

Study Skills Workshop

Skills for the Virtual Classroom: Participation, Note-Taking and Presentations

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The University of Winnipeg is in Treaty One territory and the land on which we gather is the traditional territory of Anishinaabe, Cree, Oji-Cree, Dakota, and Dene Peoples, and the homeland of the Métis Nation.



Please type your questions into the chat. We will be answering them at the end of the presentation.

Please make sure your microphone is muted during the presentation.



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Agenda

1. The Learning Cycle
2. Class Participation
3. Presentation Skills
4. Note Taking Tips and Techniques

The Learning Cycle

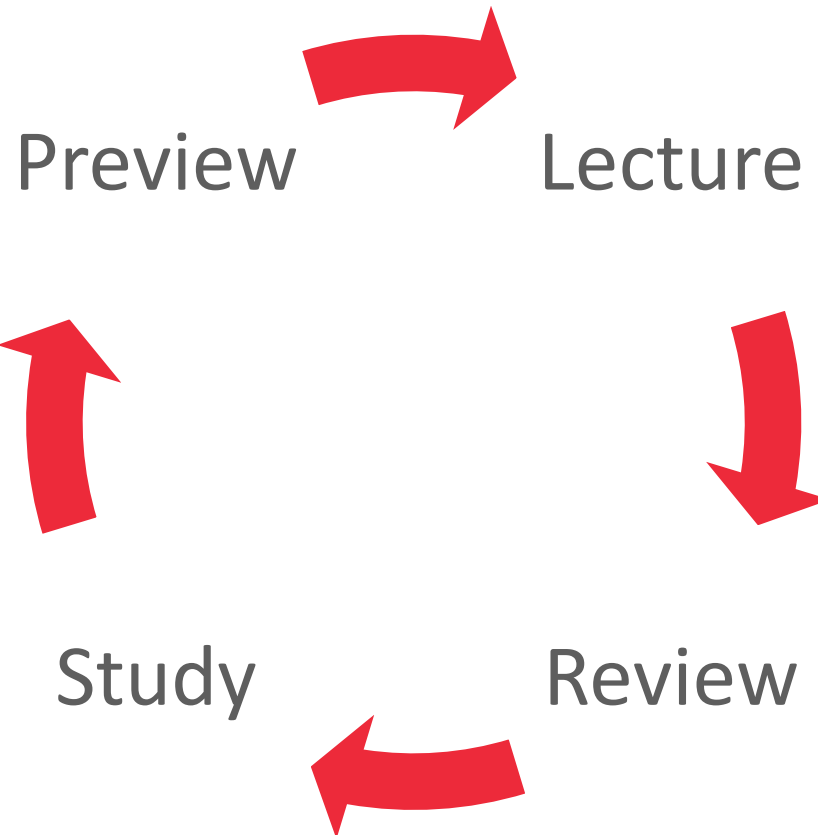
1. **Preview: Prepare**

Look over your assigned readings before class

Review notes from previous lectures

2. **Lecture: Absorb**

Actively listen to the lecture and information presented by the instructor



3. **Review: Capture**

Look over your class notes and add information that is missing

Looking over concepts you understand and what still doesn't make sense.

4. **Study: Review**

Review information that you can not automatically recall. What information is not yet in your long term memory.

Class Participation

- It's okay to feel nervous
- Be prepared to try
- There is not always a 'right' answer
 - professors want to hear a range of ideas (supported with reasons and evidence)
- **Effort counts!**



Class Participation: Why

- Deepen your understanding
- Learn from other students
- Helps professors know if:
 - you understand what is being taught
 - you need further explanation or other help



Class Participation: How

- Answering questions
- Asking questions
- Giving your own opinion
- Summarizing a discussion/argument
- Reporting to the class on group discussion



Be Prepared to Participate

Read the text and your notes before class

Prepare questions that help clarify your understanding

Prepare responses that engage with ideas critically and actively and note ideas about which you have strong opinions



Participating Online

- Participating during class
- Online Forums
- Zoom chat
- Zoom breakout rooms

Listen to the guidelines your instructor provides!





