

# Learning to Learn at Honiton Community College

Guide to the Key Techniques and Terms

## **LEARNING STYLES**

*The Smarts*

## **THINKING METHODS**

*PMI, CAF, OPV, APC  
6 Hats*

## **TEAM WORK**

*Characteristics of a team  
Team Roles*

## **FINDING AND USING INFORMATION**

*Hand-Up Model  
Card Sort, 5W's and H, KWL, Quads, Trash and Treasure, Therefore My  
Opinion is...*

# Learning Style A

## Verbal / Linguistic

### ✎ Word Smart

- You like to use words and language to express yourself
- You tend to have good listening skills
- You can be a good speaker

### ✎ You enjoy

- Writing
- Reading
- Knowing what words mean
- Using new words
- Getting people to share your opinion
- Using new phrases

### ✎ Occupations you would enjoy

- Journalism
- Editor
- Writer
- Lawyer
- Translator
- Politics

### ✎ Techniques that help you to learn

- Read information out aloud
- Put information to a jingle, song or tune you remember
- Use Mnemonics
  - **R**ichard **o**f **Y**ork **g**ave **b**attle **i**n **V**ain
  - Red Orange Yellow Green Blue Indigo & Violet – colours of the rainbow
- Use MP3, I-Pods, tapes to record your learning and listen to it
- Use role plays and stories through script

# Learning Style B

## Visual / Spatial

### ✂ Picture Smart

- Your minds remember information in the form of pictures and images
- You learn visually through the eyes
- You know your way around / you do not tend to get lost

### ✂ You enjoy

- Film – video, DVD or the movies
- Looking at pictures
- Photography
- Drawing and doodling

### ