

# 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?

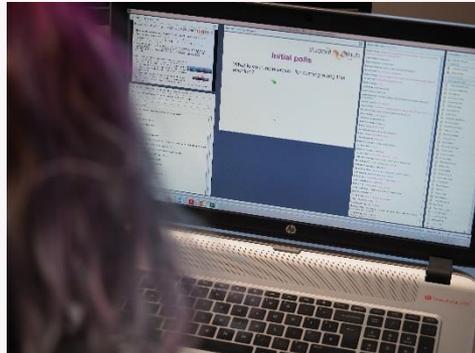
- Arts
- Languages (English & other)
- Social sciences
- Business and law
- Science
- Engineering or technology
- Maths
- Health sciences
- Education
- Sports
- OTHER

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

- No (I'm new to SHL!)
- No (but have listened to one or more recordings)
- No (didn't have time)
- No (wasn't aware of before now)
- Yes any spring 2022
- Yes any earlier

# 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 <http://studenthublive.open.ac.uk/>.



# student hub live is the OU's live online interactive platform to support 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.



Amanda Smith is a tutor of law modules at levels 1 and 2 law modules. She writes literature reviews for research papers – which are just really long essays! Out of the office, she is a ballroom dancer.

# Workshop

- This is going to be a structured workshop to help you start thinking about essay planning
- It is not subject related as we have people from all over the university on the session
- There is a lot of interaction so please be ready to answer polls (questions) or add to chat pod during the session

# Session purpose

- **Is for:**
- Covering general advice about essay planning
- Giving some ideas for how to plan
- 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
- Chat may be off topic – that's OK
- You can maximise slides on your own screen by clicking the icon



# Please

- Do NOT share any personal information in the chat pod during the session
- On the recording names will be anonymised to user number
- However if you type anyone's full name or any other personal information in the chat pod it can be seen by everybody and it would also show up on the recording

# Initial poll

What is your main reason for coming along to this session? Please choose the option that fits for you today:

- Study skills for current module(s)
- Study skills for future module (s)
- Connecting with other students
- Gain new ideas
- Responding to recommendation from tutor
- Curious about what studenthublive is

# Essay Planning Beginners



## This was our advert...

Writing complete and effective essays requires careful planning. This workshop, aimed at Access and Level 1 students, introduces the planning and writing process. We will discuss the structure and key components of an essay, and you'll learn how to include these elements in your plan. Examples of plans will be showcased, and we'll show you how to scope and order your material. You'll also learn how to plan your paragraphs so that each one addresses a key element of your essay and builds towards a coherent argument.

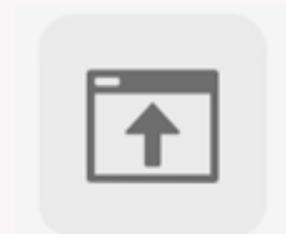
# What do you want to learn?

Using the short answer poll provided please say what you are hoping to learn from today's 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*



# Hopefully!

- We'll cover ideas to address many of these issues
- Remember your own module assessment guide as well as the studenthome help and the library <https://www.open.ac.uk/library/help-and-support/referencing-and-plagiarism>
- Quick guide to Harvard / cite them right <https://www.open.ac.uk/library/help-and-support/quick-guide-to-harvard-referencing-cite-them-right>

# First thoughts poll

- Have you ever written something long?
  - Yes
  - No
  
- If you have did you plan what you were going to include in that long piece of writing?
  - Yes
  - No

# Why plan?

***“By failing to plan, you are preparing to fail”.***  
***Benjamin Franklin***



# What else do you plan?

- What else do you plan?
- How do you do plan for other things?

# Why plan?

- It helps structure your work
- Ensures you answer all parts of the questions
- Save time as you write more effectively
- Allows you to see the flow of the argument
- But.. it doesn't have to be perfect and plans can change

