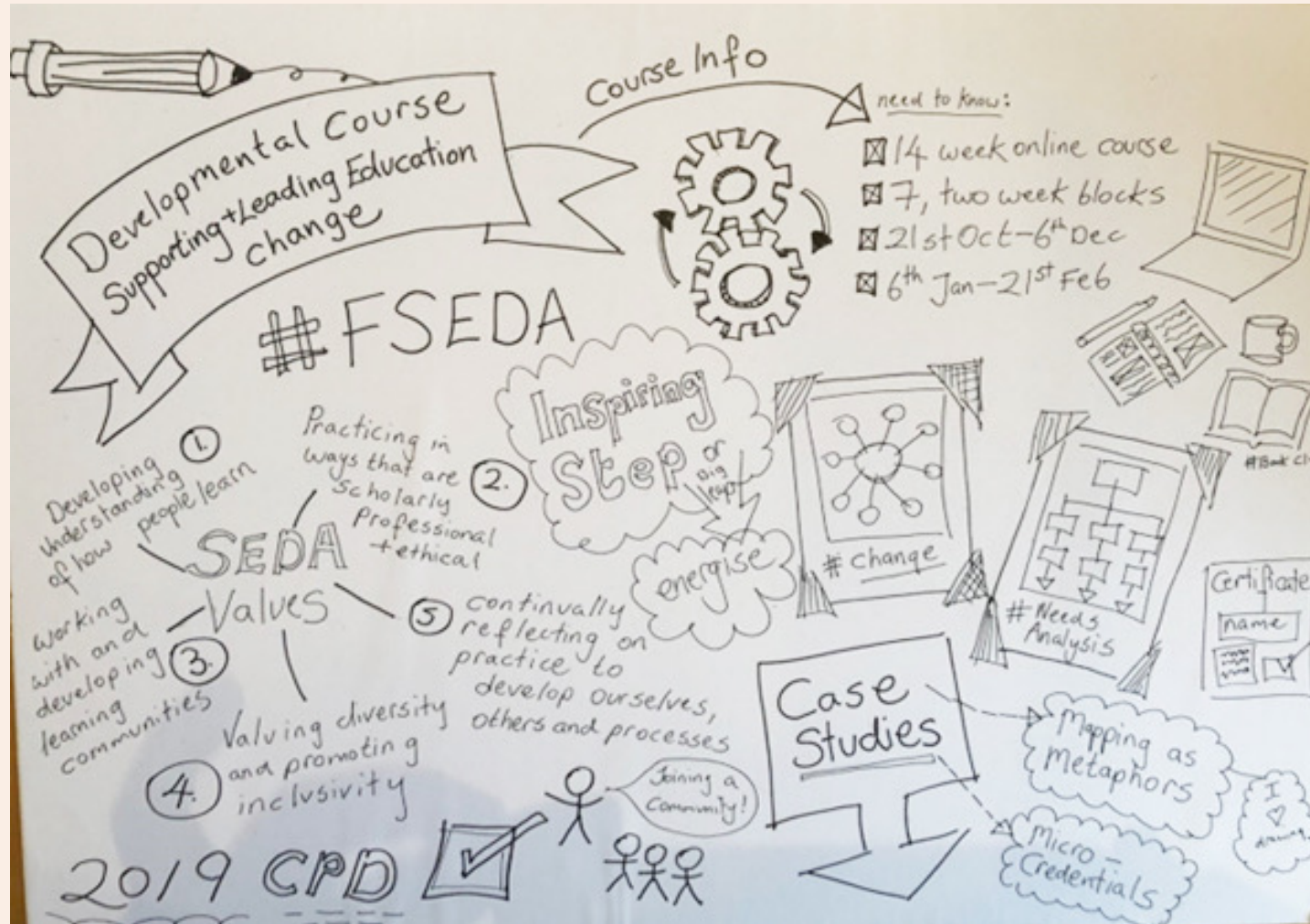
- Jay Rixon blog

<http://www.open.ac.uk/blogs/StudentHubLive/index.php/2021/05/13/creative-notetaking-why-it-works-for-me/>



