

Understanding the Text

Conference 1 Notes
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Comments

Hello Patricia. Thank you for making it to the conference and for sharing your questions and main issues. Together we can solve your biggest problems and move forwards and accomplish your goals.

Make sure you set goals for each conference time and be armed with questions. Delegate each conference to solving the most important issue. Your preparation is very important.

Main Issues

Patricia: “probably my main issue would be studying”.

Study Techniques

I think we covered how to improve your study by using a few techniques, which will help to deepen your understanding of the text you are using.

Time Management

One issue, which may not be obvious, is time management. Are you using your time effectively? This is a critical barrier to your achievement, if you do not manage your time. Remember this; if you are not using time effectively, your improvement will be slow or insignificant.

Reading the Question

Lastly, I feel that you may not be reading the question carefully. When you read an assignment make sure to focus on the content words and the process words. The content words are your concept words and the process words tell you what to do.

You must follow through by following the instructions (the keywords or key ideas) in order to get the marks. Do not ignore important keywords and do your own thing.

Main Learning Points

1. If you can't understand the language you can't work with the concepts.

Make a list of the special words you need to understand and define them. Take each one in turn and write a paragraph explaining its meaning, giving examples and discussing its significance.

2. The best way to learn is by having to teach someone else.

“Why don't you try teaching me one of your hardest to remember concept words.”

3. Every time you read you should finish by writing. Always write about what you are reading.

4. When you sit down to read turn the titles and headings into questions and then read to answer the question you set for yourself.

5. Use the question method as your main study technique.

You will soon find out what it is that you don't know and you generate a pile of questions you can research. Find out the answers to each of your questions. You should do this in every subject.

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Conversation

[2:02:29 PM] Patricia: hello

[2:03:13 PM] Patricia: yes im here

[2:04:20 PM] Online Tutor: Great..how are you?

[2:04:32 PM] Patricia: well thank you

[2:05:15 PM] Online Tutor: Have you a particular issue or topic to kick off?

[2:05:33 PM] Patricia: probably my main issue would be studying.

[2:06:04 PM] Patricia: i do alot of it.. just not sure if how i am studying is a good way.. or if there are better techniques thaat i should be using

[2:06:28 PM] Online Tutor: OK...let's pick your hardest topic right now at UNI

[2:06:39 PM] Patricia: stats

[2:07:20 PM] Online Tutor: The language of stats...have you a list of the major terms you need to understand?

[2:07:50 PM] Patricia: no its a mathematic course, like statistics

[2:08:52 PM] Online Tutor: I do understand...but each subject has it's special words. One of the best ways to start revising a topic is the pick the most imortant content words.

[2:10:30 PM] Online Tutor: Make a list of the special words you need to understand and define them. Take each one in turn and write a paragraph explaining it's meaning, giving examples and discussing its significance.

[2:10:36 PM] Patricia: its a math topic, a core first year unit, called business statistics, using mean medium mode, and excel and things like that.

[2:11:25 PM] Online Tutor: If you can't understand the language you can't work with the concepts.

[2:11:32 PM] Patricia: okay

[2:11:41 PM] Patricia: so this would be good for soemthing like microeconomics?

[2:12:11 PM] Online Tutor: It's good for every subject.

[2:13:27 PM] Online Tutor: Imagine if you understood the language...? You would be able to handle the concepts and you would remember the most important stuff.

[2:14:25 PM] Patricia: yes. I have done this before, by writing out a whole study book with the most important words, what they mean.. maybe i should be re-writing a few times to get it into my mind?

[2:15:05 PM] Online Tutor: Why don't you try teaching me one of your hardest to remember concept words.

[2:15:47 PM] Online Tutor: The best way to learn is by having to teach someone else.

[2:16:25 PM] Online Tutor: You soon find out what you don't know and you generate a pile of questions you can research.

[2:17:23 PM] Online Tutor: Use the question technique as your major study method. Each time you come up with something you don't understand, turn it into a question.

[2:19:29 PM] Online Tutor: When you sit down to read turn the titles and headings into questions and then read to answer the question you set for yourself.

[2:20:50 PM] Online Tutor: Writing answers based on your reading is an essential part of your study techniques. Every time you read you should finish by writing. Always write about what you are reading.

[2:21:34 PM] Patricia: by summarising the ideas in the reading?

[2:23:25 PM] Online Tutor: Yes..that's one way. Also you can react to what you read. Give an appraisal of what you have just read. Does it make sense to you. Are you convinced? By interacting with the text you bring the information to life.

[2:23:59 PM] Patricia: yes i understand what you are saying.

[2:24:49 PM] Online Tutor: Now it's test time. Teach me how to use questions to study.

[2:27:12 PM] Patricia: When your reading a required text, it is important to always write after you have finished reading. You should try to understand the main ideas from the text and write them in your own words to make sure you understand what you are reading. it is important not to just re-write what you have written

[2:28:23 PM] Online Tutor: Get specific: Teach me how to use questions to study.

[2:29:30 PM] Patricia: When you dont understand something you have read or learnt turn it into a question that you have to answer

[2:29:53 PM] Online Tutor: Yes...anymore?

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[2:30:46 PM] Patricia: When you sit down to read turn the titles and headings into questions and then read to answer the question you set for yourself.but i dont understand what this means.

