

Study Skills Tips: Organising Information

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Deciding on the Format

This presentation looks at various formats for *organising* information coherently in one place, ready for essay or report writing, revision, etc.

The three most common options are:

- mind/concept maps
- linear notes
- tables/flow charts/diagrams

The next few slides will illustrate these options, for you to examine the pros and cons.

Some of the options...

STUDENT NUMBER:

MODULE TITLE:

ASSIGNMENT TITLE:

WORD COUNT:

DUE DATE:

CONTENTS

ITEM	WORD COUNT	Page

Student Number

Page Number

Use a template



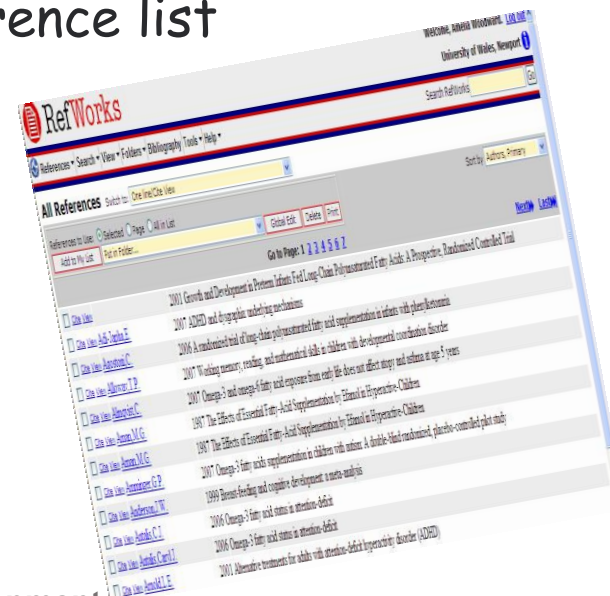
Talk through your ideas

Create a reference list



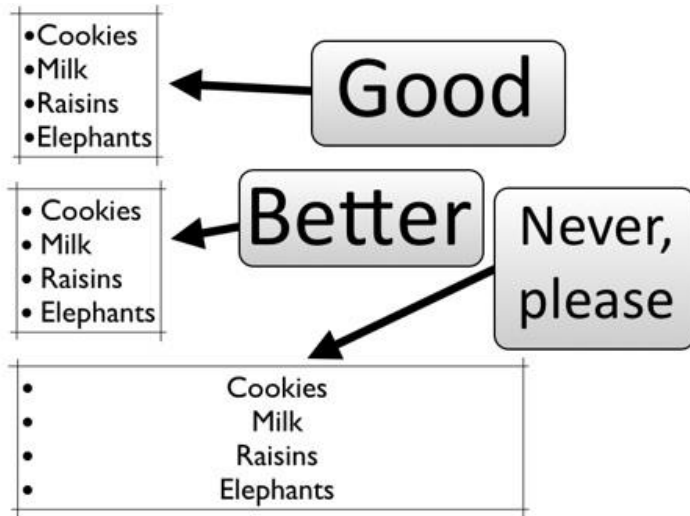
Sticky notes

Record your ideas



Some more options...

Bullet points



Note book



Glossary of terms

Accretion
The growth of the continental masses over geologic time via the addition of marine sediments. These sediments are added on to the edges of the continents through tectonic collision with other oceanic or continental plates.

Accumulation
Surface addition of snow to a glacier or snowfield.

Accumulation Zone
(1) Region in a glacier where there is a surface net addition of snow.
(2) Part of a hillslope that has a net gain of material leading to a progressive rising of the slope's surface.

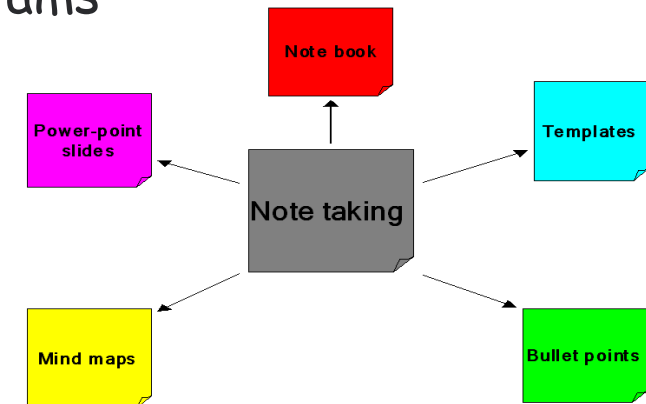
Acid
(1) Substance having a pH less than 7.
(2) Substance that releases hydrogen ions (H⁺).