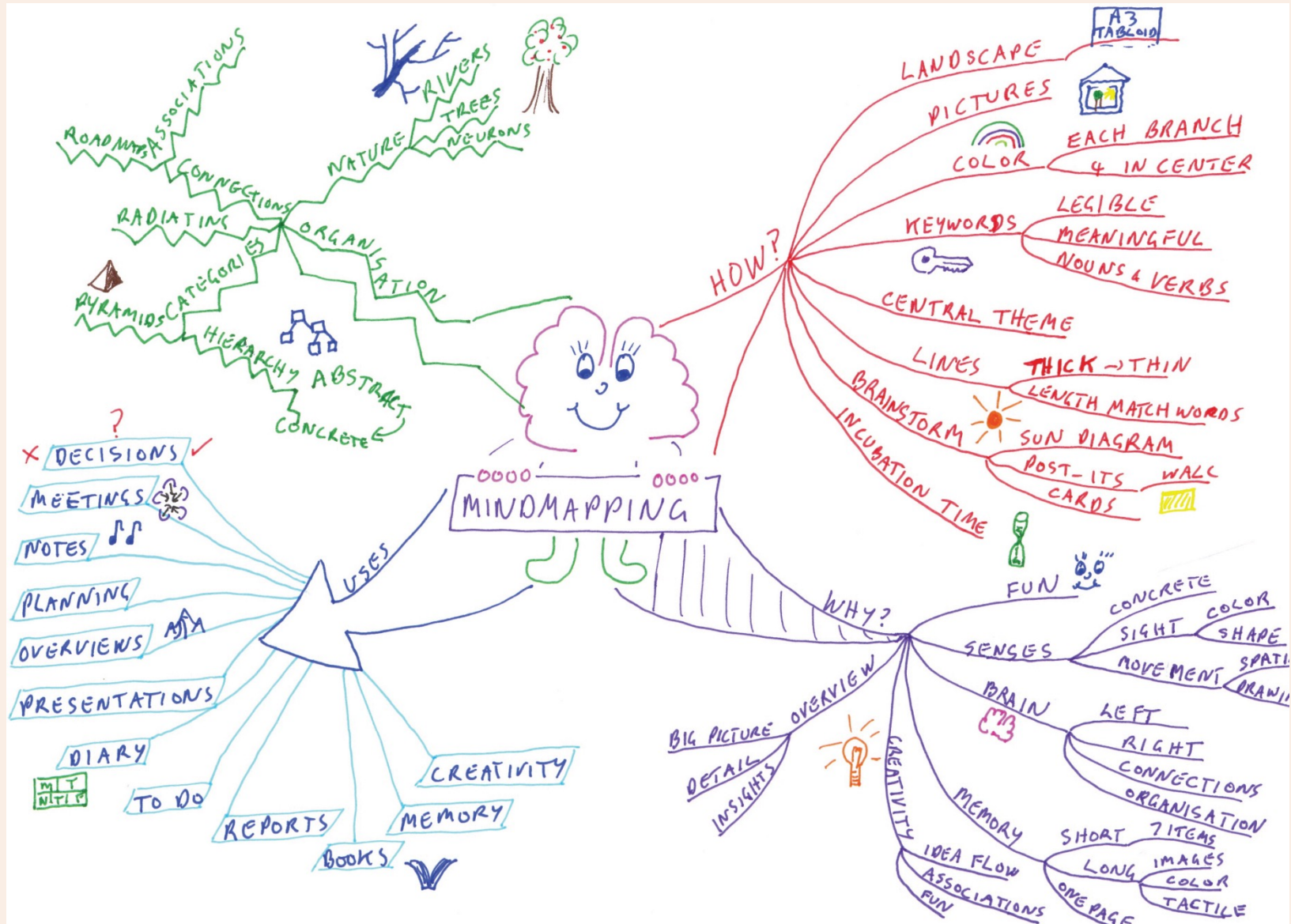
# Doodle style

- Example of notes as doodle

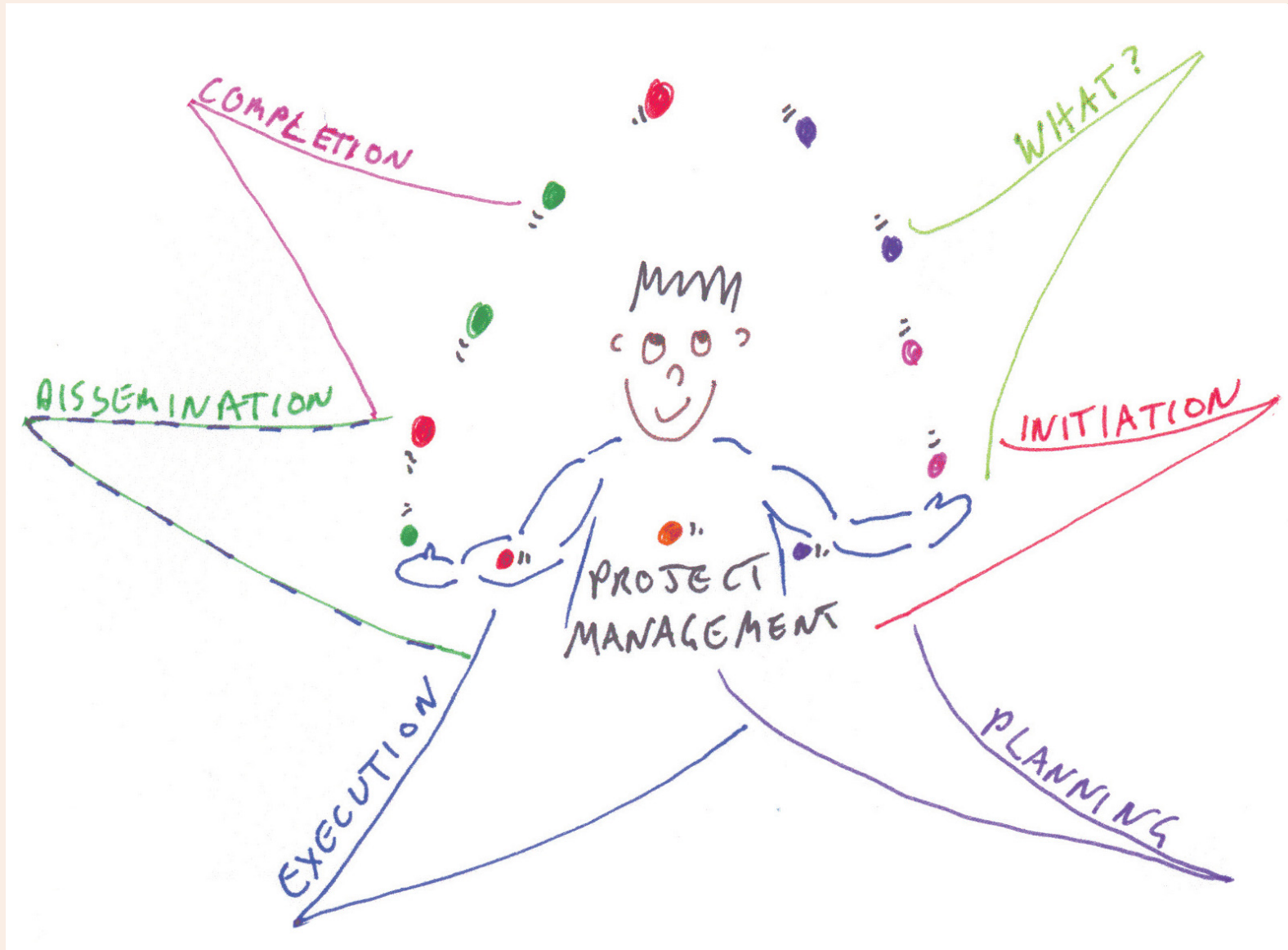




# Using colour mindmapping

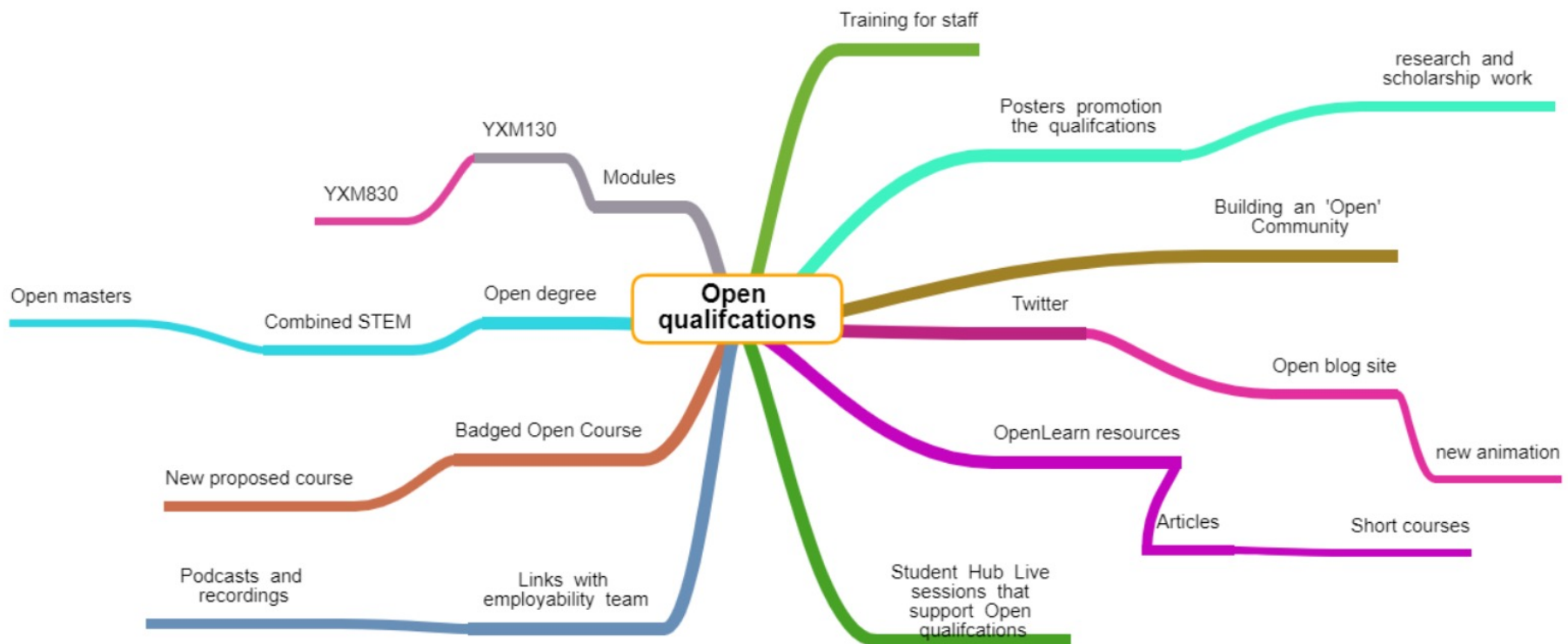


# Skeleton



# Mindmaps

- Example of notes as a mindmap



# Poll

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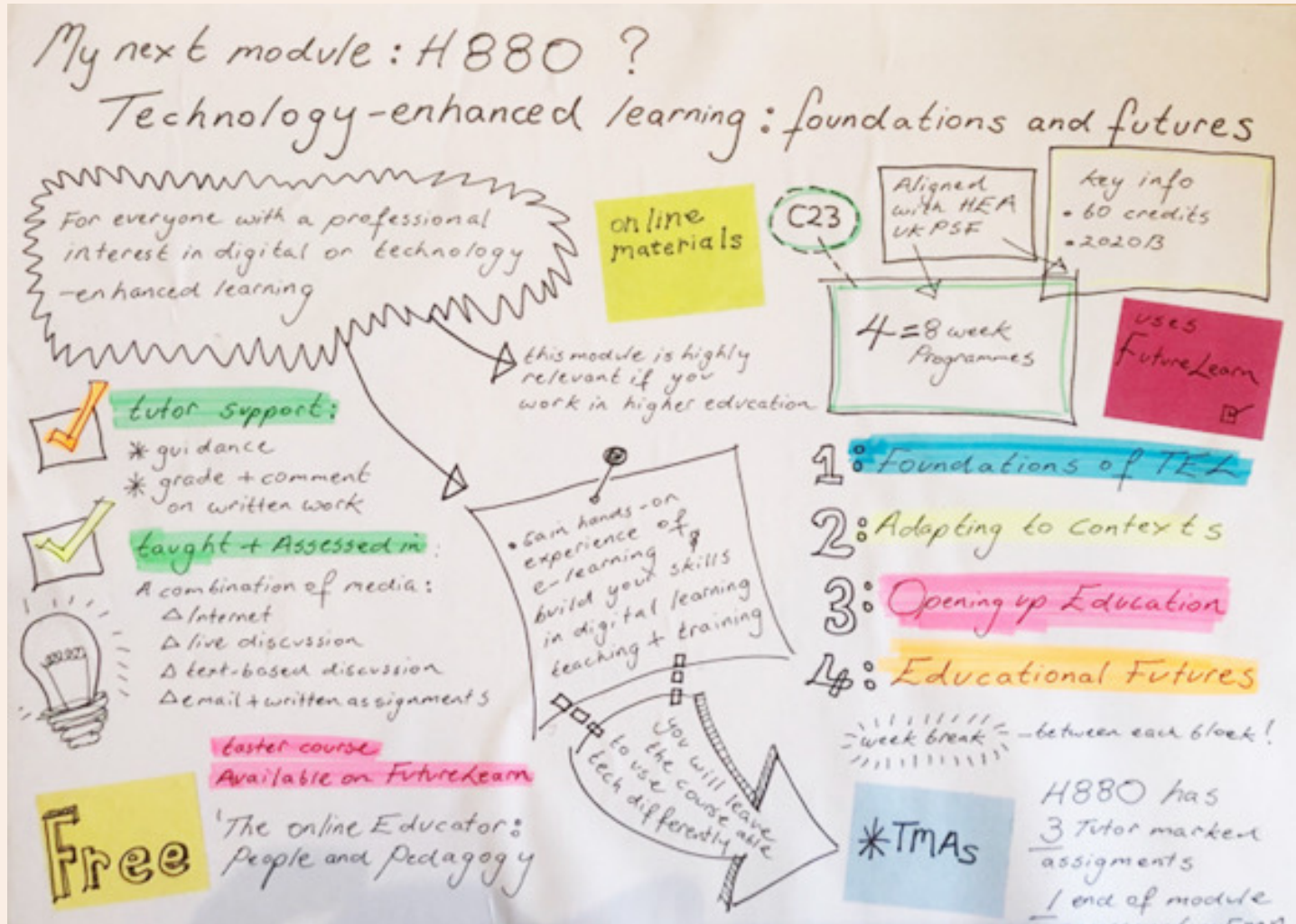


- How do your notes help you make connections?



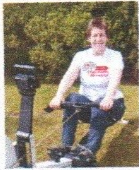
# Using colour

- Highlighting and differentiating using colour



# Transparent sticky notes

## academic community



Margaret Greenhall is a study skills specialist. She has applied the same skills as you'll use in writing essays to write a book. She tutors on science level 1 courses. Her hobbies are rowing and Lego.



Lucy Anderson is an OU tutor at undergraduate and postgraduate levels. She puts the critical evaluation skills she learnt as a research scientist to good use preparing module materials, exams and assignments. In her spare time, Lucy is found covered in mud either with her horse or on the allotment.

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to help you get thinking about how and why you take notes

- We'll look at a range of ideas for creative note taking
- There is a lot of interaction so please be ready to answer polls (questions) or add to chat pod during the session
- You'll get the chance to discuss further and ask additional questions at the end

2

## Online workshop basics

- 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 (may not be accessible on some mobile devices) and from <http://studenthublive.open.ac.uk/>.