[2:31:17 PM] Online Tutor: Let's open up the stats book...do you have one?

[2:31:49 PM] Online Tutor: I mean open up the text - excuse my typing

[2:31:54 PM] Patricia: yes, its maths based thou? is that ok

[2:32:03 PM] Online Tutor: OK

[2:32:44 PM] Online Tutor: When you open the first chapter describe what is at the very beginning.

[2:33:56 PM] Patricia: the first chapter is a introduction. It defines what statistics is, the different types of data and how to use excel

[2:34:18 PM] Online Tutor: Does the page have a title?

[2:36:12 PM] Online Tutor: Are you there?

[2:37:31 PM] Online Tutor: Write the title on a piece of paper.

[2:40:26 PM] Online Tutor: Use a question word to turn the title into a question. Example: "How to Display Data" becomes –

"WHY DO WE NEED TO USE DIFFERENT WAYS TO DISPLAY DATA?"

OR "WHICH ARE THE MOST COMMON WAYS TO DISPLAY DATA?"

[2:40:32 PM] Patricia: as this subject is also based on using excel.

[2:41:11 PM] Online Tutor: NOW YOU HAVE YOUR QUESTION...read to find the answer.

[2:41:24 PM] Online Tutor: You are back! Thought you had left.

[2:41:42 PM] Patricia: no i hadnt reeevied any thing you were saying, it all just came through though

[2:43:05 PM] Patricia: one of the titles is "obtaining data & statistical information

[2:43:30 PM] Online Tutor: Locate the first heading which is used by the writer to carve up the information on the page and turn the heading into a question then let your question guide you in understanding the section.

[2:44:00 PM] Online Tutor: obtaining data & statistical information

[2:44:56 PM] Online Tutor: This could become ... "Which are the Most Common Ways of Obtaining Data and Statistical Information"

[2:46:06 PM] Online Tutor: The Headings should also help you to create your notes - you have the heading as a title, then your question, then your answer

[2:46:16 PM] Patricia: okay.

[2:47:11 PM] Online Tutor: Did you know you can select & copy our conversation and put it in a text file for later?

[2:47:26 PM] Patricia: yes im writing notes as we are going

[2:47:36 PM] Patricia: i have put all the other things in a file aswell.

[2:47:40 PM] Online Tutor: That's a great idea...because you might otherwise forget these tricks.

[2:47:47 PM] Patricia: are there any other study techniques you have?

[2:48:10 PM] Online Tutor: Yes...but for now I'm going to leave you with a very important one.

[2:49:22 PM] Online Tutor: I want you to write an essay on what we talked about. It's is going to be called, "UNDERSTANDING THE TEXT".

[2:49:51 PM] Patricia: how long does this need to be?

[2:50:11 PM] Online Tutor: If you do what I tell you to do it will make a big difference ...

[2:51:28 PM] Online Tutor: Length: I'll leave that up to you but you must study everything in our conversation to create your answer...it must have an intro and thesis, a body and a conclusion

[2:51:47 PM] Patricia: okay.

[2:53:31 PM] Online Tutor: Now you have two essays to complete - your introduction and "Understanding the Text"

[2:53:58 PM] Online Tutor: The more you use these ideas the better you will write

[2:54:36 PM] Patricia: I will leave the introduction as it is. I wont have enough time to do both. i will concentrate on the one for this week, and use your comments from the previous one.

[2:55:26 PM] Online Tutor: You choose your speed.

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[2:55:50 PM] Patricia: okay, uni is pretty full on so il find both a bit hard at the moment.

[2:56:23 PM] Online Tutor: I hope you have got something out of this session...when I read your essay I'll know more.

[2:57:07 PM] Online Tutor: Buy for now...good luck with your studies. You can contact me anytime but these sessions are only once a month.

[2:57:23 PM] Patricia: these online sessions?

[2:58:17 PM] Online Tutor: Our SKYPE meetings are only once per month, but you can contact me when you like. I want you to write and use what I teach you.

[2:58:40 PM] Patricia: okay, i thought these were once a week but thats ok.

[2:59:12 PM] Patricia: i can just contact you in between

[2:59:16 PM] Online Tutor: I think that you will benefit more from using the time to write and read.

[2:59:18 PM] Patricia: and will you continue to send me information

[2:59:34 PM] Online Tutor: Yes...if you promise to use it.

[2:59:47 PM] Patricia: i have been using it.

[2:59:54 PM] Online Tutor: Have you read the stuff I've sent you?

[3:00:05 PM] Online Tutor: Is it helpful?

[3:00:42 PM] Online Tutor: Create your question list so I can be as specific as I can on each topic.

[3:00:46 PM] Patricia: i printed out the study skills so i will read them tonight.

[3:01:37 PM] Online Tutor: Good start...the study guide is very good at dealing with a lot of things...but you may need more details on important specifics.

[3:02:13 PM] Patricia: so do i email you if i have these

[3:03:41 PM] Online Tutor: Yes... When you have used the stuff I send you. That way I know you are dealing with things and asking questions about what you don't understand. Okay - I'll leave you now

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[3:03:58 PM] Patricia: ok.

[3:04:09 PM] Patricia: thank you for your time.

[3:04:28 PM] Online Tutor: Bye for now!

[3:04:41 PM] Online Tutor: It's a pleasure to work with you.

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