

TYPES OF SCHEMES

1. TABLE OF CONTENTS

Transfer the structure of the text to the table of contents. Afterwards, you can use this during the memorizing phase in the exam period.

Using the table of contents, you can instantly see the structure of the text/the course. Therefore, use numbers to highlight enumerations, use arrows to visually show you the structure and limit the number of words (so you can read them faster).



2.MIND MAP

What is a Mind Map (MM)?

A mind map is a creative note taking method that literally ‘maps’ your thoughts (‘mind’). It is a network of colourful key words and symbols that summarize a lot of information. The key words are all connected and follow associative chains that refer to one central theme. It is a form of ‘radiant thinking’, thinking which in all possible circumstances appeals to the natural way in which our brain preferably learns: in a total-associative way, with a spontaneous combination of the left and the right cortex. A mind map is always horizontally panoramic because we look much more in width than we look in height.

How do you read a Mind Map?

You read a mind map radially. This means that you start from the middle and branch by branch, you look at the main key words. In that way, you will get a first impression of what the mind map is about. If the branches are not numbered, the order in which you read them is not important. If the order is important, you have to allocate priorities to the branches.

If you look at the main branches, you will notice that you can use the MM-technique for note-taking, developing a planning, preparing a presentation and presenting it; and you can also use it privately, to solve problems, to communicate and to support your memory.

How do you make a mind map?

You can make a mind map in many different ways: you can do it via your computer (e-Mind Map) or with pen and paper.

The 10 commandments of mind mapping

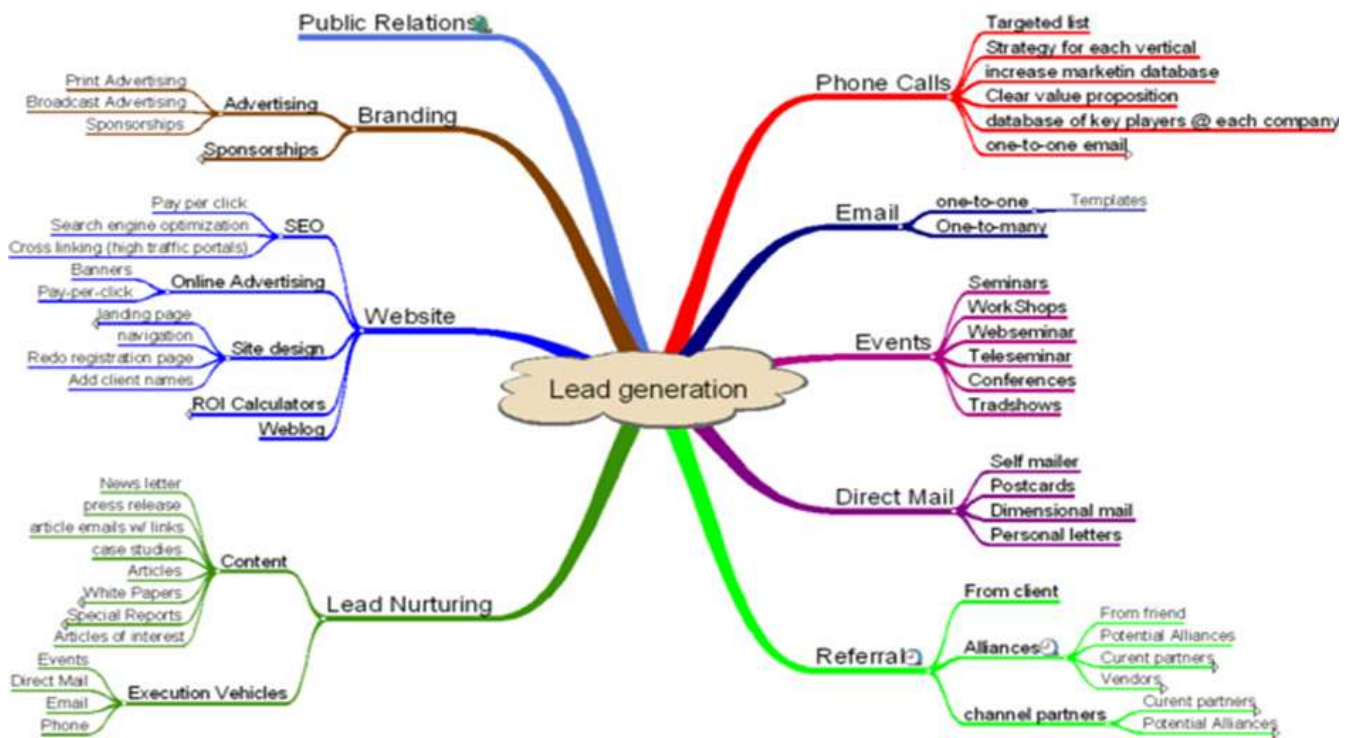
1. **Horizontal:** take a piece of paper and place it horizontally. Write down the central theme in one word, drawing or symbol.
2. **Key symbols:** use keywords, images, symbols, codes or different font styles or sizes. Be sparse in what you write down: everything you already know you don't have to write down anymore.
3. **Write clearly:** select the key words carefully and write clearly.
4. **Network with branches:** every image, symbol or word has to stand alone, each time above a line. All the lines together form a concatenated network of branches and lines.
5. **Smooth lines:** from the central image to all directions, thicker in the centre and thinner away from the centre.
6. **Horizontally readable:** words are placed horizontally, lines are deflected to the left or to the right.
7. **Colours:** use a couple of different but recognizable and bright colours.
8. **Criss-cross:** follow your own brain by skipping from one subject to another. You can mark interrelations with arrows or marks.
9. **Rank order:** Install a linear or logical order by using serial numbers, colour combinations or logically grouped elements.
10. **Relaxed and creative:** be creative, think in a relaxed way. Mind maps can be used for very complex subjects.

Make simple digital mind maps (e-mindmap) e.g. via <https://www.edrawsoft.com/mindmap-examples-for-students.php>

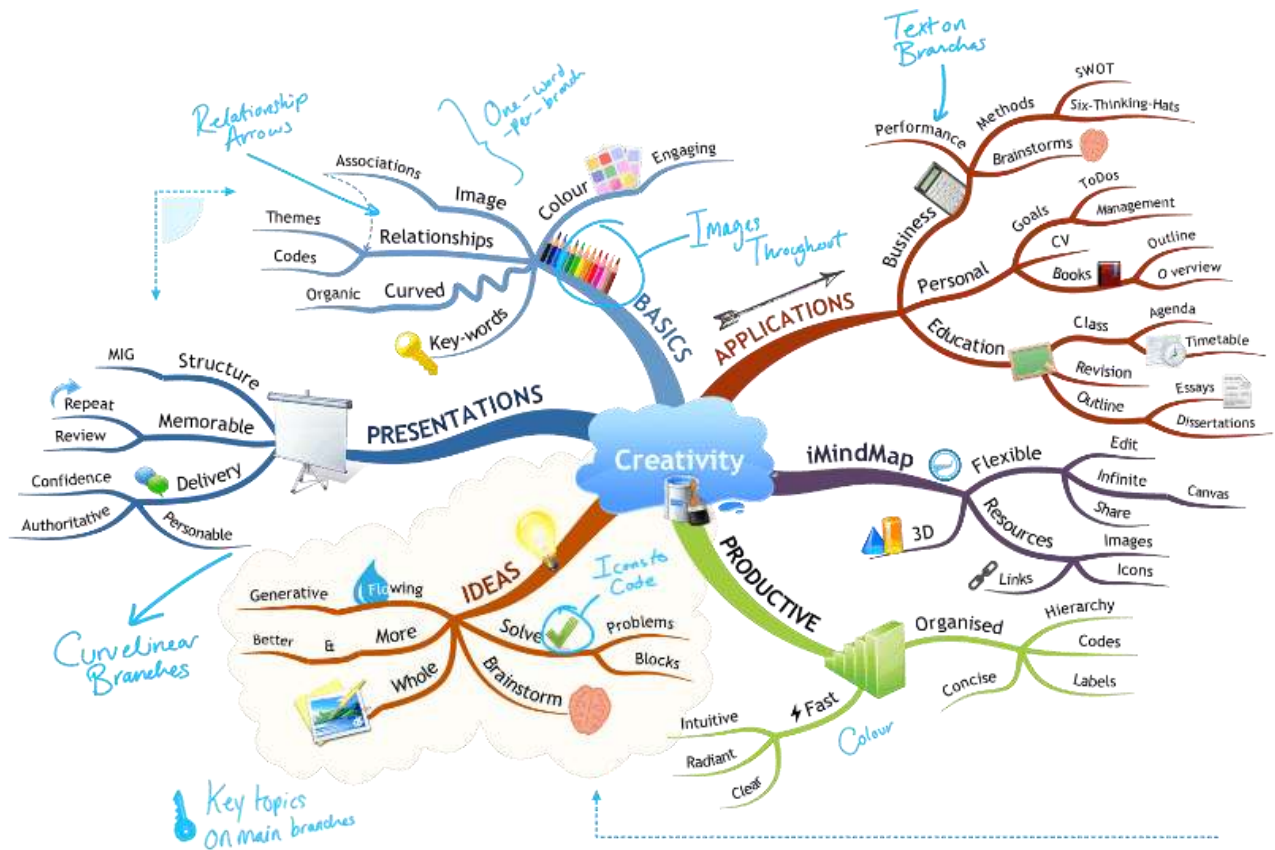
Example 1



Example 2



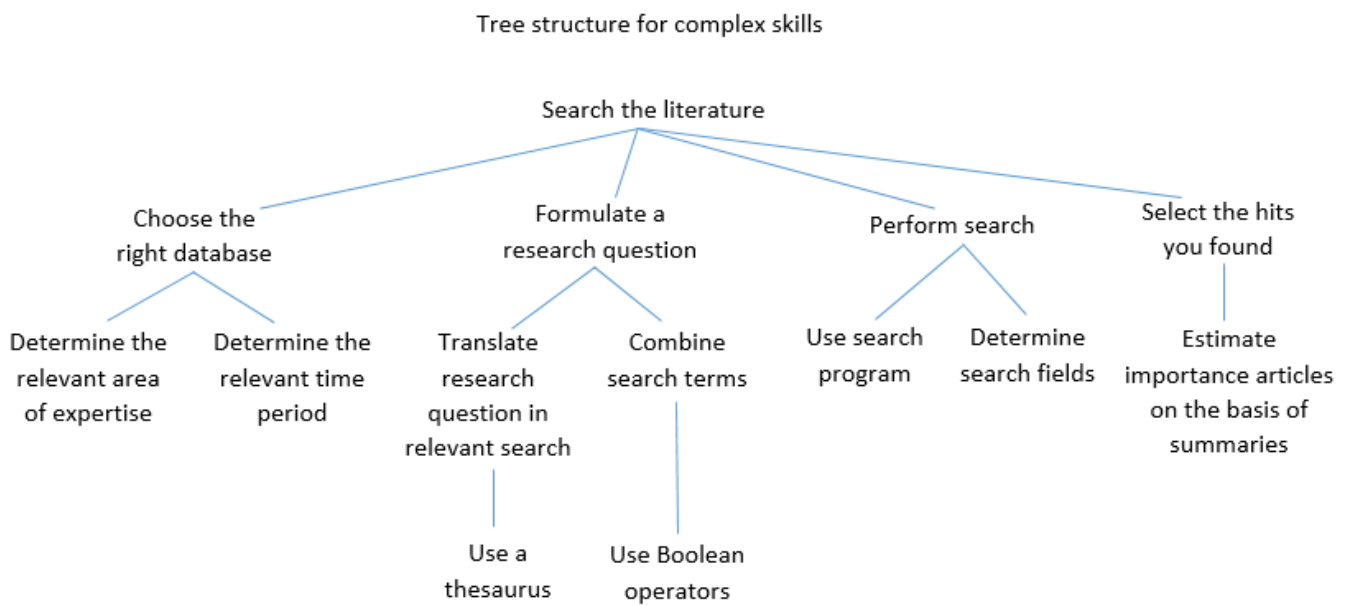
Example 3



Make a mind map based on the example text.

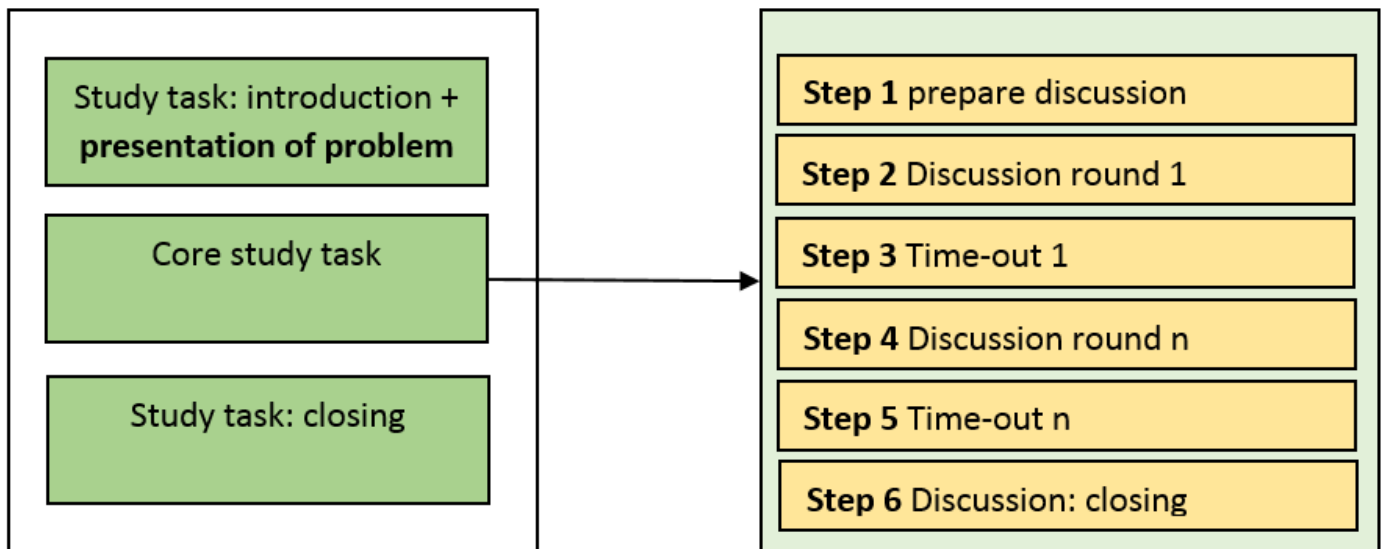
3.TREE STRUCTURE

Example:



4.STRUCTURE SCHEME

Example:



5.CAUSE-CONSEQUENCE SCHEME

Example:

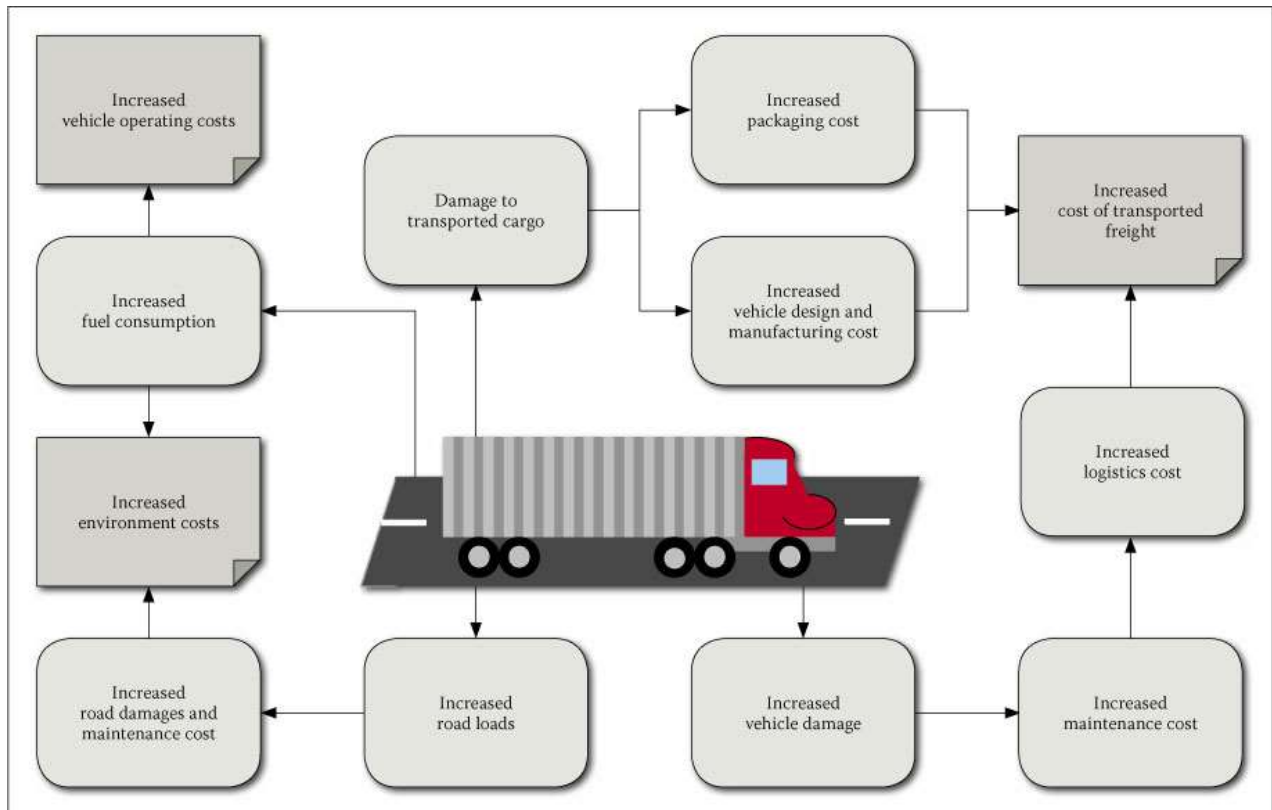
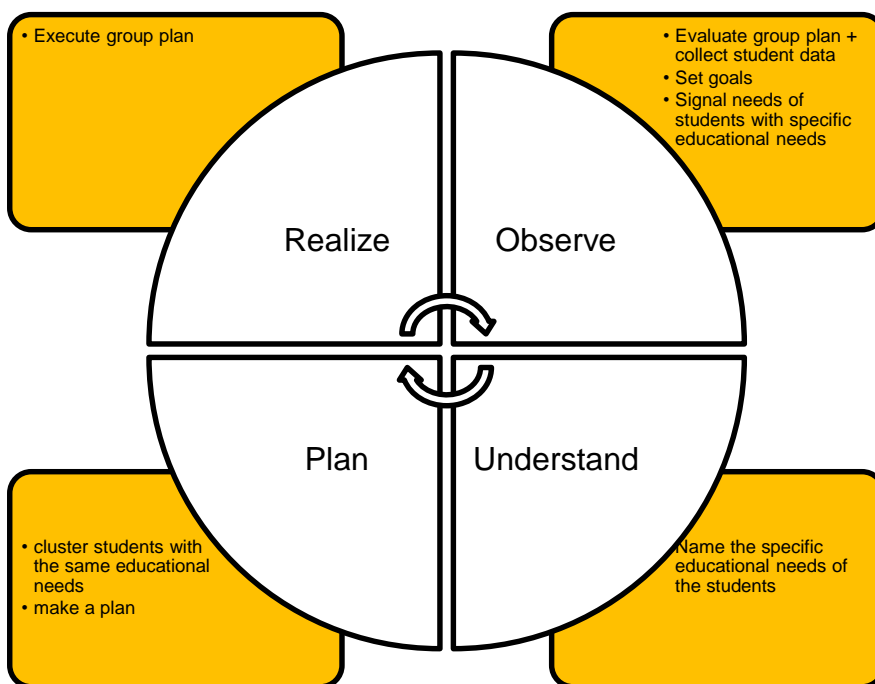


Figure 1 Potential effects of deteriorating riding quality (16)

(source : http://www.scielo.org.za/scielo.php?script=sci_arttext&pid=S1021-20192012000100002)

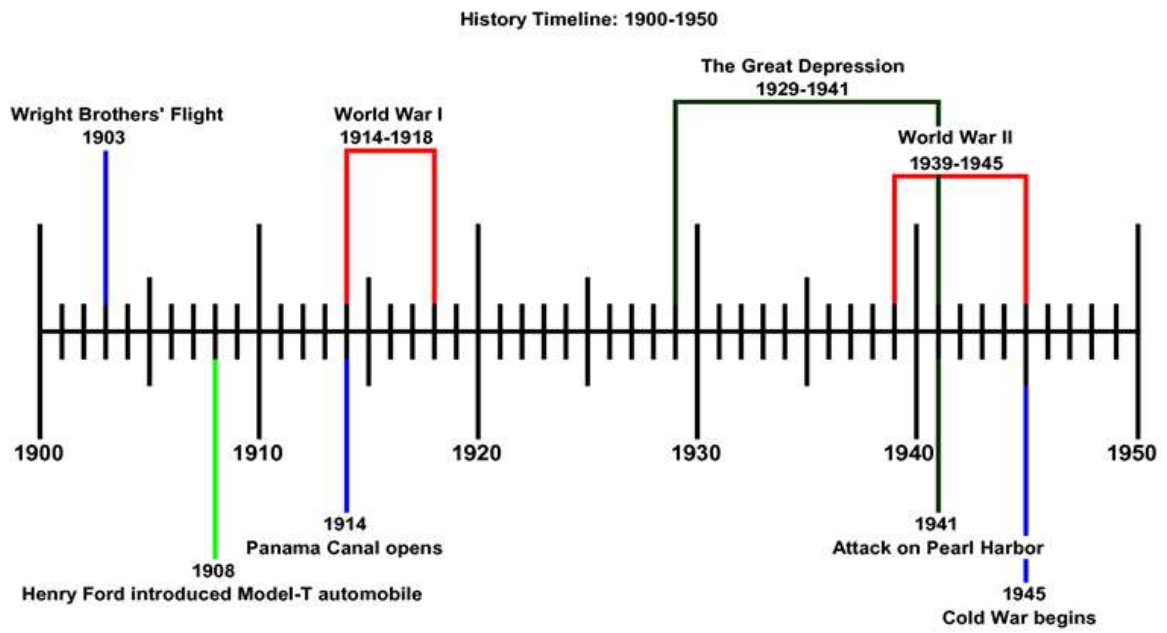
6.CYCLE

Example:



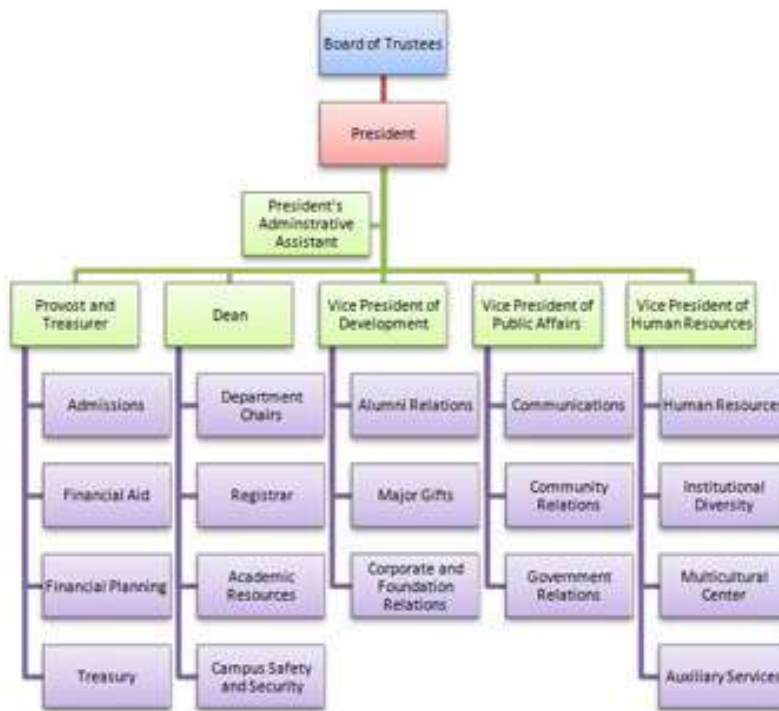
7.TIMELINE

Example:



8.ORGANOGRAM

Example :



(source : www.study.com)