

Student Hub Live people



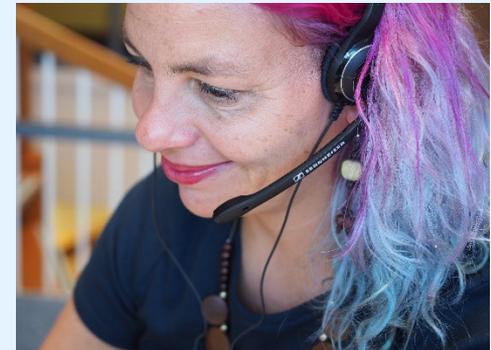
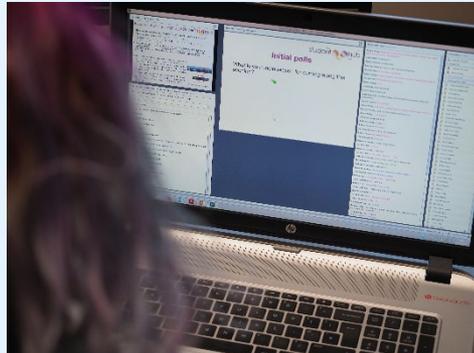
Margaret Greenhall is a study skills specialist. She has applied the same skills as you'll use in writing essays to write a book. She tutors on science level 1 and 2 courses. She is also an OU student on S309 Geology. She did her MA with the OU. Her hobbies are baking, rowing and Lego.



Amanda Smith has been an OU Law School tutor at levels 1 and 2 since 2009. During that time, she has discovered the pleasures and pitfalls of being an OU student by studying for an MA in Online and Distance Education, worked as an Educational Advisor, written tutorial, skills, and research materials. In her (very little) spare time she can be found walking the hills, tending her garden, travelling Italy, ballroom dancing and knitting to keep warm!

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/>.



Workshop



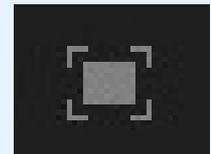
- This is going to be a structured workshop to help you start thinking about essay planning
- It is not subject related as we have people from all over the university on the session
- There is a lot of interaction so please be ready to answer polls (questions) or add to chat pod during the session

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's your main reason for coming along today?

- Never written essays before
- Hints and tips to get better
- Learn how to plan
- To help stop procrastination
- To get new ideas
- Essays scare me and I need help
- I would like better grades
- I want to learn how to make essay writing easier
- Other - please use chat

Essay Planning Beginners



This was our advert...

- Writing great essays requires careful planning and this workshop will set you off on the right track. Aimed at access and Level 1 students, you will be guided through the planning process in easy steps.
- The starting point is analysing your question. We will look at the types of words used in the question and how they help you identify what to include in your plan. We will discuss the structure and key components of an essay that are the basis of superb plans and consider different planning styles to give you some ideas to get started.

First thoughts poll

- **What do you think of when you see an essay title?**

Referencing help



- The library runs excellent sessions on referencing and SHL always sends students to their resources (we are not able to run sessions directly about referencing ourselves)
- <http://www.open.ac.uk/library/training-and-events/the-why-and-how-of-referencing>
- Live sessions are advertised on <http://www.open.ac.uk/library/>

