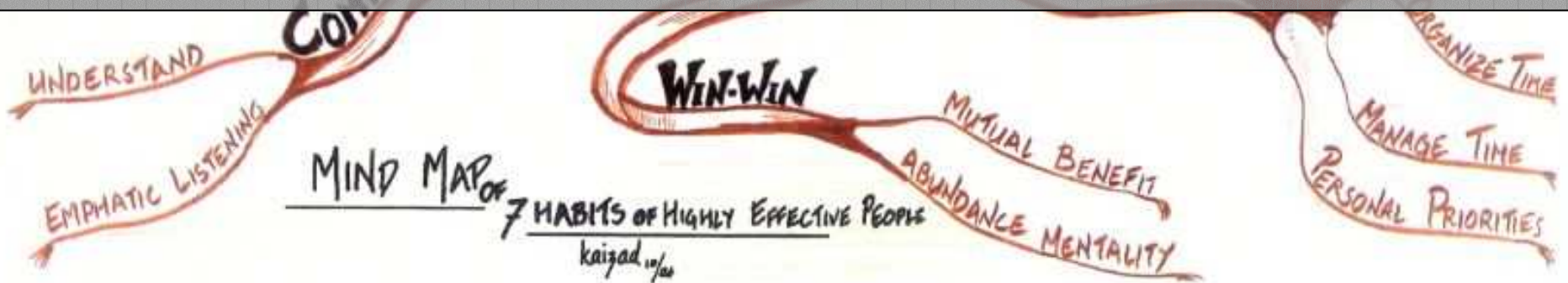




How to make a mind map

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Resource Toolkit

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Note: This material serves as a guide for students in my seminars and does not claim to have general validity.

Outline

1.
What is a
mind map (for)?

1. What is a mind map (for)? |

2.
Three steps

2. Three steps to a good mind map |

3.
Dos and Don'ts

3. Dos and Don'ts |

4.
Sample Mind maps

4. Some sample mind maps |

What is a mind map (for)?

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Mind maps ...

- o ... are a diagrammatic way of recording information that is easy to use, adapt and recall.
- o ... use visual stimulation to structure and memorise knowledge effectively.
- o ... are good for lecture notes, text summaries, exam preparation, essay writing, presentation planning, knowledge management.

Advantages and disadvantages of mindmapping

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+++ Advantages +++

- + quick: recording many ideas in a short amount of time
- + makes additions easy
- + highlights links between concepts
- + makes the structure of arguments immediately visible
- + makes knowledge more memorable
- + can reduce a wealth of information

— — — Disadvantages — — —

- personal: your mind map may be difficult for others to understand
- revisions can be time-consuming
- may become cluttered
- challenge to keep mind maps logical and consistent
- hierarchy is often subjective

How can I draw mind maps?

1.

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By hand

- + makes a first start easier
- + more individual
- cumbersome to revise

Software

- + easy and quick to modify
- + tends to be more orderly
- takes some time to learn

If you decide to use a software, go for FreeMind. It's free!

freemind.sourceforge.net



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Step 1: Basic outline

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- 1) When using paper, use it in landscape orientation.
- 2) Start in the center with an image of the topic and/or the title of the mind map.
- 3) Draw the main branches with the basic ordering ideas.

After step 1: Basic outline

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ADVANTAGES

PURPOSE

Mind Maps

DISADVANTAGES

WHAT?



Step 2: Knowledge structure

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- 1) Mind maps have a tree structure which reflects the hierarchical and logical structure of the argument.
- 2) The lines must be connected, starting from the central image.
- 3) Use short key words.
- 4) Each word/image must be alone and sitting on its own line.
- 5) Let branches grow radially.