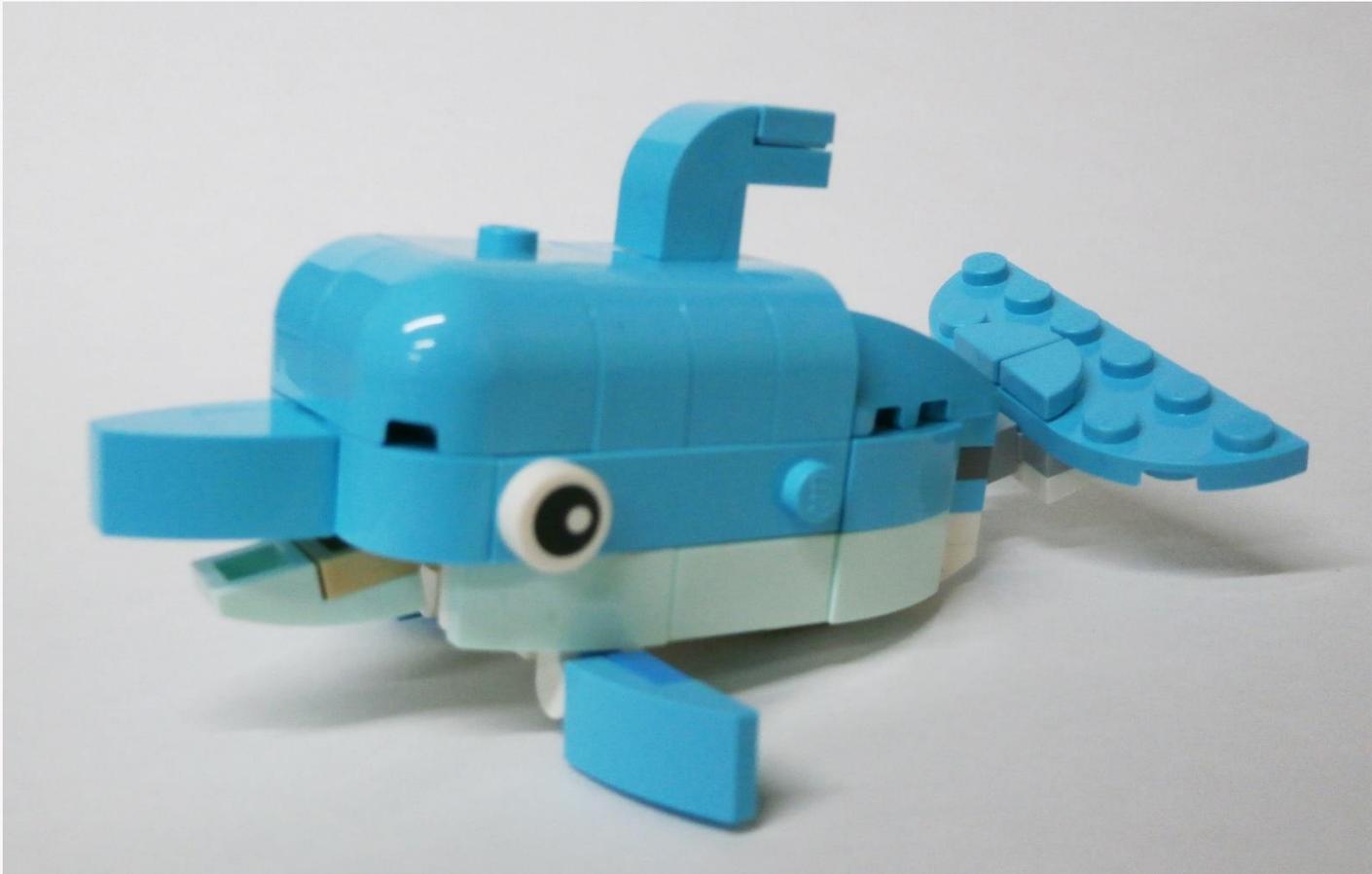
# Scenario

- You have this pile of bricks that you have been told you can make a dolphin but have no instructions.
- What are the things you need to think about?



# Our ideas

- Why do we need to build a dolphin?
- What do real dolphins look like?
- Are there any other brick dolphins?
- How long do I have?
- Can I use anything else?
- Do I have more than I need?
- Should I sort the bricks?
- What order should I build it in?



# Essay planning stages

- Analyse the question
- Plan the information search
- Plan the essay writing
  
- Plan your time

## Poll time

- How do you know what to write your essay on?
- Please use the poll provided to say where you get information from that helps you decide what to include.

# Analyse the question

- What am I being asked to do?
- When does it need to be done by?
- What information do I need?
- Where is that information?
- What do I not need?

# Analyse the question

## Parts of a question

- Process words – tell you what is expected for the flow of the information
- Topic words – tell you what your content must relate to
- Criteria – give the boundaries

# Drawing tools



- Process words
- Topic words
- Criteria

Add a dot under the words in the question

Compare and contrast the 1500 m running race to the 2000 m on the water row.