Transparent  
Stickers

## Mobile users

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

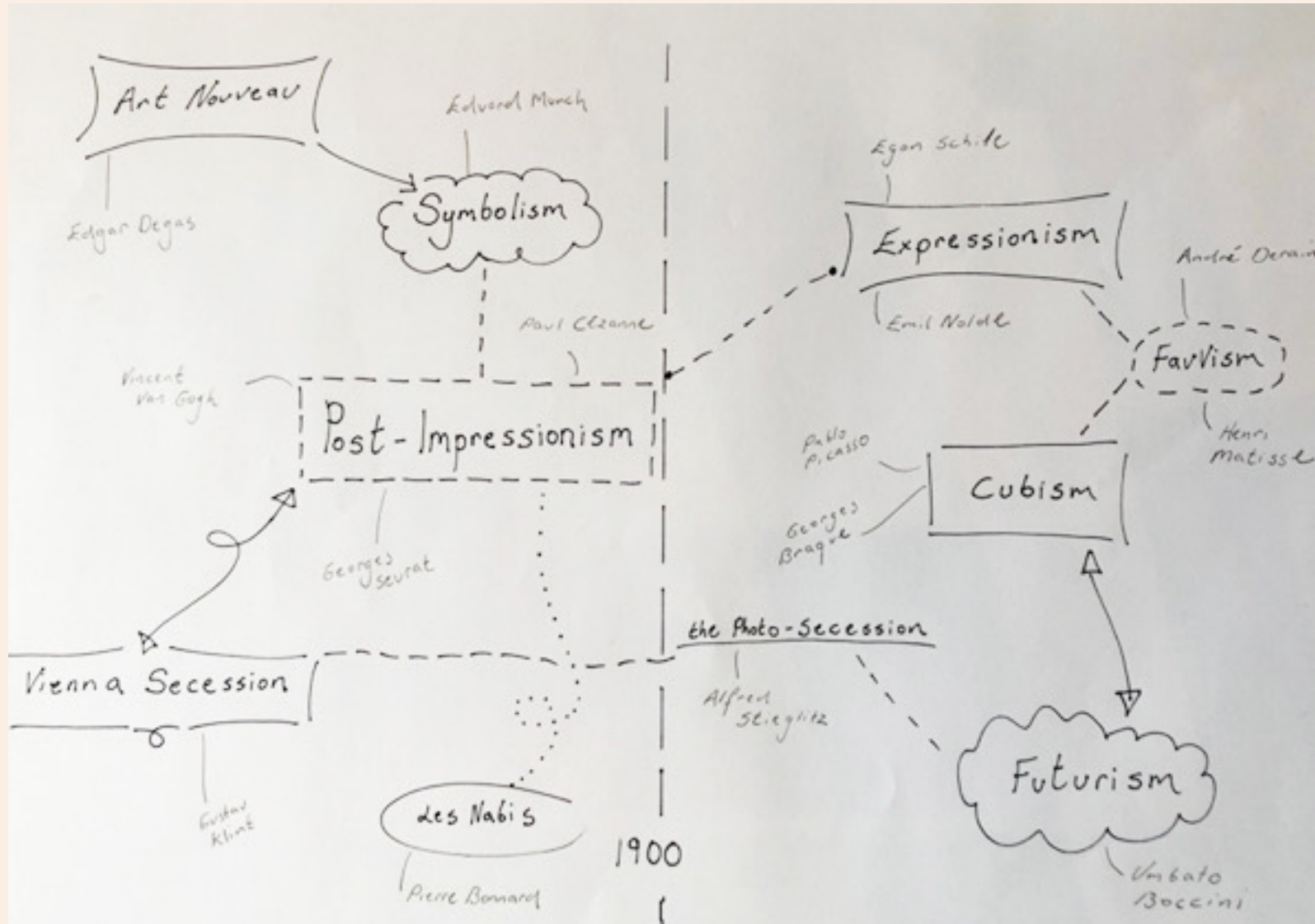
Chat pod icon



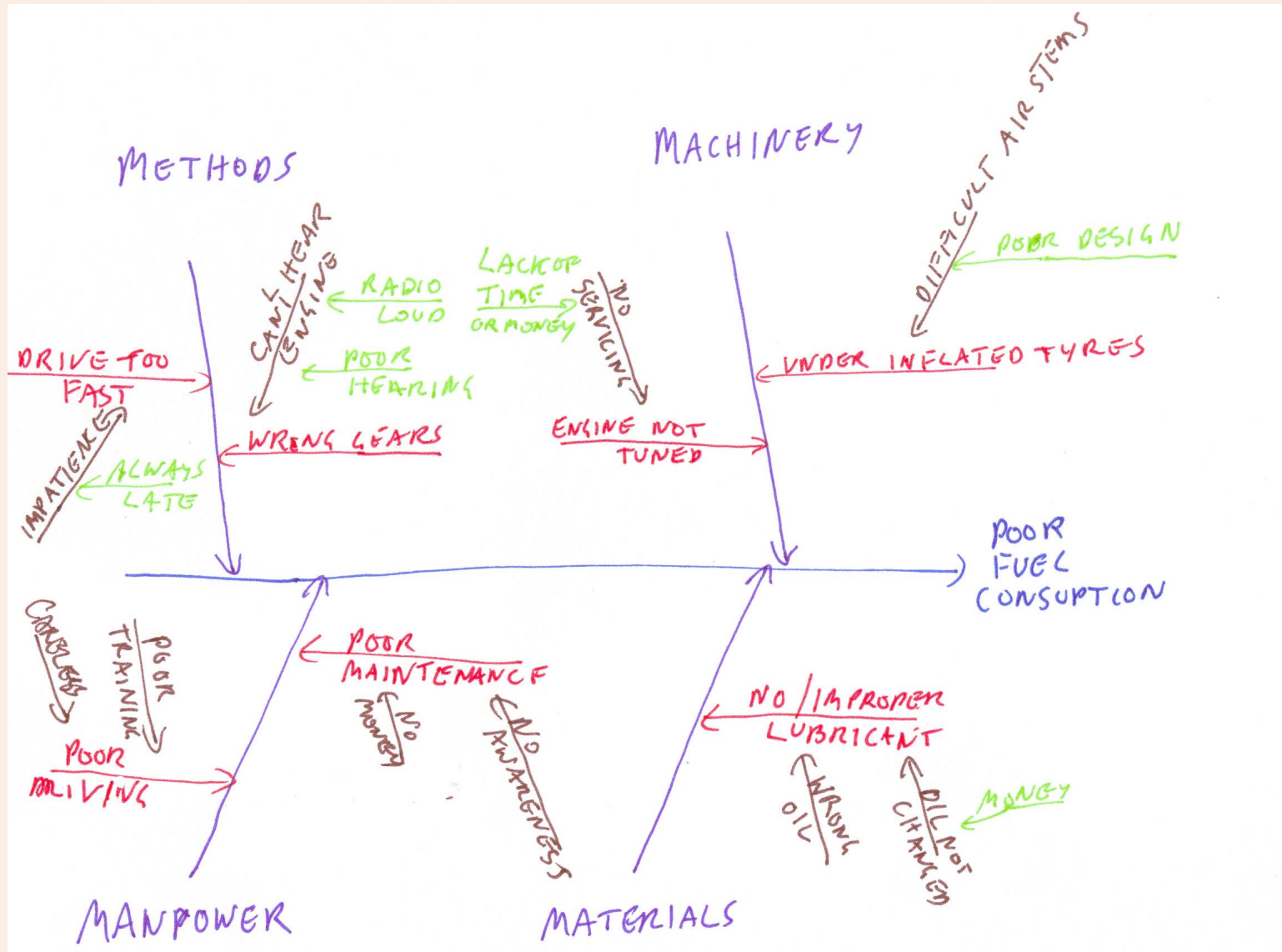
# Using System Maps



# Using line diagrams



# Horizontal line diagrams



# Ideas tower

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Penthouse Summary		
Ground floor questions		
Title	Basement details	
Author	ISBN Pub	Date read Pages read