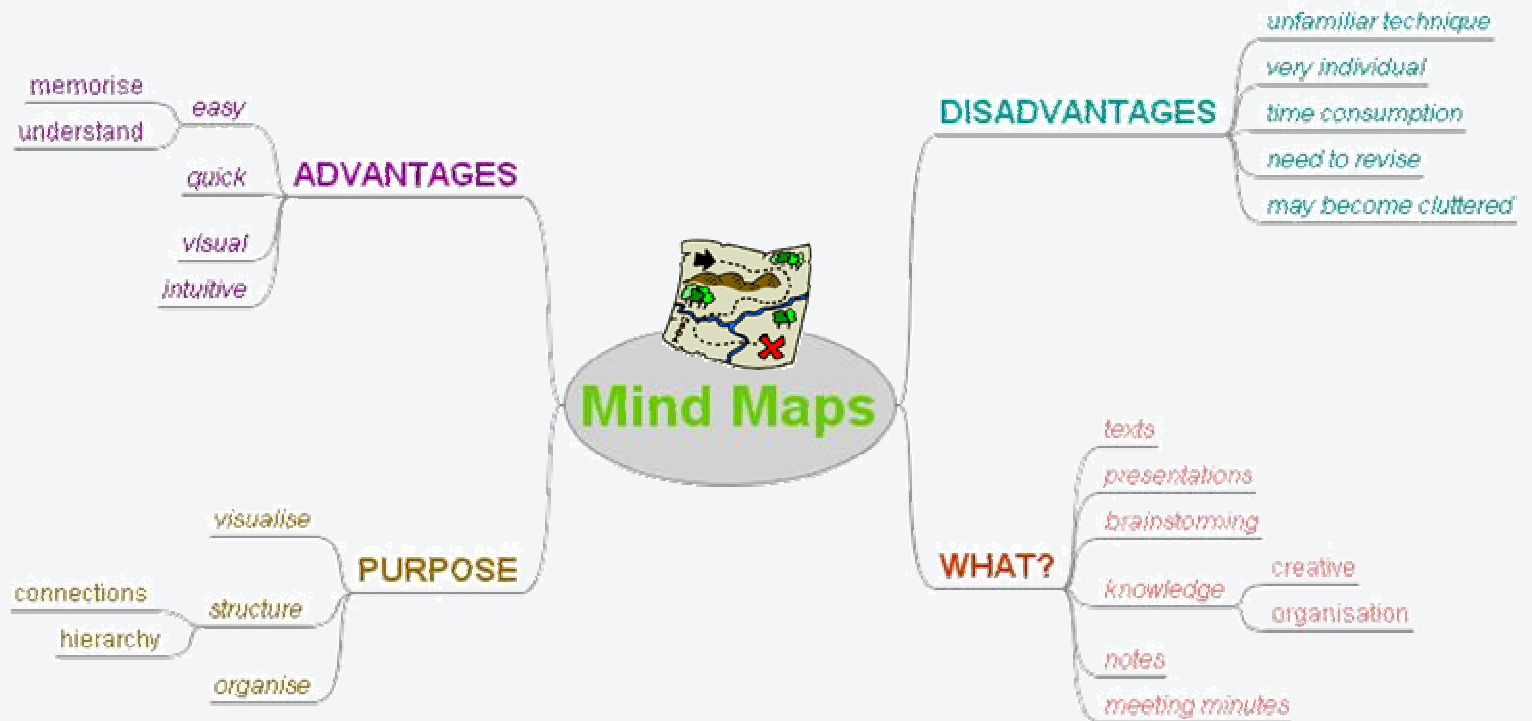
After step 2: Knowledge structure

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Step 3: Style

1.
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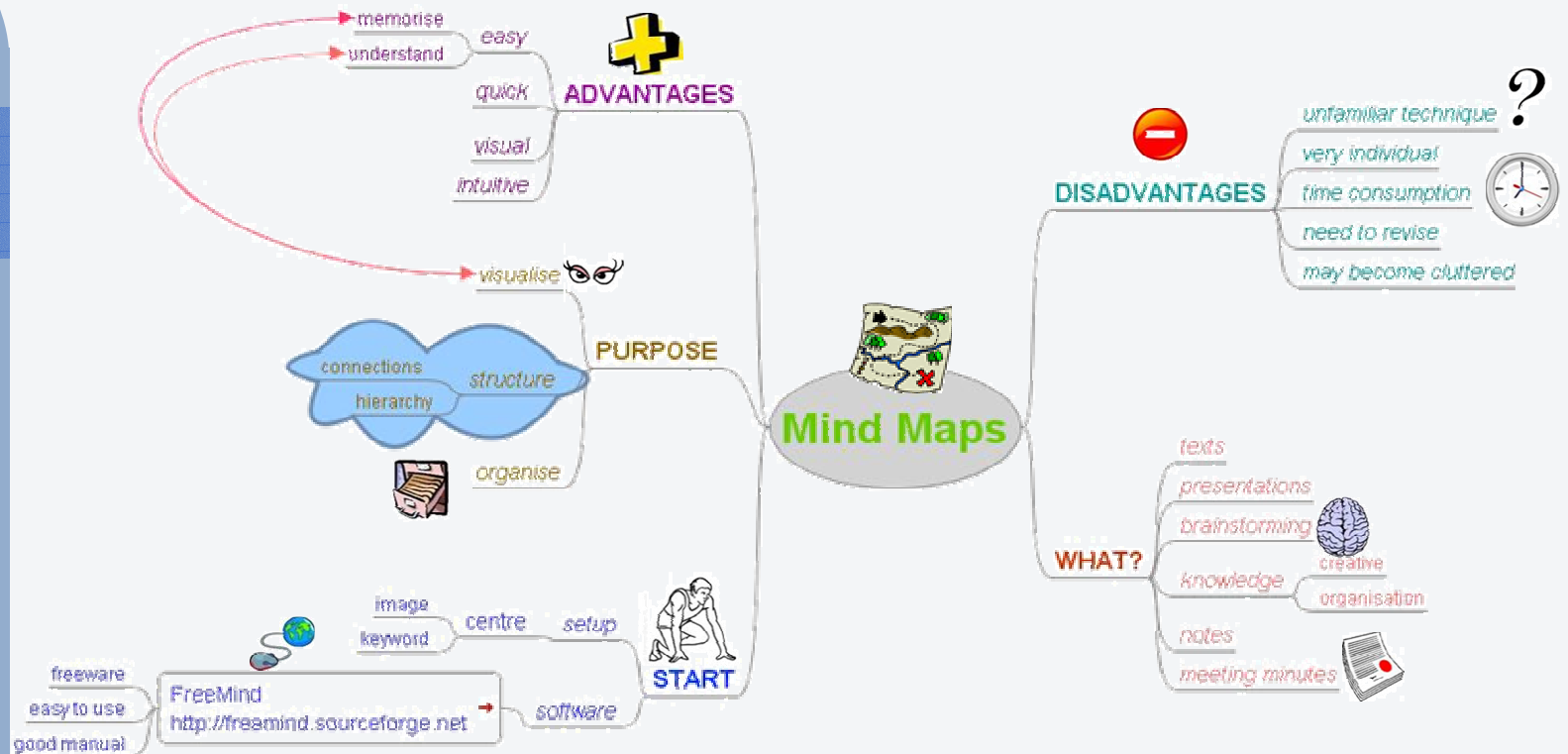
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Sample Mind maps

- 1) The central lines are thicker, organic and flowing, becoming thinner as they radiate out from the centre.
- 2) Use UPPER CASE/lower case and **different** font sizes and **boldface**/*italics* and a **coherent** colour set to differentiate between different levels or different branches. This makes it easier to memorise the mind map.
- 3) Use images or drawings wherever possible to enhance the mind map.

- 4) Use clouds for emphasis.
- 5) Draw connections between concepts.

After step 3: Full mind map

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What you should do

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Do...

- o ... give your mind map an individual touch. Develop your own style.
- o ... differentiate through emphasis.
- o ... keep your mind map clear by using hierarchies.
- o ... revise your initial mind map. Check for consistency and logic!
- o ... use images wherever possible.
- o ... write horizontally.

What you should avoid

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- o Do not clutter your mind map.

- o Do not write long passages onto the branches.

- o Do not use abbreviations.