You must include data from the most recent Olympics.

(2000 words)

Red process, blue topic, green criteria

# Process verbs poll

1. Give reasons for
2. Provide different opinions giving for and against
3. Break into parts and work out how they fit together
4. Find the answer
5. Give reasons why
6. Provide several examples
7. Give an overview of the topic

Choices: Illustrate, Summarise. Account for,  
Determine, Explain, Argue, Analyse

# Process verbs poll answers

1. **Explain:** Give evidence for
2. **Argue:** Provide different opinions from different points of view
3. **Analyse:** Break into parts and work out how they fit together
4. **Determine:** Find the answer
5. **Account for:** Give reasons why
6. **Illustrate:** Provide several examples
7. **Summarise:** Give an overview of the topic

Pdf with lots more to download

# Answering the question

- Read the question before you read the topic
- Read it out loud
- Identify the key words
- List the topics you must cover
- List any topics you could cover

# Essay parts

- Introduction 10 -15%
- Paragraphs 75 - 80%
- Conclusion 10%
- References

# Poll

- If you were reading an essay what would you want the introduction to contain?

# Conclusion

- No new data
- Ties up the threads
- Links back to introduction
- Links to the question
- What do you want your audience to remember?

# Paragraphs

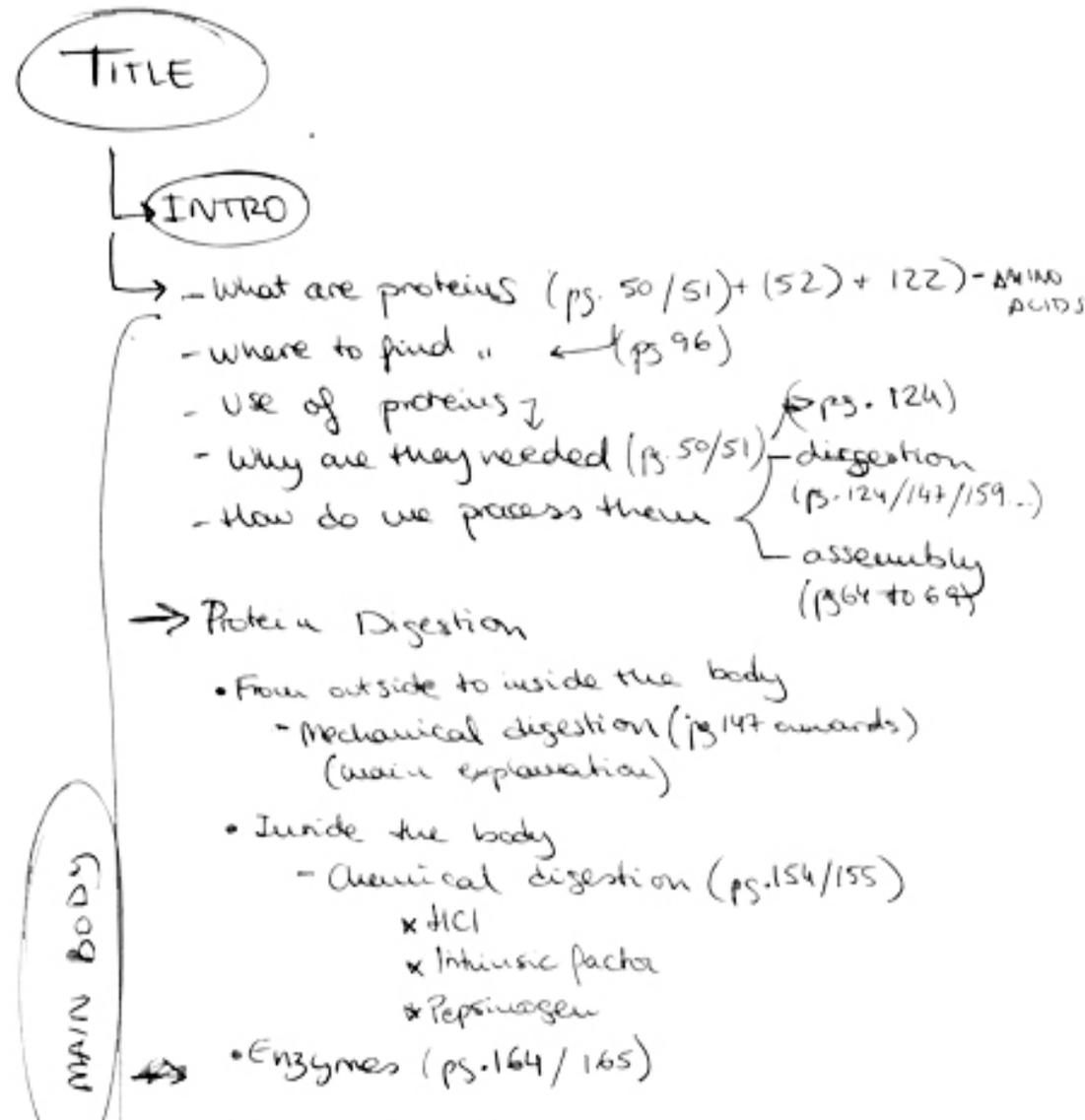
- Need to flow
- Each one covers only one main idea
- They don't need to be very long
- Does it help answer your question?
- Can build minor points over several paragraphs to one big one at end.