Acid Deposition
Atmospheric deposition of acids in solid or liquid form on the Earth's surface. Also see acid precipitation

Categorising structures

25/09/08	Hand function	Anatomy

Spidergrams

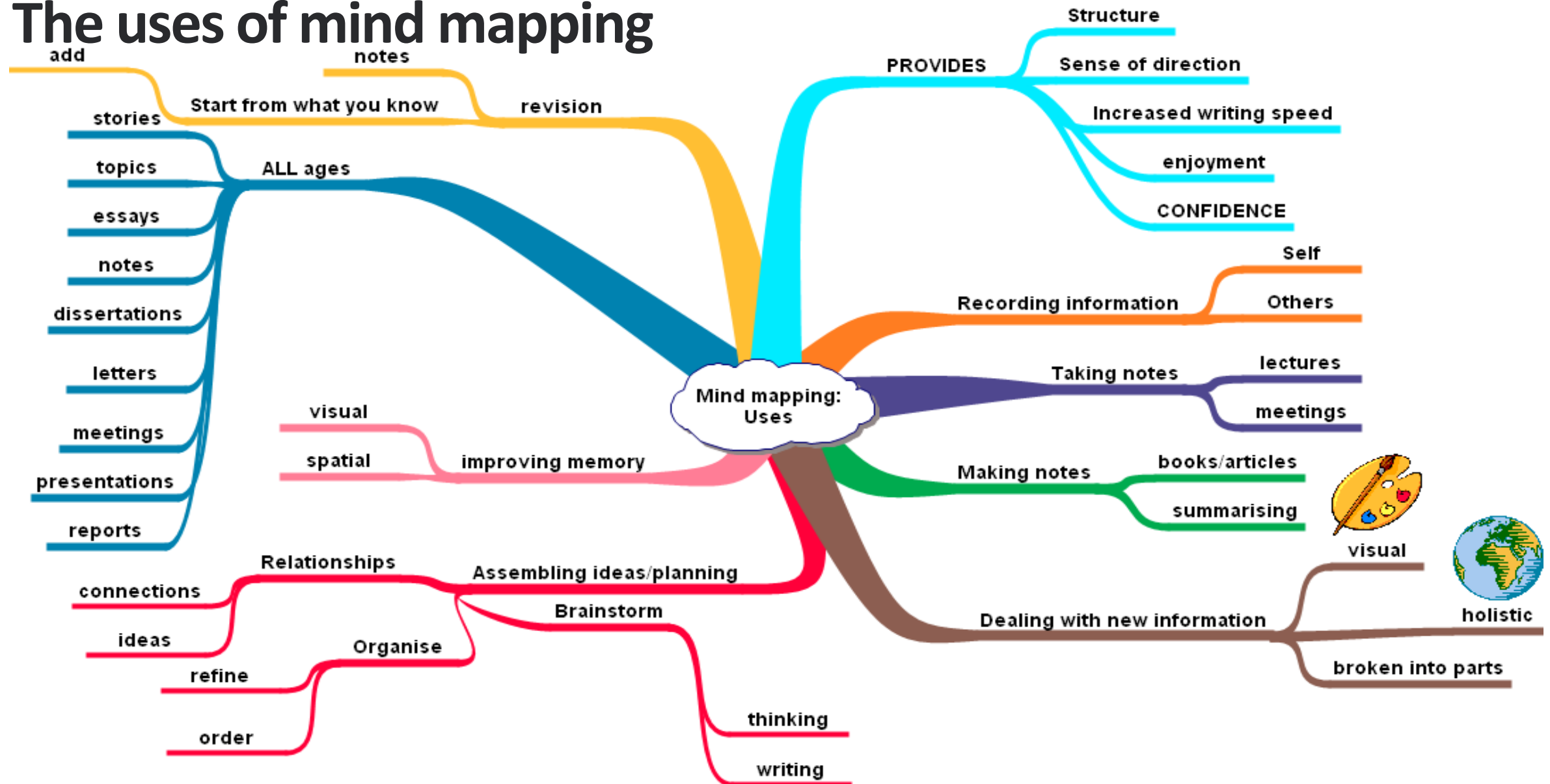


What can we use mind maps for?

