How to Succeed on your Course at University

*The Art of Note-Taking*
Welcome

- Hearing vs listening
- Note taking
- Referencing
Hearing vs. listening

Hearing
- Accidental
- Involuntary
- Effortless
- Inactive

Listening
- Focused
- Voluntary
- Intentional
- Active
Listening task

• In pairs, you will each have 30 seconds to introduce yourselves and talk about your interests, whilst the other person listens.
  • The person listening cannot talk.
Note Taking

- Don’t rely on memory
- It is an essential skill for university
  - Research
  - Lectures
  - Exams
- Recording key ideas/content from verbal or written information
Note taking task

• In pairs, you will each have 1 minute to talk about one of your interest (e.g. academic subject, hobby, book, etc.) whilst the other person takes notes.
  • The person taking notes cannot talk.
Note taking – Recording key ideas

• Do not copy large sections, paraphrase
  • Short phrases
  • Include enough details
  • Abbreviations
• Keep question/topic in mind
• Note down the source details
  • Referencing
Note taking – Methods

• There are different note-taking systems
  • Skeleton prose
  • Cornell note taking system
  • Spidergrams, mind maps and concept maps
• They all have strengths and weaknesses
Activity 1 - Cornell system

- Using the sheet provided, watch and listen to the presentation and take notes on the topic
Note taking - Referencing

- Academic writing requires you to respond to ideas and writing of other people
- Referencing allows readers to find your sources
- Avoid plagiarism
  - Presenting ideas/work/words of others as your own
  - Re-submitting your own work
  - Using other people’s work as your own
Note taking – Referencing advice

• Good reference begins with good note-taking
• In the body of the text:
  – Citation (Author, Year of publication, Page)
• At the end of the essay:
  – Bibliography
  – Reference List
• Systematic, uniform, thorough and consistent
Referencing flow chart

What do I need to reference?

This flowchart illustrates what you do and do not need to reference.

- Is it a direct quotation?
  - YES: CITE IT, put it in quotation marks and include it in your reference list
  - NO: Is it a paraphrase?
    - YES: CITE IT, include it in your reference list
    - NO: Is it someone else's theory or idea?
      - YES: CITE IT, include it in your reference list
      - NO: You DON'T NEED TO CITE anything that is common knowledge or your own ideas
Harvard style reference

• Book in body text
  – Author(s) (Date, Page number)

• Book in bibliography
  – Who, when, what, where & by whom

• Article in body text
  – Author(s) (Date, Page number)

• Article in bibliography
  – Surname, Initial. (Year) Title of article, Journal title, Volume (Part), Pages

- Chapter in a book
- Book
- Website
- Insufficient information
Referencing – Question 2


- Chapter in a book
- Conference paper
- Journal article
- Insufficient information
Referencing – Question 3


- Newspaper article
- Conference paper
- Journal article
- Insufficient information
Referencing – Question 4


- Chapter in a book
- Conference paper
- Journal article
- Insufficient information
Referencing – True or False

• Information on the internet does not need to be referenced.    • False
• As long as I use quotation marks, I don’t need to reference.    • False
• If I summarise or paraphrase other’s ideas, I still need to reference them. • True
Referencing – True or False

• Some info. is ‘common knowledge’, doesn’t need to be referenced.  
  • True

• If I cite someone once, I can use their ideas later without referencing them.  
  • False

• Plagiarism is copying published work; I can copy my mate’s work because it’s not published  
  • False
Plagiarism

- Use of any source, published or unpublished without proper acknowledgement or referencing
- Carelessness when referencing and poor note-taking and copy/paste are key causes

Plagiarism: the act of presenting another's works or ideas as your own
Note taking recap

• Notes are useful for:
  • Understanding what you have read
  • Jotting down questions or ideas
  • Avoiding plagiarism

• Important things to include:
  • Facts and figures
  • Direct quotations
  • Paraphrase
  • Source details
Activity 3 – Note taking

• Read the document and make appropriate notes following the advice given in this presentation.

*Climate Change: Fact or Fiction?*
Useful note taking?

- Who thinks they will be able to remember:
  - What the first person talked about for 30sec?
  - What the second person talked for 1min?
  - Key ideas about the TED talk?
  - Key ideas about the article?
Summer 2016 Discover Days

- Visit days for Year 12 students and other potential applicants
- Find out about subjects you’d like to apply to study
- Gain hands-on experience through lectures, workshops and seminars
  - Discover Fashion Business - Wednesday 22 June
  - Discover English Literature & Creative Writing – Tuesday 28 June
  - Discover History – Wednesday 29 June
  - Discover Chemistry – Thursday 30 June
  - Discover Life Sciences – Tuesday 5 July
  - Discover Computer Science - Wednesday 6 July
  - Discover Midwifery – Thursday 7 July
  - Discover Nursing – Tuesday 12 July
  - Discover Philosophy - TBC
- See website for details of each event: [www.manchester.ac.uk/discoverdays](http://www.manchester.ac.uk/discoverdays)
UNDERGRADUATE

OPEN DAYS
THE UNIVERSITY OF MANCHESTER

FRIDAY 17 JUNE 2016 10am-4pm
SATURDAY 18 JUNE 2016 10am-4pm
SATURDAY 1 OCTOBER 2016 10am-4pm
SATURDAY 8 OCTOBER 2016 10am-4pm

www.manchester.ac.uk/opendays
www.facebook.com/OpenDaysUoM
@OpenDaysUoM # uomopenday
Any questions?