# Poll

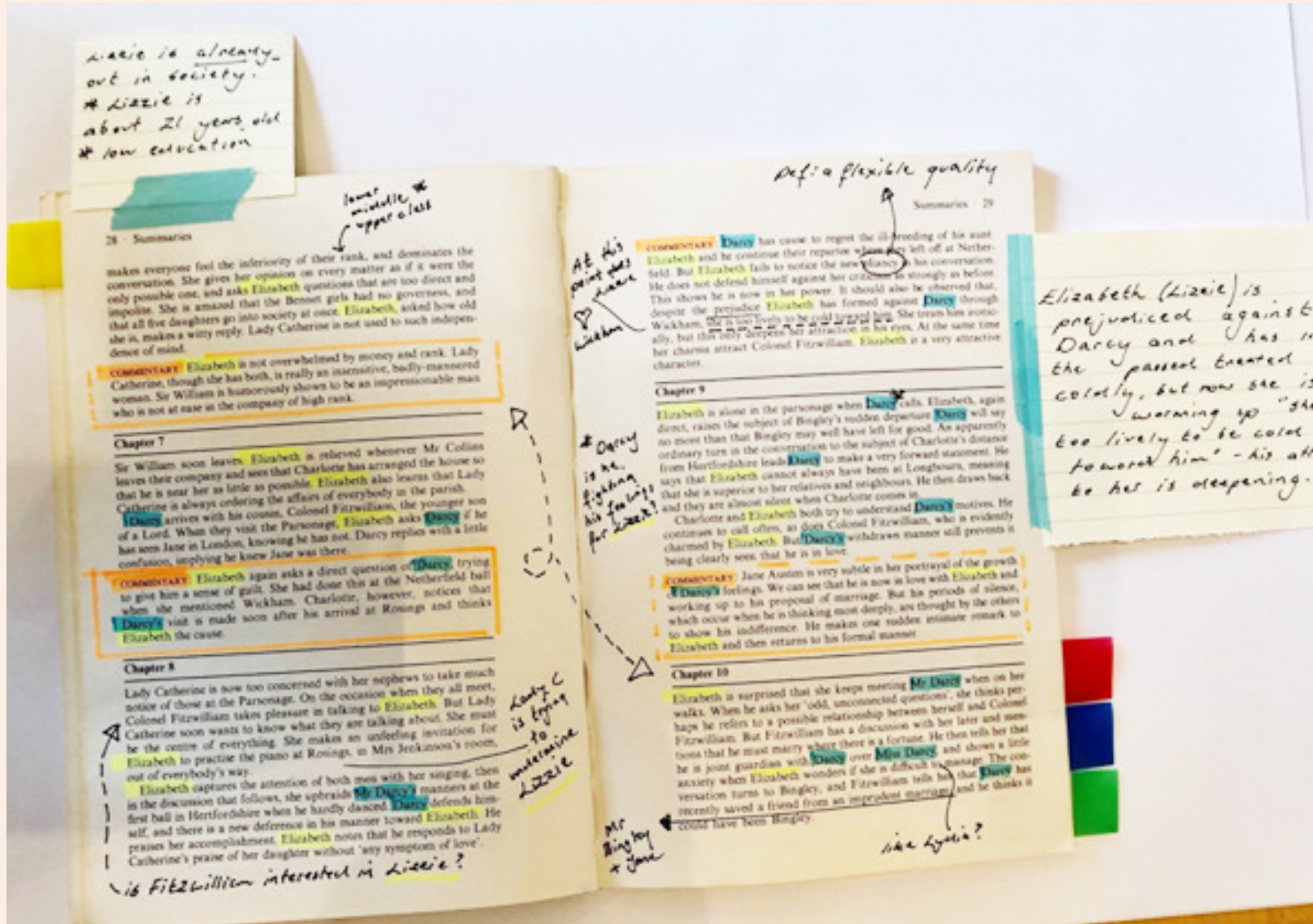
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How do you interact with your course materials?



# Using annotation





Module>> resources>> pdf or word version

that you make (the 'Results') in an electronic lab notebook using a template provided. From these observations you will draw some conclusions about the factors that produce different 'igneous rocks'.

check dates

## 2.1.1 Preparing for the crystallisation activity

You need to plan when you will do the activity. Your tutor will help organise the members of your tutor group so that you don't all do exactly the same experiment, ensuring that some people use table salt and others use sugar or sodium bicarbonate. Between you all,

# Poll

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How do you get an overview?