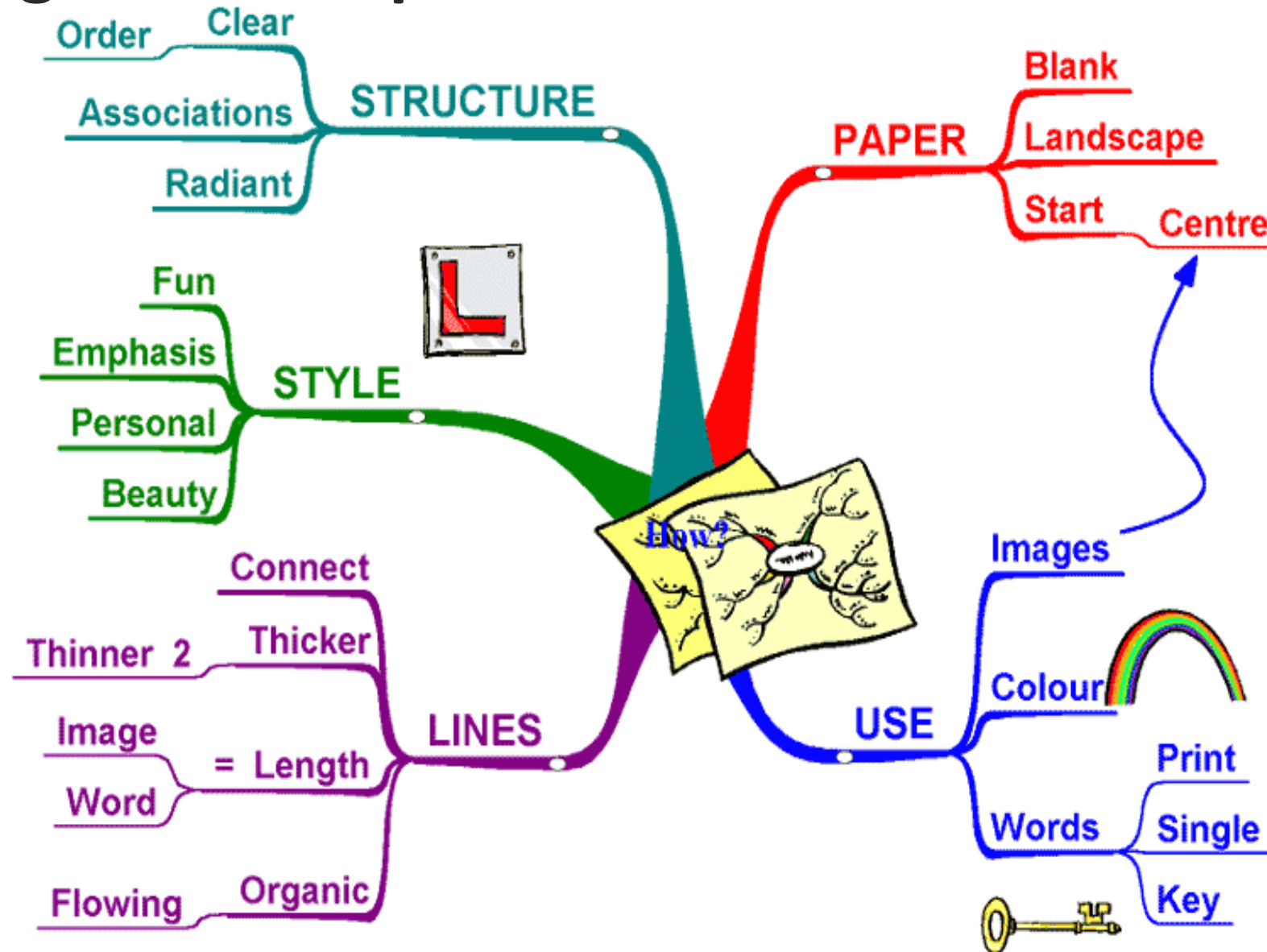
- Note taking
- Brainstorming (individually or in groups)
- Problem solving
- Studying and memorisation
- Planning
- Researching and consolidating information from multiple sources
- Presenting information
- Gaining insight on complex subjects
- Jogging your creativity