Poll

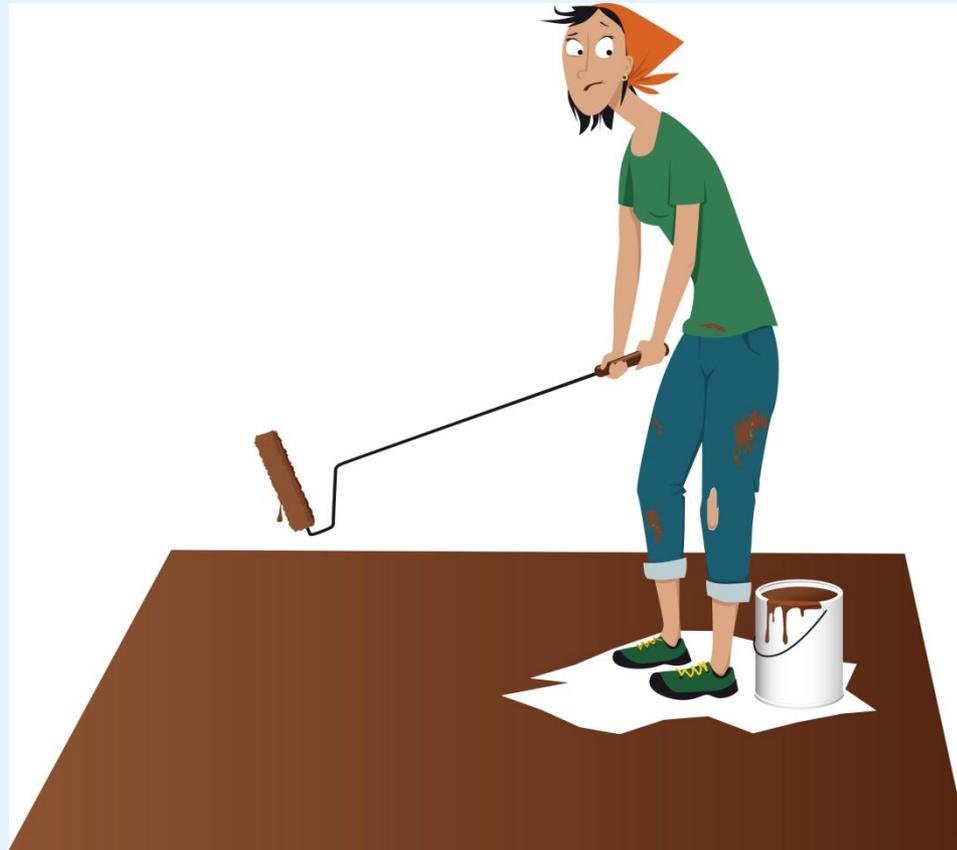


- Have you ever written something long?
 - Yes
 - No

- 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

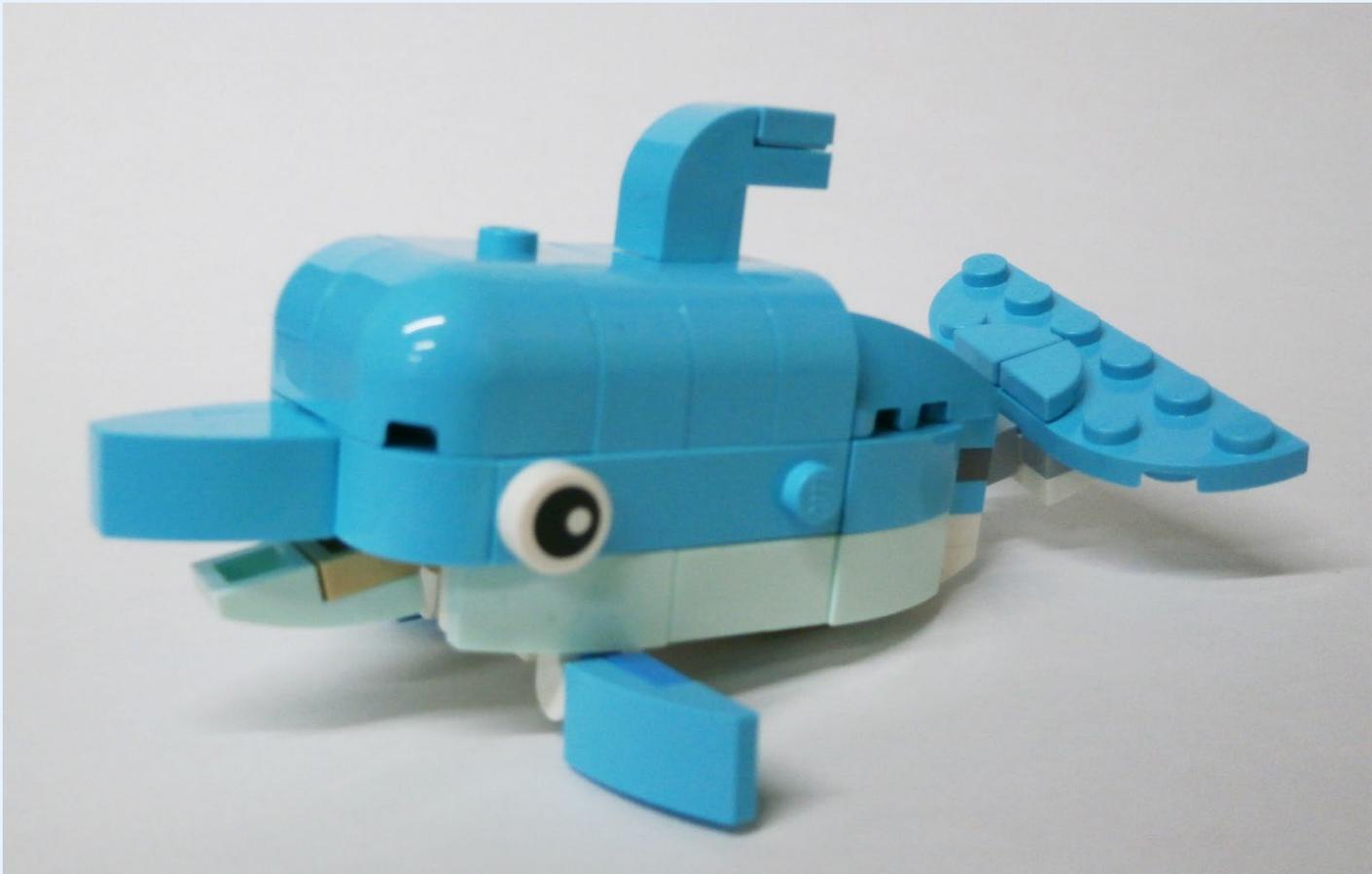
Scenario

- 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

Identifying the parts



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

Identifying the parts



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

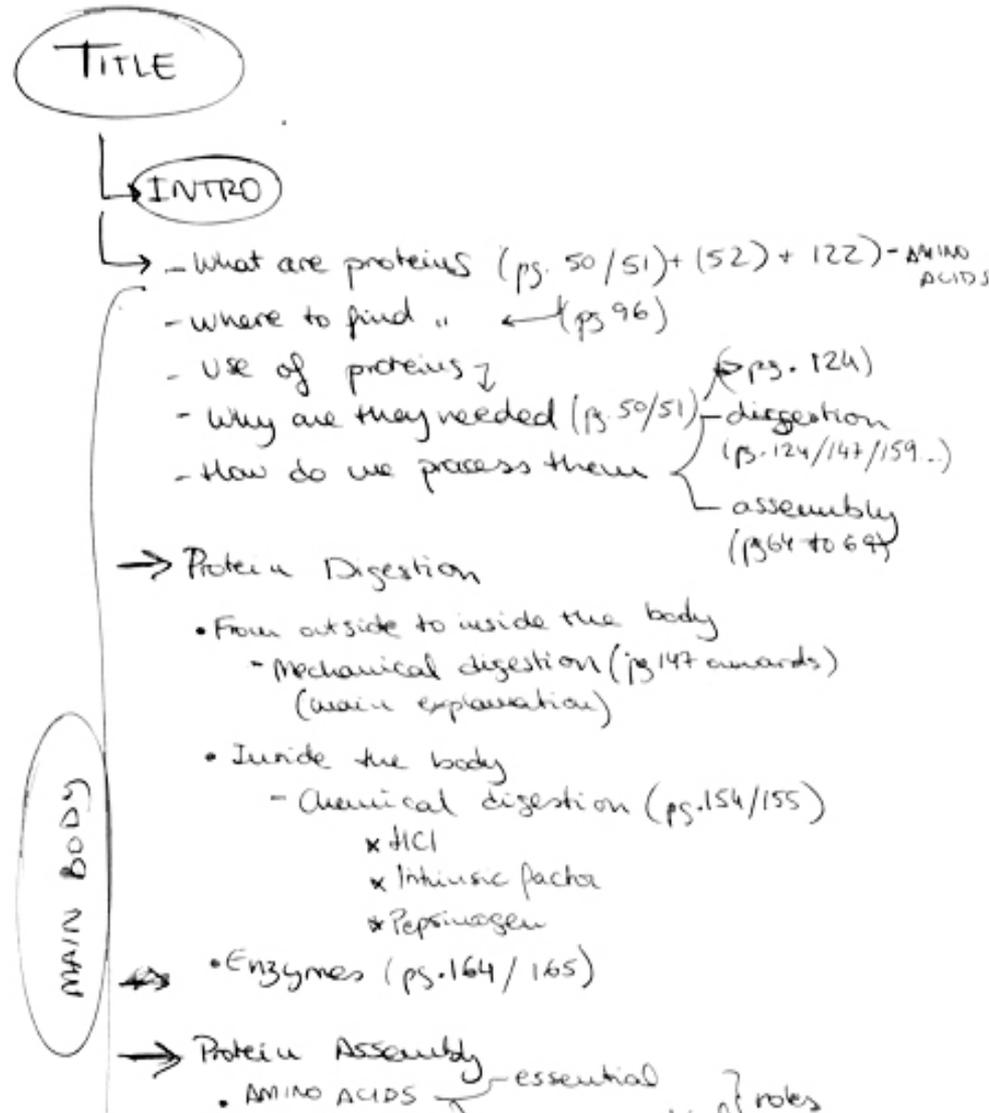
- Need to flow
- Each one covers only one main idea
- They don't need to be very long
- Does it help answer your question?
- Can build minor points over several paragraphs to one big one at end.

Planning styles poll



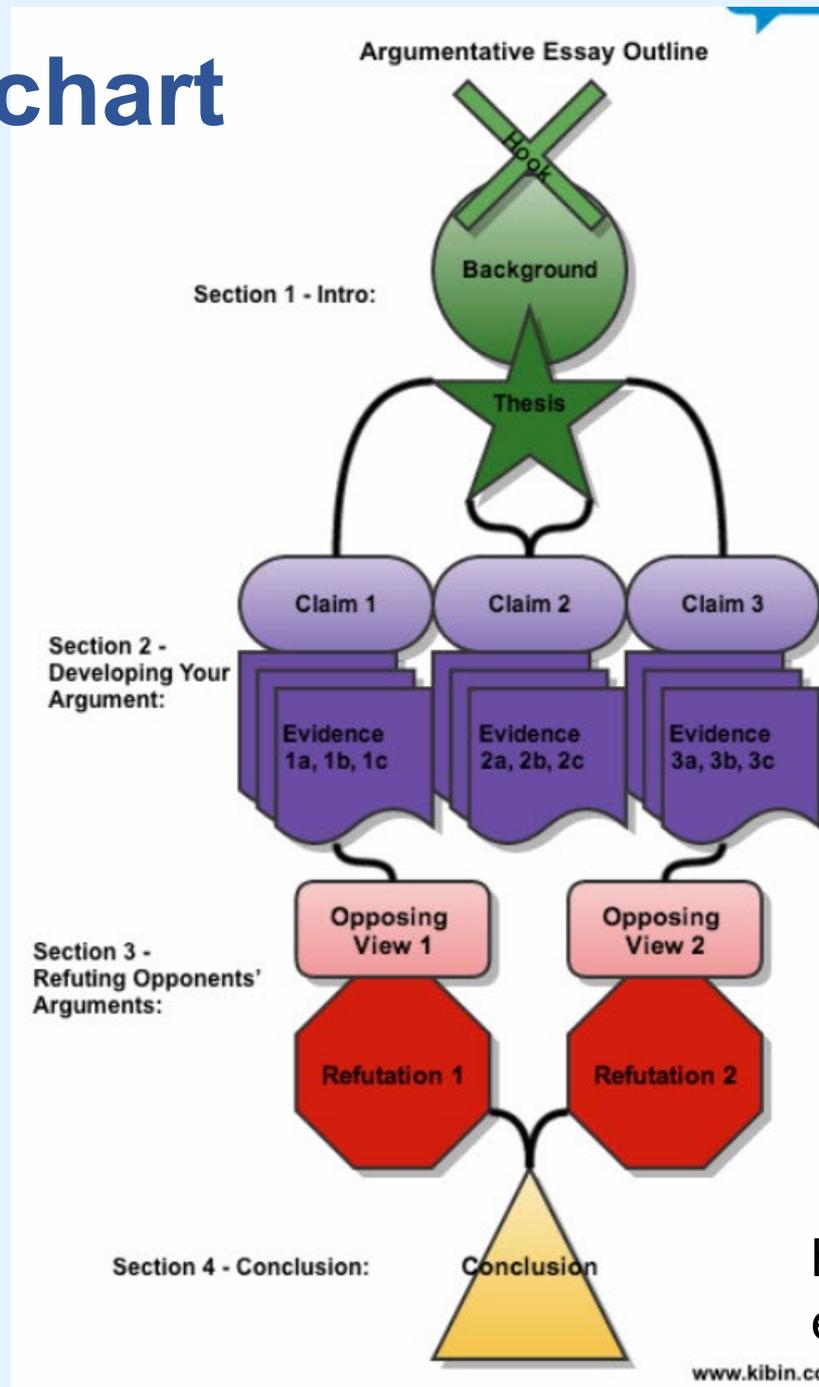
- What types of plans have you used?
 - Simple list
 - Series of relevant page numbers / topics
 - Mind map
 - Spider diagram
 - Flow chart
 - Post it on a whiteboard
 - Venn diagram
- Other – put in chat

Lists



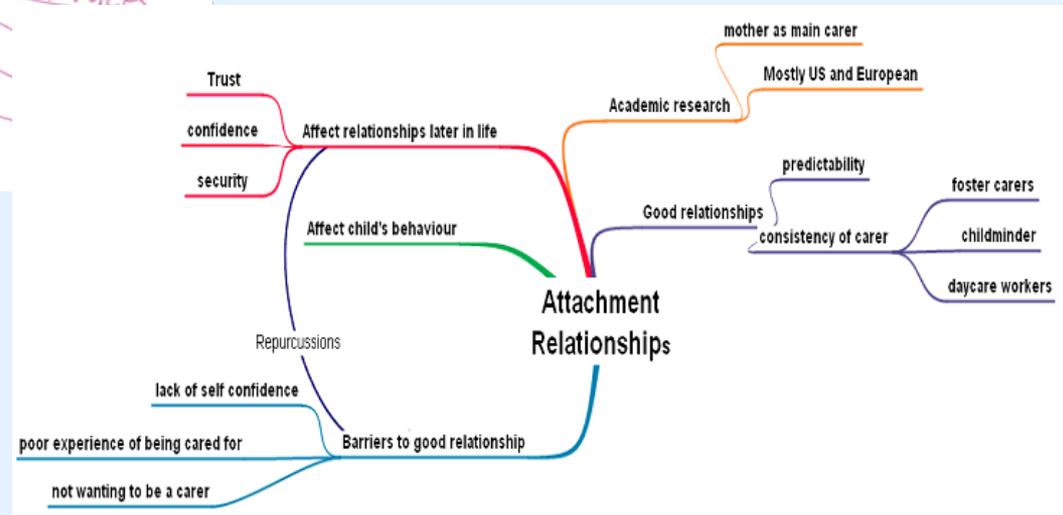
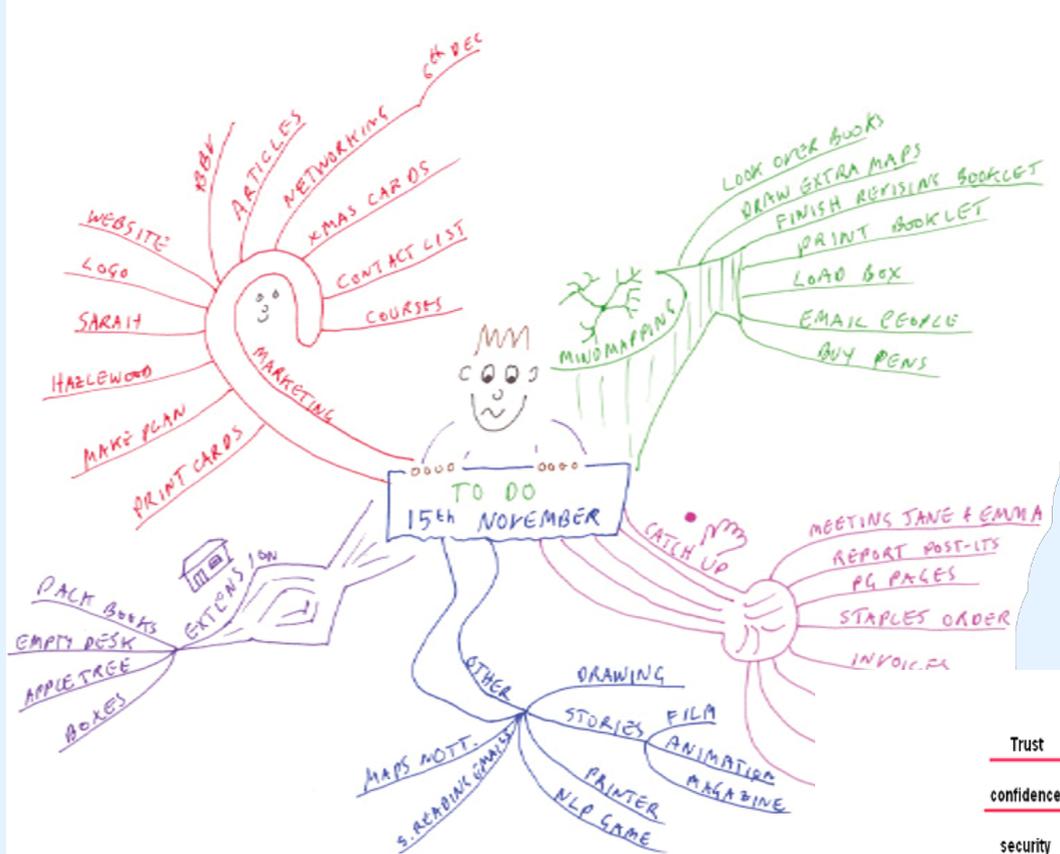
| How mining in the Amazon is unsustainable and consideration of other uses of the forest that are sustainable. | | | |
|---|---|-----------------------|-------------------------|
| Section | Content | Location (Block 6) | Est word count |
| Introduction | <p>Give an overview of the structure of the 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

