

Getting some order

In any written assignment you will be expected to organise and structure information from a range of sources. This can mean you end up with a lot of notes and bits of writing you need to link together.

- What should you select?
- What are the relationships between ideas and concepts?
- How can you reorganise these in response to the task set?



These are suggestions – experiment and find out what works for you.

Aim to get a list of sections for your writing.



There will be more than one possible order so experiment with the order.



You need to link your ideas and points together to form a persuasive line of reasoning.

Highlight and group

Take the floor

Spread your notes out

Highlight key points and colour code them

List key points in groups

List the groups and put them in order

Shuffle your key ideas around

- Putting material into groups makes it easier to see how you might link the material together.
- Playing around with the order can help you arrive at a line reasoning that will convince the reader.
- Your readers will be able to follow your argument more easily if you have thought about the best order to use.

On screen

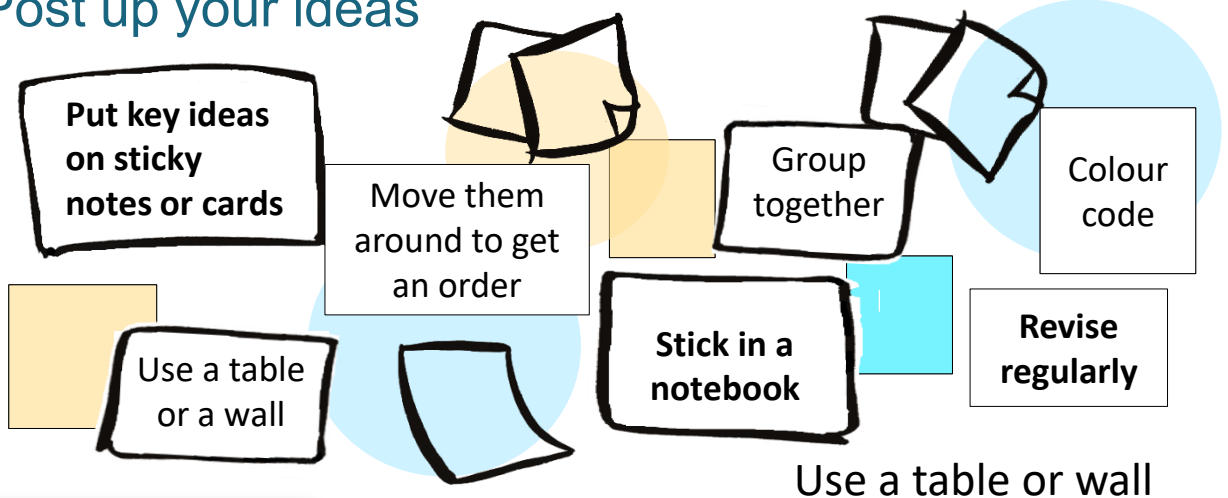


Copy and paste key ideas as short summaries.

Shuffle these around in your document.

Draft a outline plan based on the order you arrive at.

Post up your ideas



Visual methods can help you to:

- Link points
- Create a structure

You can link your ideas together roughly in sketchy spider diagrams, grouped in family trees or more formally as well-thought out concept maps.

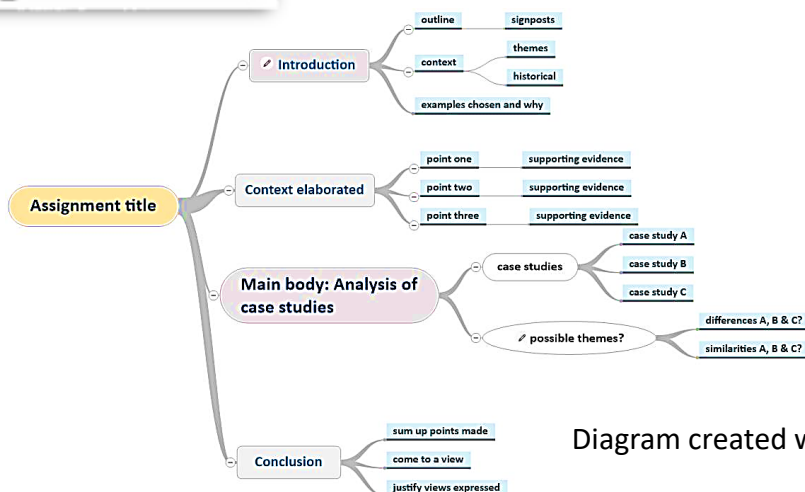


Diagram created with MindGenius

- Using software is an option and using it can help you to turn your diagram into an outline for your writing.
- **MindGenius** is available on University PCs or on request from Information Services. <http://edin.ac/1OUDROT>