**Extended Project Qualification Online Workshops**

**Notes for teachers**

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| **Title of workshop** | Reading & Note-taking |
| **Length** | c. 45 minutes |
| **Learning Objectives** | * Enable student to put appropriate amount of time and energy into whatever resource they are using for they research * Provide students with reflective tools to utilise in order to decide how to approach a resource * Raise awareness of the importance of note-taking and develop a deeper understanding of how and why one should take notes whilst reading / engaging with resources of any type. |
| **Materials required** | * Students should be asked to bring a book relevant to their Extended Project to this session. It could be any book – perhaps one they’ve happened across and don’t know if it will be useful, one they’ve tried to read already, one they’re convinced is fundamental to their project. What is important is that they are largely unfamiliar with it. Textbooks would work well, as would any large volume. * You may wish to give students a printed version of the presentation to take away. * Students will need scraps of paper or post-it notes for Activity 3 (for bookmarking). |
| **Activities included** | Bring a book – encouraging student to habitually approach resources with an active, conscious approach, and in a systematic manor.  **Bring a Book Activity 1:** Quick Question (5-10 mins)  Reflection on the reasons why student wants to look at the resource  **Bring a Book Activity 2:** Flick! (up to 10 mins) Familiarisation with the text  **Bring a Book Activity 3:** Bookmark (5 mins)  Marking to return to sections later  **Activity 4: Practice note-taking** (this is an extension activity, which can be used if you have longer than 45/50 mins available for your session)  Students take a small section of the text and practice note-taking, taking care to do so in the light of the reasons they have already identified for their engagement with the text. |
| **Session most relevant to students producing project type** | Dissertation  Investigation  Artefact  Performance  Individuals in the group can be doing different types of Projects and be at different stages with their Projects, it won’t affect their ability to engage with the exercise. |
| **Links to other workshops** | Getting Started  Referencing, not Plagiarising  Report Writing  This session is also an excellent follow-up for groups who have attended the on-campus ‘Research Skills Workshop’ at The University of Manchester. |