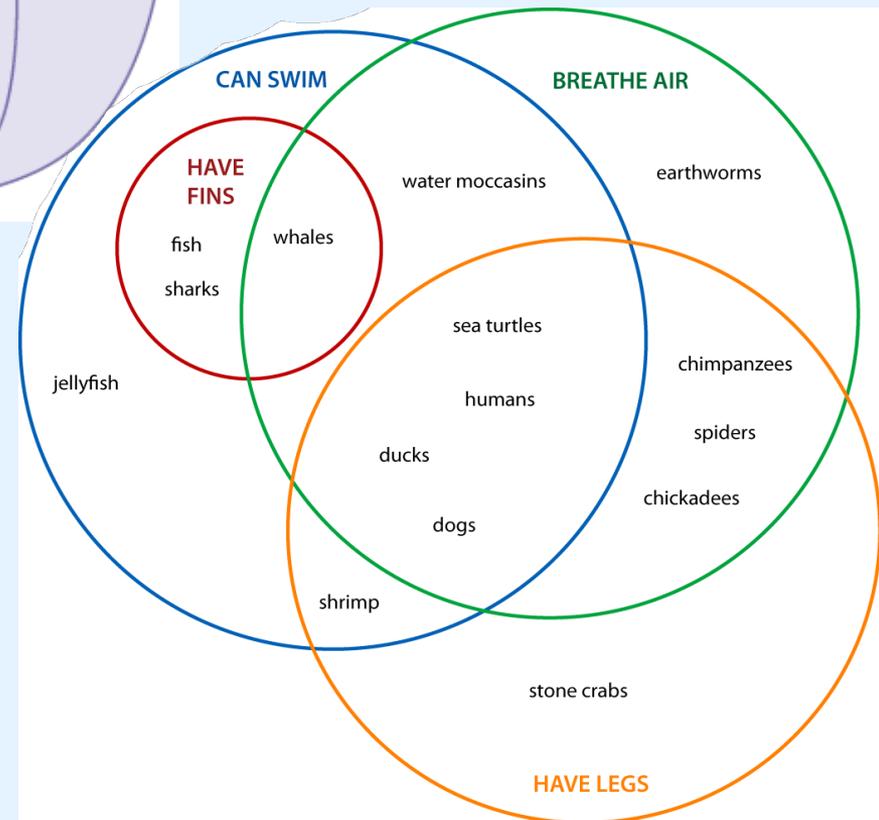
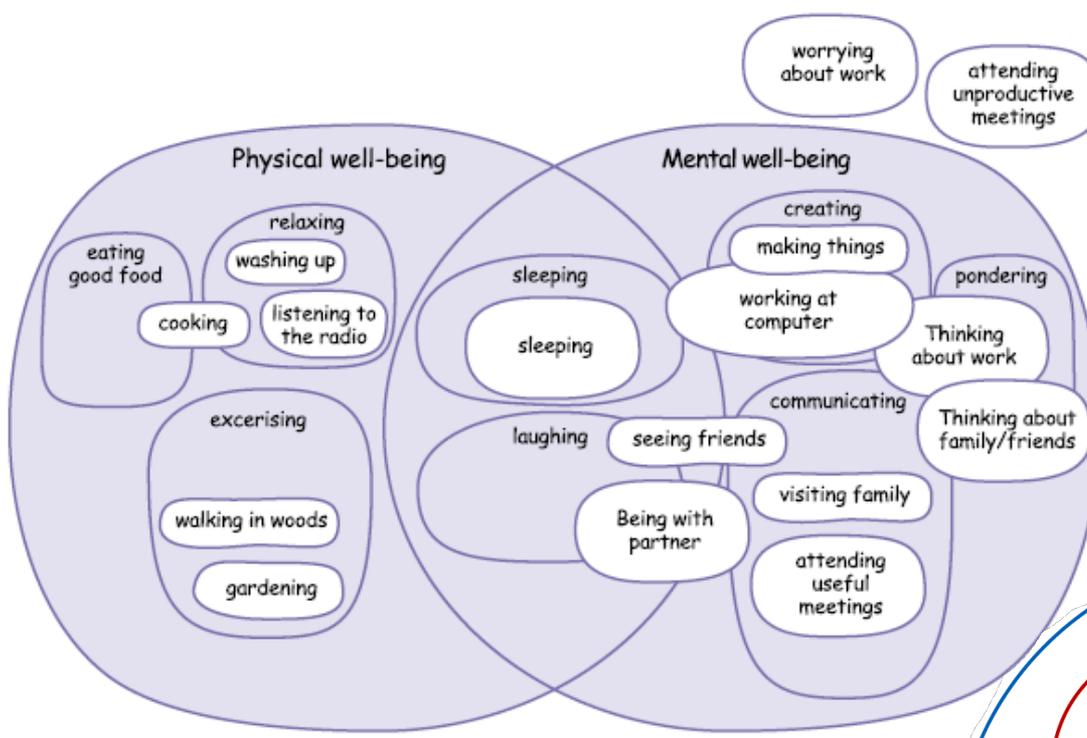


<https://www.kibin.com/essay-writing-blog/>

Mindmaps



Bubble and Venn diagrams



Poll



- Which type of diagram are you going to try out and why?

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/w3yw88Mzyq>

Selected upcoming events



- 04 Mar 7 pm Developing your essay planning
- 06 Mar 11 am Really understanding questions
- 11 Mar 11 am Critical thinking (beginners)
- 17 Mar 11am Critical thinking (intermediate)
- 19 Mar 11am Creative problem solving
- 20 Mar 7 pm Introduction to essay writing
- 25 Mar 11 am Critical thinking (Advanced)
- 26 Mar 7 pm Developing your essay writing
- 27 Mar 11 am Q & A ask the student support team
- 01 Apr 11 am Memory and Learning

For more information on all past and upcoming events, go to <http://studenthublive.open.ac.uk/>