Effective Presentation Skills

Being prepared will reduce stress

Effective Oral Presentations

pay attention to:

- a. content: what you say
- b. delivery: how you say it



Planning your presentation

Initial Steps:

a. ask these questions:

- who (audience)
- why (purpose)
- what (content)
- how (delivery format; use of visual aids)
- how long

b. make an outline:

- your main point/idea
- support for your main point using evidence and examples
- your conclusion

What to say

introduction

- start with an “attention-grabber”
- highlight the main points

main body

- support your topic or argument with evidence
- don't be afraid to include your perspective, as long as it is supported with evidence

conclusion

- prepare an effective ending; restate the main idea

How you say it

- make eye contact / look at your screen or camera
- pay attention to your body language
- use a “speaker’s voice”
- don't ramble

PRACTICE, PRACTICE, PRACTICE!

Powerpoint

- Keep text brief and to the point
- Use photos, graphs and illustrations to keep audience's attention
- Don't read slides



Activity: What am I describing?



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Answers:

1. Refrigerator



2. Airport



3. Google



Be an active learner

Notice...

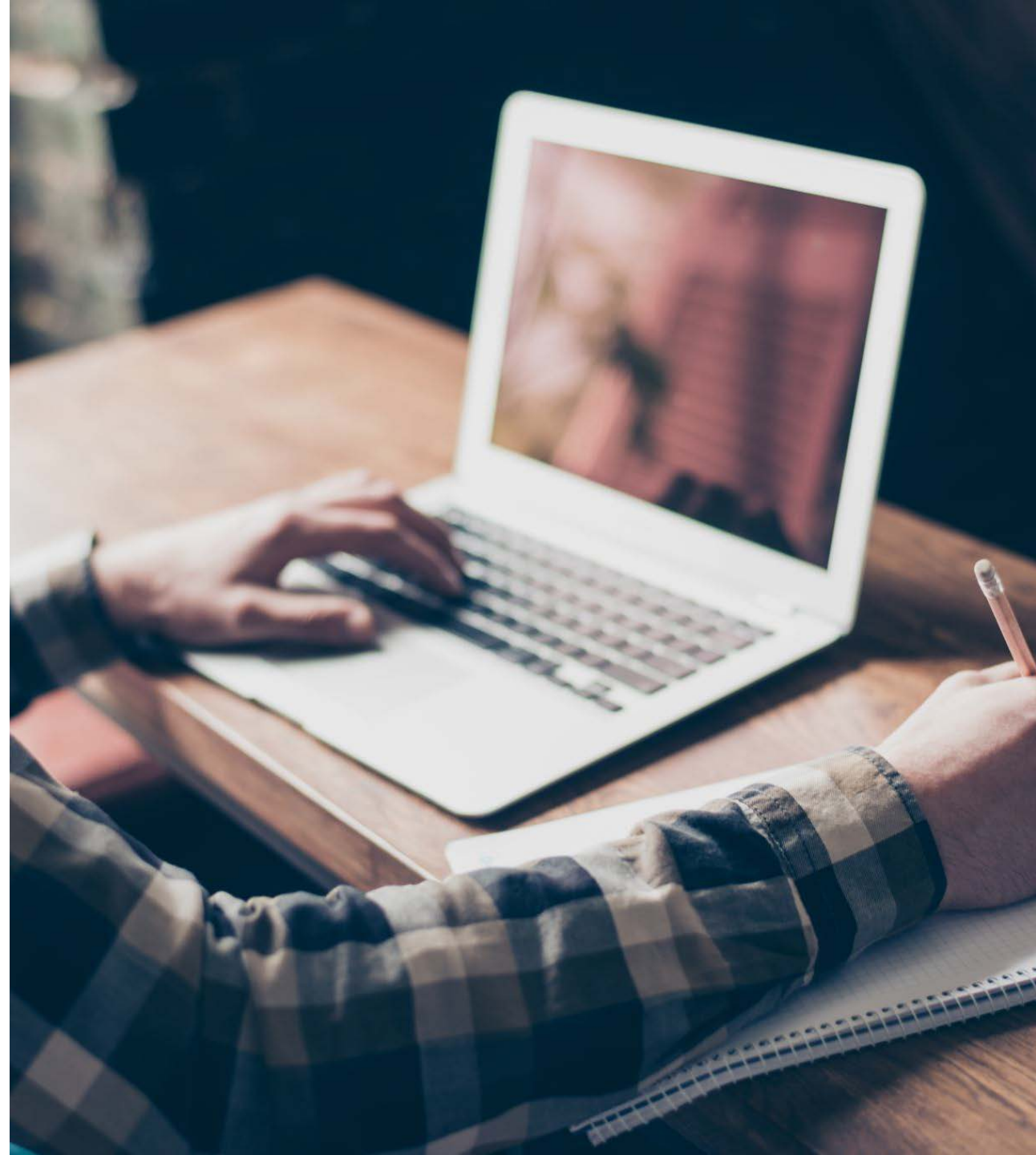
- Your wandering mind.
- Your thoughts: suspend judgment about content and style.
- Participate in class activities.
- Relate the class to your goals.
- Think critically about what you hear.
 - Don't write everything down!



