**Using Mind Maps for Lectures, Seminars, Workshops and Tutorials**

Some students find it useful to create mind maps for various sessions where new information is presented look at the various parts of the mindmap below to discover why mind mapping can be a helpful note taking and summarising tool

**Adds structure**

This memory strategy helps you record in a structure that suits your learning style and has meaning for you. This is an important strategy for increasing understanding, learning, and recall. The content of a course may be come at you thick and fast but a mind map allows you to organize information in a format that promotes memory.

**Helps review and suits repeated reviews**

The mind map allows you to revisit information to be learned as you review. It is in repeated reviewing thatyou can identify what you have and have not learnt before you take a test when you can still do something about it. Some students find it hard to consult a mind map during a lecture so they take standard notes in the lecture but construct a mind map afterwards when they rewrite and reorganize their lecture notes.

**Better recall**

By having all of the information covered in a session incorporated into a single mind map, many students find this an aid to remembering what was covered in lectures and textbooks

**Prompts questions**

You mind map should raise some questions about the information you have received. You can bring these questions in class or in study groups.

**Helps exam preparation**

Imagine how useful it would be if you had a set of mind maps for each of your lectures. These mind maps would show you the areas where you had difficulty and include the follow up information you added in order to clear these problems up. You would also be able to create a mind map of the entire subject prior to an exam and this would help you identify the key themes and likely exam questions

**Using a mind map to write essays**

Mind maps can help you in the early stages of your essay by summarizing your research and providing you with a picture of all aspects of the question. You can then move from your non-linear mind map to a more structured essay plan. Look at the various parts of the mind map to see how mind maps can help with preparation of essays.

**Housekeeping**

It is often useful to list in "housekeeping such details as

* Grading criteria and weight
* Time line for completion
* Due date
* Any other requirements

**Prior knowledge**

You should always put down on your mind map all that you already know about the essay question. This knowledge may come ffrom personal experience readings lectures or other sources. You may be surprised as to how this part of the mind map branches out into a lot of direction and generates even more ideas

**Possible topics to be covered**

Most essays will involve the possibility of tackling a number of topics within the question. Put all of these possible topics down. You may not have the time or length of essay to tackle them but getting them down and looking for connection relevance and priorities is a good start it helps you narrow down your topic to a more manageable task

**Areas to research**

The areas to research will be suggested by the possible topics and from here your mind map may lead you on to possible sources of information that you need to pursue. Often you will have to choose carefully which areas will be the most productive and relevant to research

**Alternative approaches**

One of the powerful things about mind mapping is that it is a tool which encourages creative thinking and often creative solutions to problems. Always look at alternative ways of approaching essay questions and always be prepared to be a critical researcher and writer that is prepared to look outside the boundaries

**Summarising Readings using Mind Maps**

1. **Skim**

Skim over the outline, introduction, conclusion and bold headings summary and chapter headings

When skimming through the text, observe any diagrams, pictures, or graphs. These give you an over-view of what you are about to read, puts it in context, and may already give you some clues as to where the most relevant parts are located this should not take more than 2 to 3 minutes

2. **Read**

Some can read a whole chapter in one sitting while others find it more comfortable to chunk the read it in sections.

3. **Mind Map**

It is important to do the mind map from memory at this stage so don't consult the article or any other source of information. .

 4. **Update and Study**

The mind map you have just done is very valuable as it will show both areas that you have understood and also areas you are not sure of. Compare your mind map to the text to discover the gaps in your knowledge and update your mind map. Quiz yourself on the mind map by trying to draw it from memory before looking at your updated original.

5. **Personalize**

Using different colours or symbols, add your own comments and questions to the mind map. Questions relating to relationships implications alternative approaches, usefulness, clarity personal experience could all be considered at this stage. It is in this personalizing stage where your mind map starts to speed your understanding and learning the trick now is to address all those questions you have have raised and to keep returning to your mind map with the answers