The uses of mind mapping



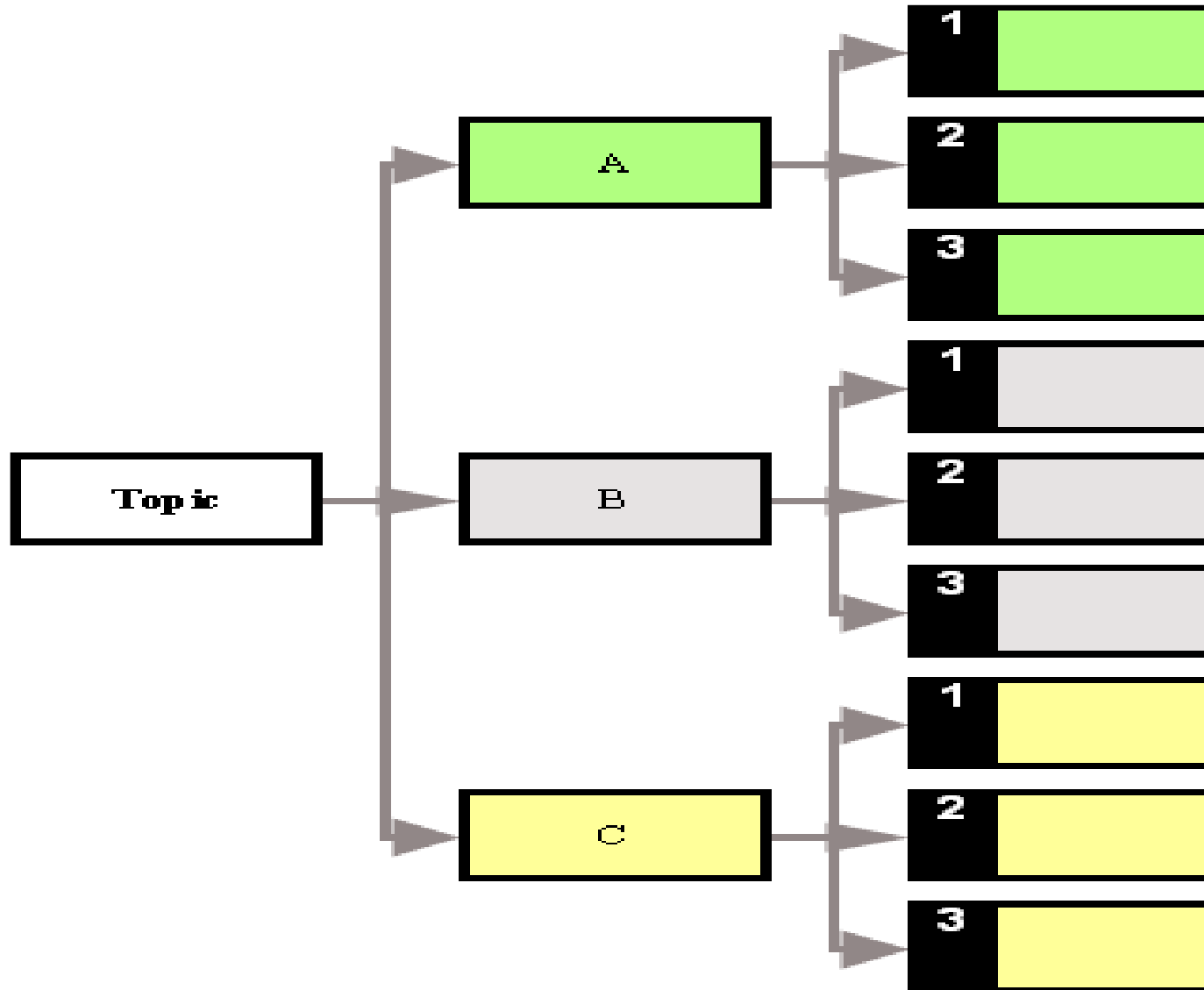
Constructing a mind map



Mind Map summarising the life of Marie Curie



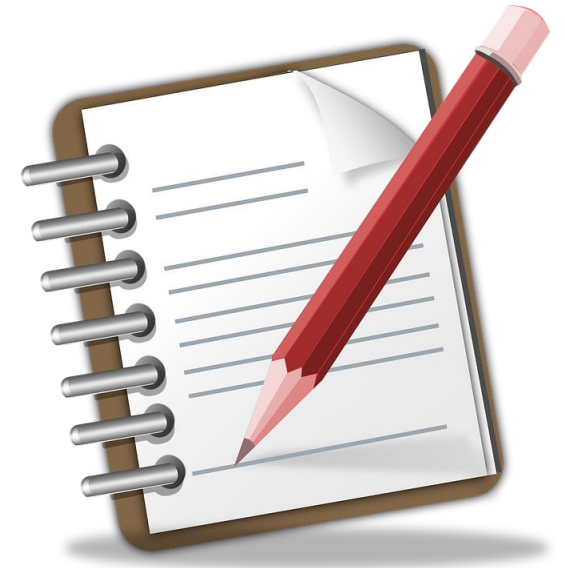
Tables/Flow Charts/Diagrams



Linear Notes

The most common form of note taking. The key points:

- Use lined paper – **wide lined** is best
- Leave a **right-hand margin** for later additions
- For CLARITY write on **every other line**
- Try to use **colour** if possible
- Can use **headings** from essay/report titles
- Ideal if **word processed** as reorganising very simple



Assistive Technology

- Mind mapping software
- PowerPoint presentations are a useful resource for organising information for presentations as well as for other purposes, such as getting your content in order in preparation for writing a report or essay
- Recording verbal information on mobile devices or digital recorders
- Revision apps that provide post-it tabs or flash cards that can be moved around/manipulated, stored and accessed easily