Note-taking

Note-taking: Why?

- Encourages active listening
- Promotes retention of information
- Assists with organization of concepts
- Provides material for tests and exams



Tips for Note-Taking

- Keep your notes in one place
- Paper vs Digital
- Leave spaces on the page to add notes later
- Notes do not need to be pretty but they should be functional

Effective Note-taking

Three steps:

1. Observing
 - looking and listening
2. Recording
 - making choices, being organized
3. Reviewing
 - daily and weekly



1. Observing: Looking and Listening

- **Look:**

- if the instructor writes it down – it's important!
- note instructor's emphasis and gestures

- **Listen actively:**

- for content
 - listen for meaning
 - listen with a purpose: why? what? who?
- for language
 - introductory, concluding & transition words
 - repetition
 - connections to previous lectures & textbook

2. Recording

- Label, number and date your notes.
- Use an effective note-taking technique:
 - a) Cornell method
 - b) Outlining
 - c) Mind and Concept maps
- Use highlighter when reviewing your notes - use different colors
 - **Green:** concepts you know
 - **Yellow:** concepts you don't understand and need help with
 - **Blue:** concepts you need to review

Cornell Method

- Format the page
- Take notes on right side
- Use cue column for questions or key words and to practice reciting/reviewing
- Write a summary after class
- Helps get information into long-term memory

Key Word/Concepts	Note-taking
Summary:	

Cornell Method

- Topic: **Penguins**
- Key Words/Concepts
- Major Topics and Sub-topics
- Abbreviated notes
- Summary

Key Word/Concepts	Note-taking
Description Habitat Size What do they eat Myths	Topic: Penguins General Description: <ul style="list-style-type: none"> • Torpedo shaped • Flightless birds • Live in southern regions of the world • 19 species Size <i>Smallest</i> <ul style="list-style-type: none"> • called little penguin or little blue penguin • 10 – 12 inches tall • Weigh 2 – 3 lbs. <i>Largest</i> <ul style="list-style-type: none"> • called an emperor penguins • 36-44 inches tall • Weigh 60 – 90 lbs. What do they eat? <ul style="list-style-type: none"> • Carnivores • Diet includes: krill(tiny crustaceans), squid and fish Myths <ul style="list-style-type: none"> • They live in Antarctica • They only live in cold climates Truth: <ul style="list-style-type: none"> • Found in every continent in southern hemisphere • Galapagos Penguins live on tropical islands near the equator
Summary:	<p>Penguins are torpedo shaped flightless birds who live in the southern regions of the world. There are 19 species. The smallest species is the little blue penguin and the largest is the emperor penguin. Their height ranges from 10 to 44 inches in height and 2 to 90 lbs. in weight. They are carnivores who eat krill, squid and fish. Two common myths are they can only be found in Antarctica and in cold climates. In fact, they are found in every southern continent in the southern hemisphere and can be found in warm climates near the equator.</p>

Outlining

Major Topic

- 1st key point that relates to topic
 - specific fact and details of 1st key point
- 2nd key point
 - specific facts and details of 2nd key point

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Outlining

Penguins

General Information

- Torpedo shaped, flightless
- 19 species
- Smallest = little penguin
 - 10-12", 2-3 lbs
- Largest = Emperor Penguin
 - 36-44", 60-90 lbs