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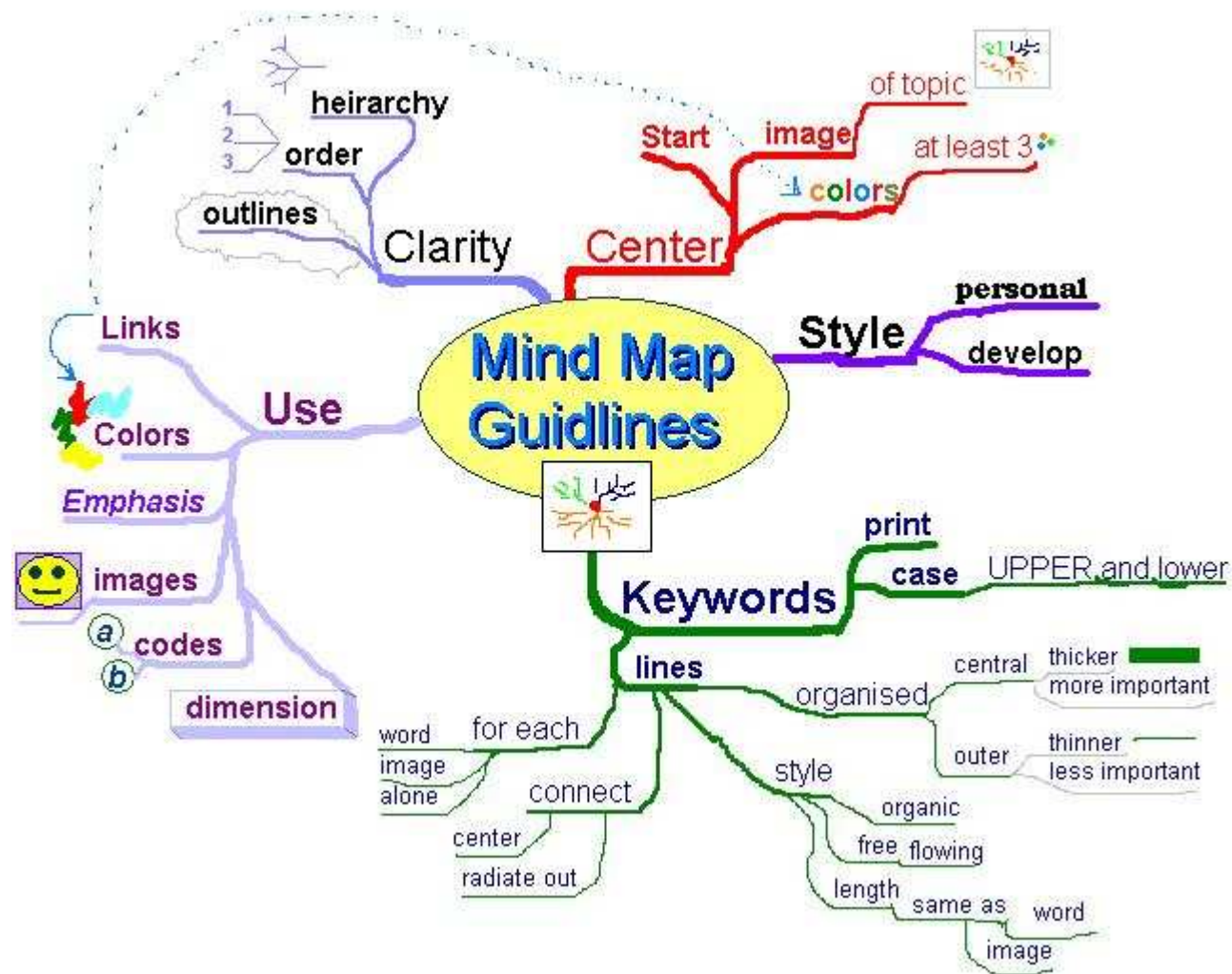
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Note the spelling mistake!
<http://en.wikipedia.org/wiki/Image:MindMapGuidelines.JPG>