# Planning styles poll

- What types of plans have you used?
  - Simple list
  - Series of relevant page numbers / topics
  - Mind map
  - Spider diagram
  - Flow chart
  - Post it on a whiteboard
  - Venn diagram
- Other – put in chat

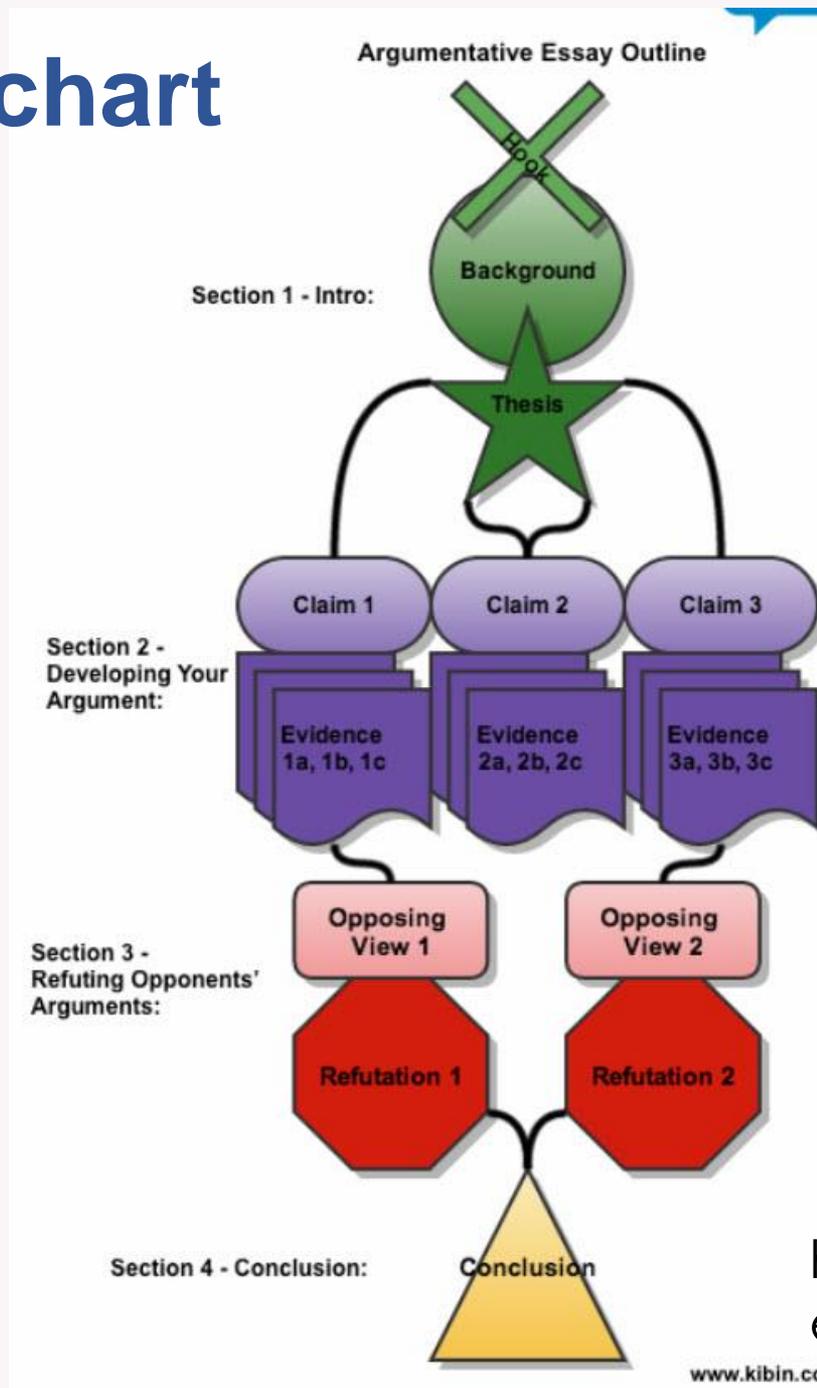


# Lists



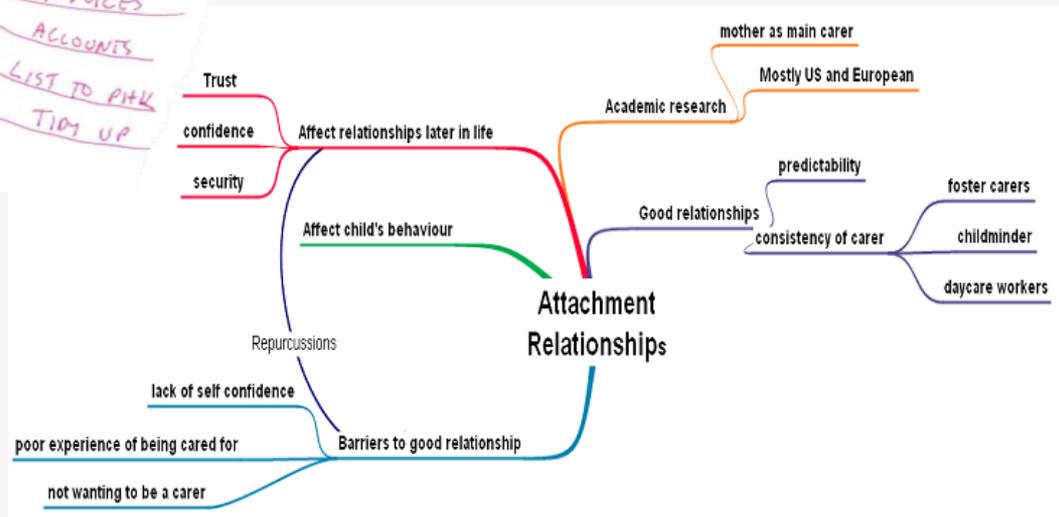
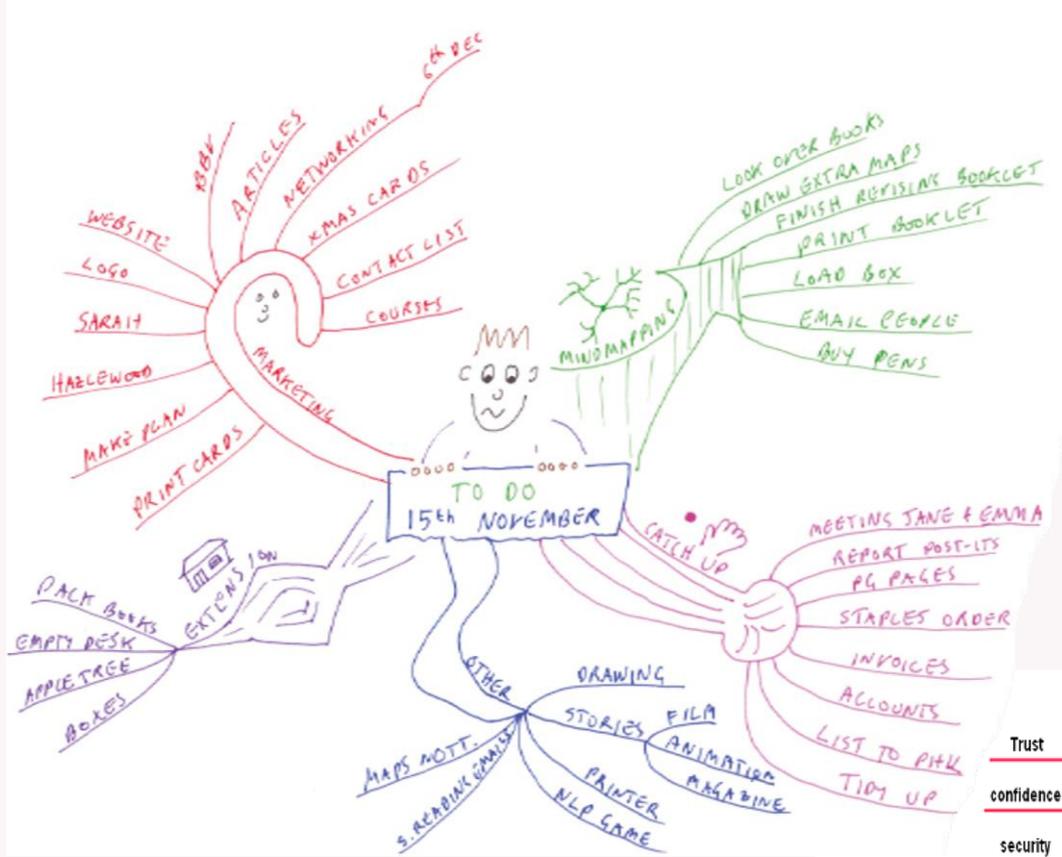
How mining in the Amazon is unsustainable and consideration of other uses of the forest that are sustainable.			
Section	Content	Location (Block 6)	Est word count
Introduction	<p>Give an overview of the structure of the essay. Define sustainability, ecosystem, Amazon basin and biodiversity.</p> <p>Why Amazon has such an important global role, it's a local and world issue. . Global warming, climate regulation, medicines, food production, links to carbon and water cycles health of local population.</p>	glossary	120 (10% of word limit)
Paragraph 1	<p>What types of mining take place – gold, aluminium and iron</p> <p>Direct damage that these do and why they are unsustainable – denude ground, mercury, water systems no recovery.</p>	P147-153	140

# Flow chart

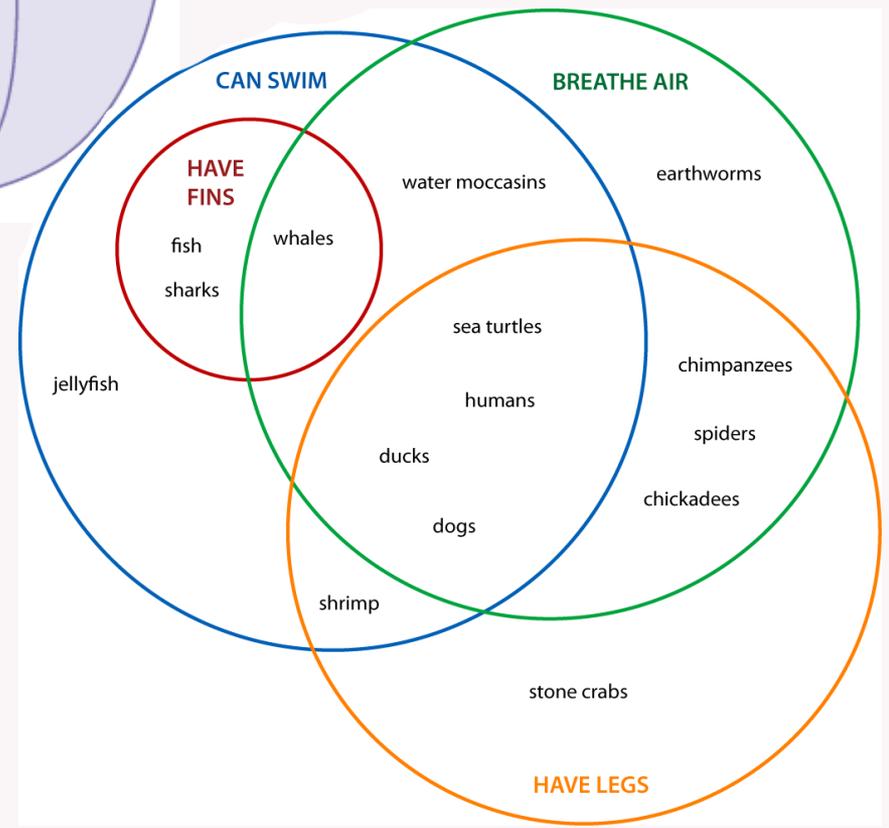
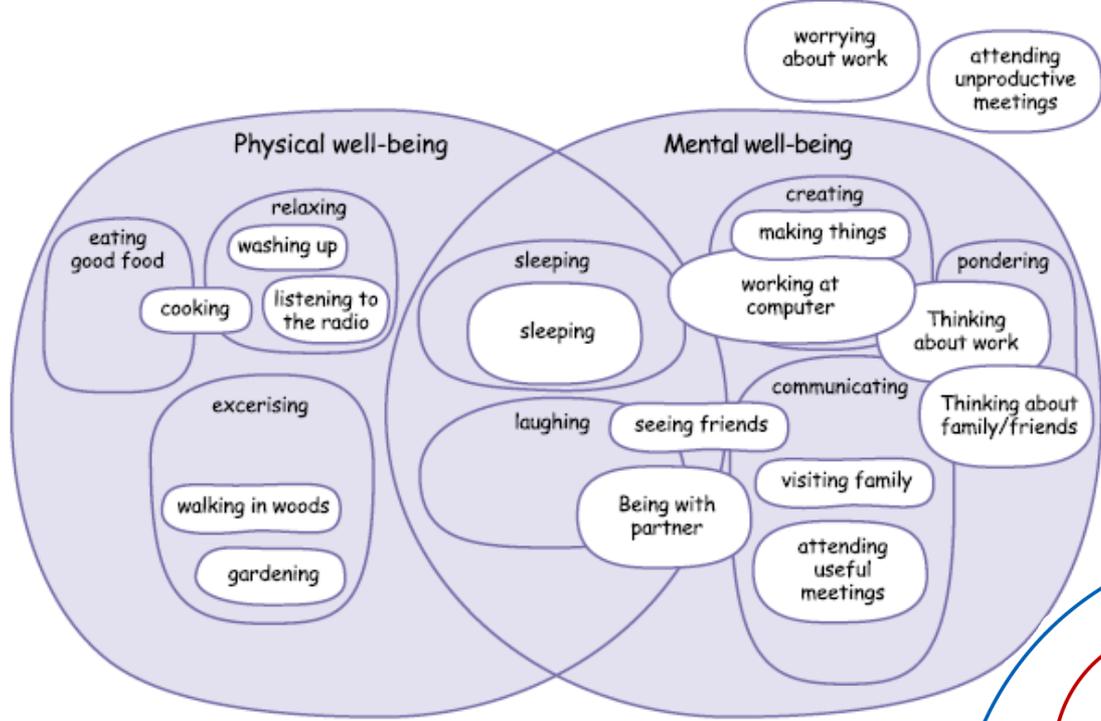


<https://www.kibin.com/essay-writing-blog/>

# Mindmaps



# Bubble and Venn diagrams



# Your thoughts

- There will be 2 specific questions in chat pods for you to explore some of the elements we have discussed further.
- *I AM SUCCESSFUL WHEN PLANNING WHEN I....*
- *THINGS I'M GOING TO EXPLORE WHEN PLANNING MY ESSAYS....*
- 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

- Take time to plan
- Read and analyse the question before reading the course material
- Experiment with different ways of planning
- You may need different plans for separate stages

# Feedback please

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/EQGEz4dAJ8>

# Final poll

What do you feel are the main things you will take away from this session?

- Better understanding of today's topic
- Better understanding of the place of study skills within university study
- Enthusiasm for my studies
- Enthusiasm for my skills development
- Feel part of the university
- Feel part of SHL

If you have any other feedback please send to [studenthub@open.ac.uk](mailto:studenthub@open.ac.uk)



# Upcoming sessions

14<sup>th</sup> Feb 7pm Developing Essay Planning

21<sup>st</sup> Feb 7pm Mastering Essay Planning

23<sup>rd</sup> Feb 11am Support for Student Carers

28<sup>th</sup> Feb 7pm Introduction to Essay Writing

7<sup>th</sup> Mar 7pm Developing Essay Writing

14<sup>th</sup> Mar 7pm Mastering Essay Writing

**22<sup>nd</sup> March 11am Studying with neurodiversity**

Details, booking information and subscribe for events at <http://studenthublive.open.ac.uk/>  
Past student hub live online study skills sessions  
[https://studenthublive.open.ac.uk/eventlist\\_catchup](https://studenthublive.open.ac.uk/eventlist_catchup)  
Send us feedback at [studenthub@open.ac.uk](mailto:studenthub@open.ac.uk)