

MANCHESTER
1824

The University of Manchester

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

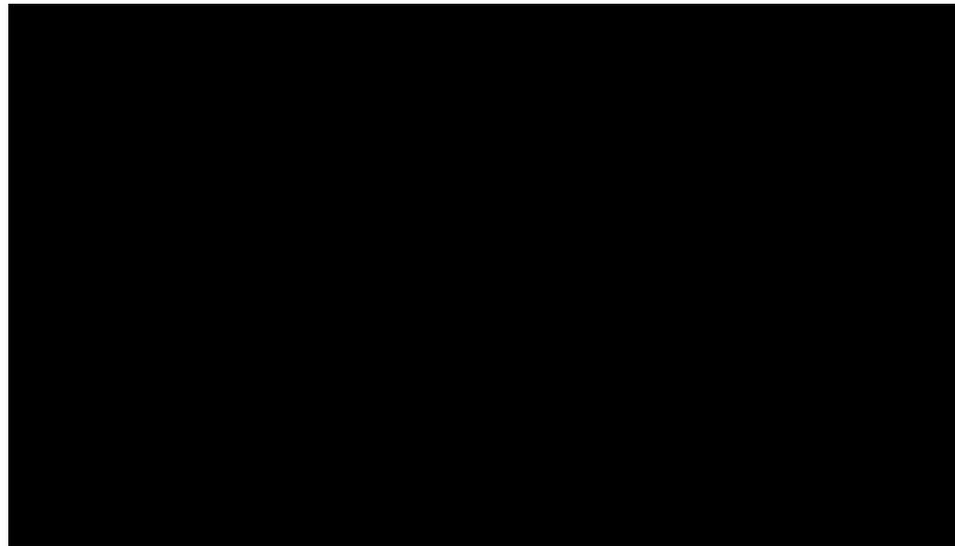
- Do not copy large sections, paraphrase
 - Short phrases
 - Include enough details
 - Abbreviations
- Keep question/topic in mind
- Note down the source details
 - Referencing