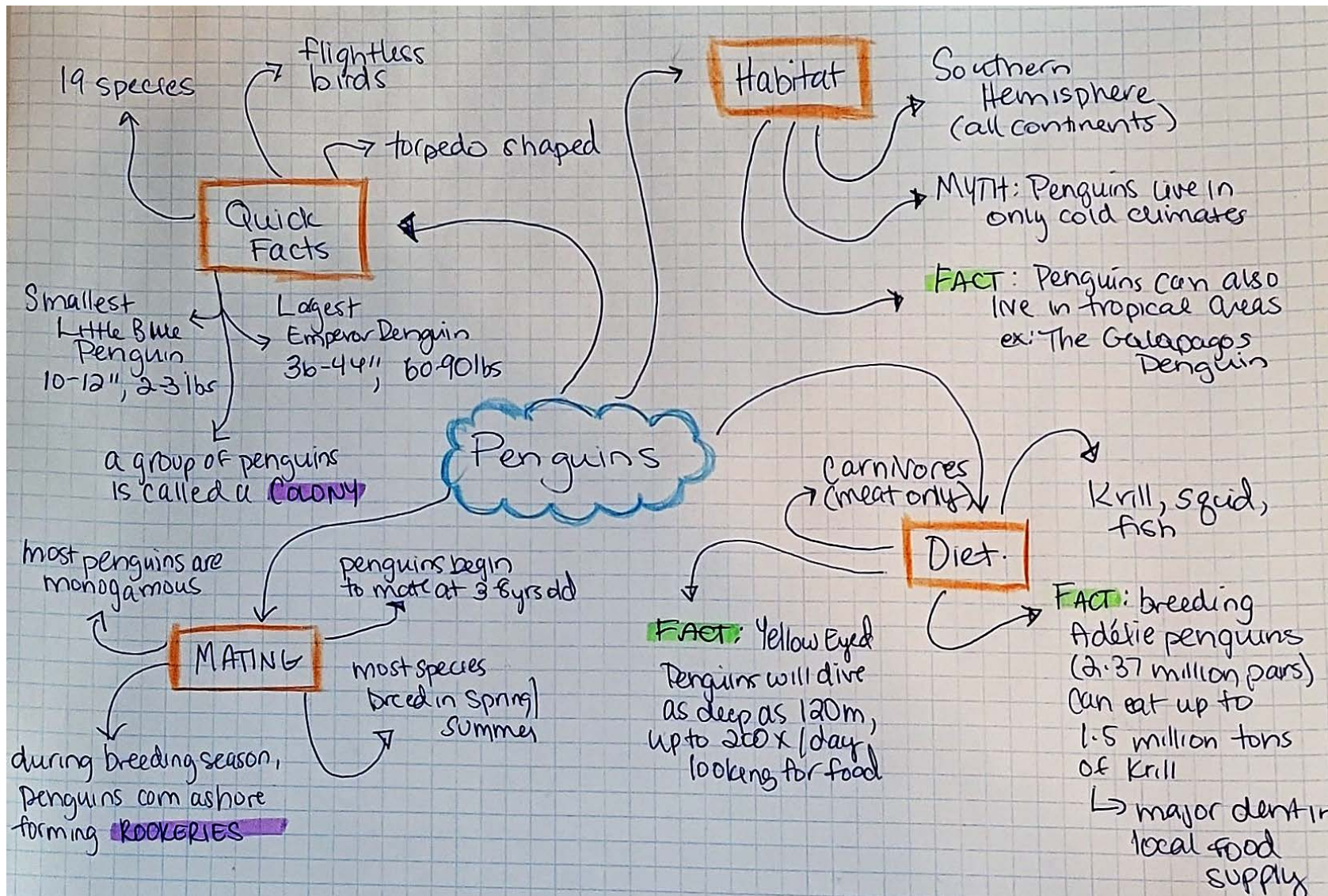
Habitat

- Marine birds
- Southern Hemisphere (every continent)
- Some live in cold climates (Antarctica), others in warm (Galapagos)

Mind Mapping

- Great for Visual Learners
- Provides useful study aid
- Allows you to visualize connections between topics/concepts





Sample Mind Map

Online Note-taking Apps

- Evernote
- Simplenote
- Flashnotes
- Google Keep



3. Reviewing

Within 24 hours...

- Do a post-class edit.
- Fill in blanks.
- Set study goals.

Conduct weekly study reviews.



Summary

Note-taking: why

- Encourages active listening
- Promotes retention of material
- Helps with organization of concepts
- Prepares you for tests and exams

Effective note-taking includes

- Observing, Recording, Reviewing

Note-taking techniques:

- Find and use one that works for you.



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