# Big picture

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- Choose review note structure
- Brain dump
- Make a skeleton
- Fill in the data

# Brain dump

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- Huge amount of data
- Don't know what is relevant
- Or how it connects
- Need to dust the corners of your brain

## Rules:

- Sets of 8 ideas
- No censorship
- No organisation
- Wait a day to organise

# Post its

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Piles of 8 post-its

Rules:

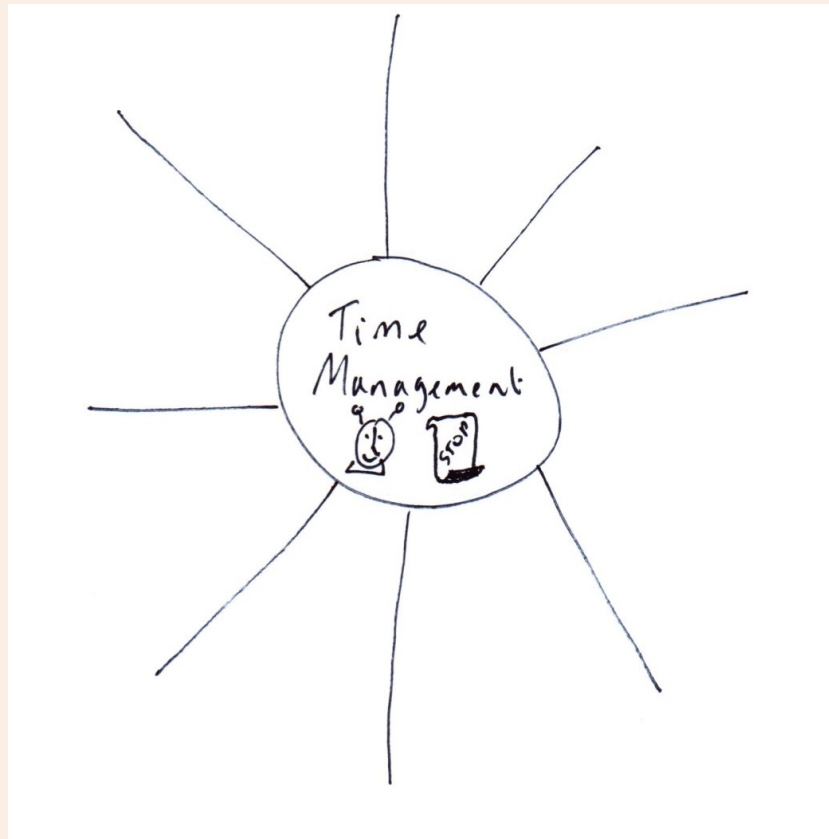
Once you start a pile use them all

One thought per post-it

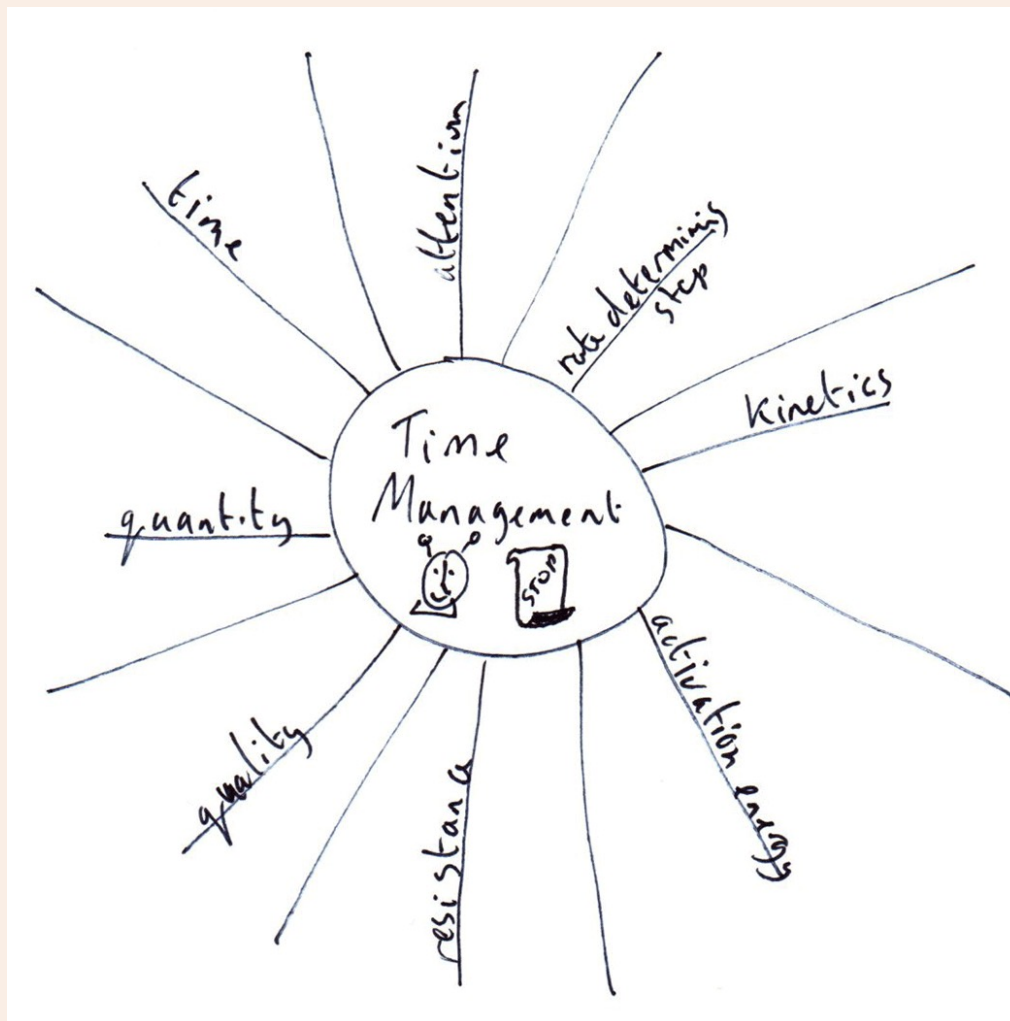


# Sun diagram step 1

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# Sun diagram step 2



# Sun diagram end





# Poll

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Do you use any note taking software?