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

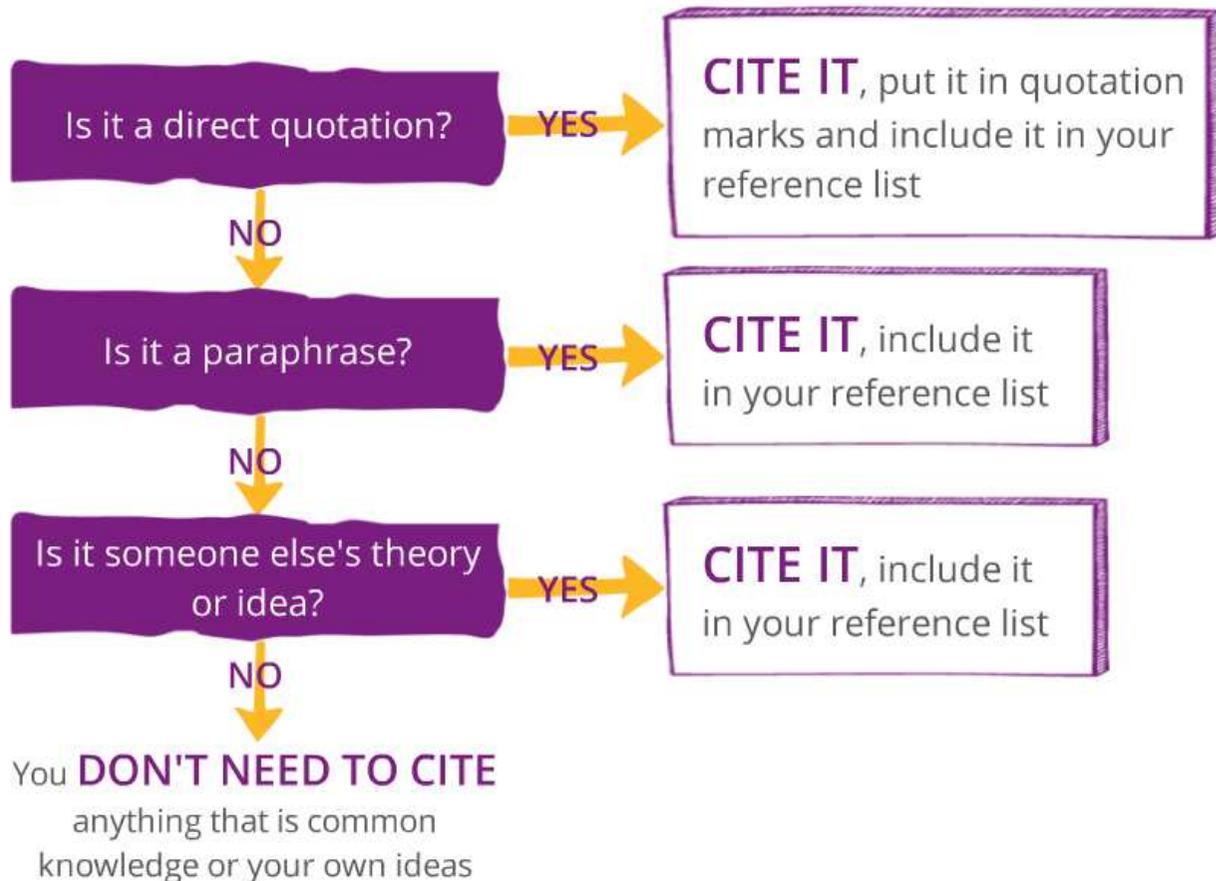
Note taking – Referencing advice

- 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.



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

Referencing – Question 1

Clarke, A. (2002) *Online Learning and Social Exclusion*. Leicester: National Institute of Adult Continuing Education.

- Chapter in a book
- Book
- Website
- Insufficient information

Referencing – Question 2

Leverenz, C.S. (1998). Citing Cybersources: A Challenge to Disciplinary Values. *Computers and Composition*, 14 (2), pp.185-200

- Chapter in a book
- Conference paper
- Journal article
- Insufficient information

Referencing – Question 3

Cox, S. (2000). How to Herd Cats in Piccadilly. *Times Higher Education Supplement*, 14 April, pp.36-37

- Newspaper article
- Conference paper
- Journal article
- Insufficient information

Referencing – Question 4

Barajas, M. (2000). Implementing Virtual Learning Environments: Looking for an Holistic Approach. *Education Technology and Society*.

- Chapter in a book
- Conference paper
- Journal article
- Insufficient information

Referencing – True or False

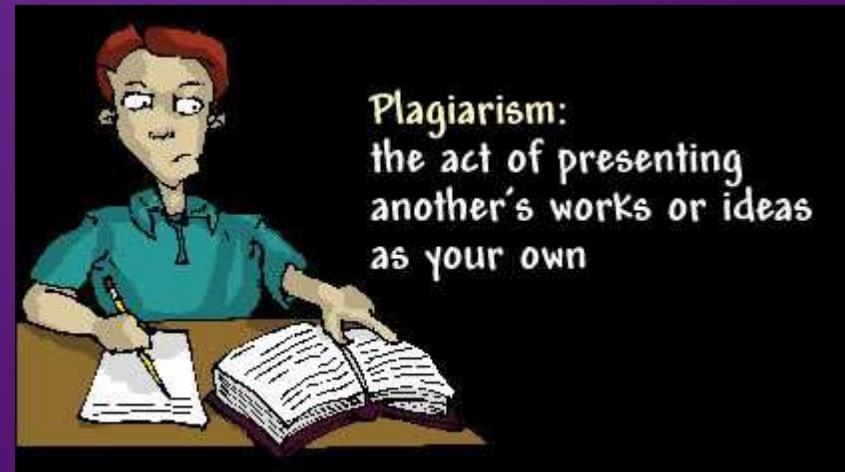
- Information on the internet does not need to be referenced. • False
- As long as I use quotation marks, I don't need to reference • False
- If I summarise or paraphrase other's ideas, I still need to reference them • True

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



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



OPEN DAYS

THE UNIVERSITY OF MANCHESTER

<p>FRIDAY 17 JUNE 2016 10am-4pm</p>	<p>SATURDAY 18 JUNE 2016 10am-4pm</p>	<p>SATURDAY 1 OCTOBER 2016 10am-4pm</p>	<p>SATURDAY 8 OCTOBER 2016 10am-4pm</p>
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 www.manchester.ac.uk/opensdays

 www.facebook.com/OpenDaysUoM

 @OpenDaysUoM #uomopenday

The logo for The University of Manchester, featuring the word "MANCHESTER" in a purple serif font above the year "1824" in a smaller purple serif font, all contained within a purple rectangular box.

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Any questions?