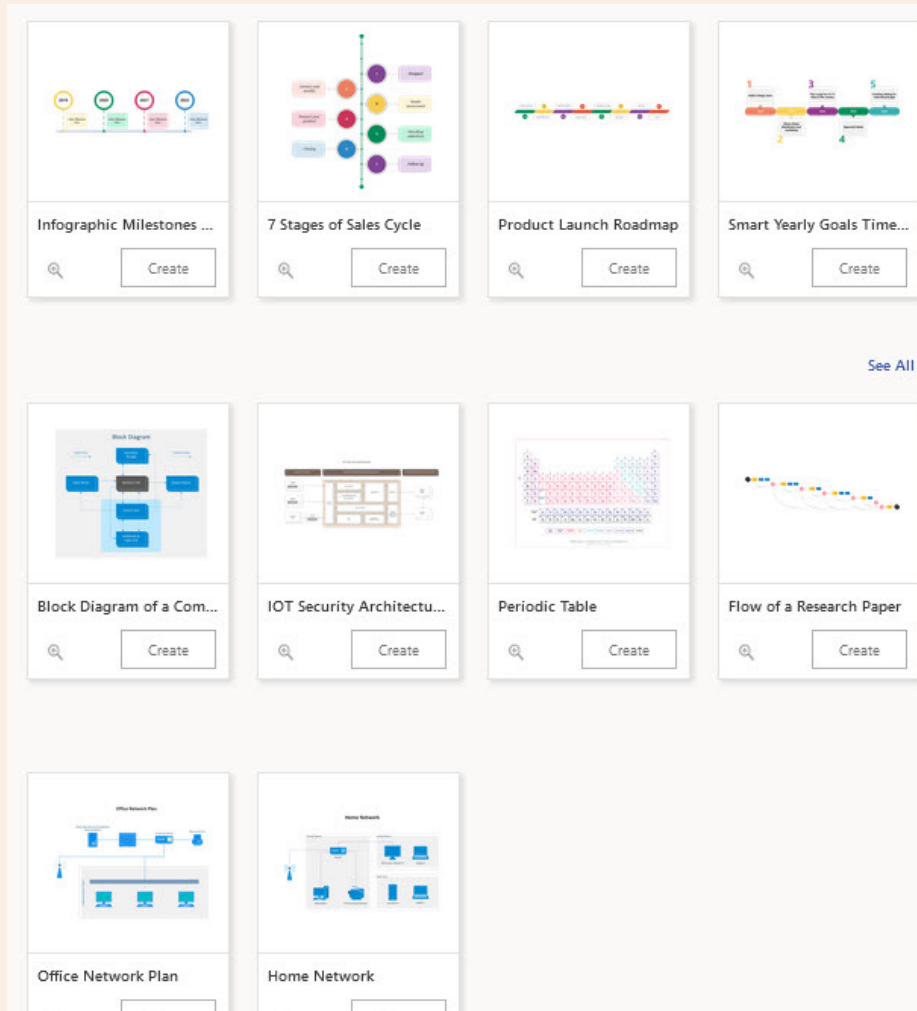
# Online

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- [www.office.com](http://www.office.com)
- Sign in using OU ID
- Nine dots top left
  
- Visio
- Whiteboard
- Onenote

# Online



Infographic Milestones ...

7 Stages of Sales Cycle

Product Launch Roadmap

Smart Yearly Goals Time...

Block Diagram of a Com...

IOT Security Architectu...

Periodic Table

Flow of a Research Paper

Office Network Plan

Home Network

See All

## Visio

<https://www.youtube.com/watch?v=O2pVs2TsnrM>

<https://mcmw.abilitynet.org.uk/>

## Whiteboard

<https://www.youtube.com/watch?v=ElcsIEYICVU>

## Integrate with onenote

[https://youtu.be/gO5Hk3hNrKU?si=t0Jf5f2Lkt\\_FwpdX](https://youtu.be/gO5Hk3hNrKU?si=t0Jf5f2Lkt_FwpdX)

Hello

Words

- **Rocketbook**

- <https://www.amazon.co.uk/Rocketbook-Everlast-Executive-Endlessly-Wirebound/dp/B06ZXWVZ3X>
- <https://getrocketbook.co.uk/pages/how-to-use-the-rocketbook-app>

- **mindmaps**

- <https://coggle.it/?lang=en-GB%2011>
- <https://www.mindmaps.app/>
- [https://freemind.sourceforge.net/wiki/index.php/Main\\_Page](https://freemind.sourceforge.net/wiki/index.php/Main_Page)
- Mind mapping Tony Buzan

## Discussion activity

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- 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

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- 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





# Feedback please

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Please use the following link to provide feedback to help the studenthublive team to continue to improve what we do

<https://forms.office.com/e/j1Cj7SEiib>

# Upcoming sessions

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- 06-Jun 7pm Critical thinking (Introductory)
- 11-Jun 11am Support and Wellbeing for Student Carers
- 13-Jun 7pm Critical thinking (Intermediate)
- 17-Jun 6.30pm Generative AI: who's the expert?
- 18-Jun 7pm SHL End-of-year party!
- 19-Jun 7pm Critical thinking (Advanced)
- 20-Jun 11am Why studying sustainability can open opportunities
- 26-Jun 11am Equality, diversity, and inclusion in the FASS
- 26-Jun 7pm Learning from feedback
- 27-Jun 7pm Applying other people's ideas with confidence

Details and booking information from  
<http://studenthublive.open.ac.uk/>

Past student hub live online study skills sessions [here](#)

Visit us at <http://studenthublive.open.ac.uk/> and subscribe for events as they are announced. Send us feedback at [studenthub@open.ac.uk](mailto:studenthub@open.ac.uk)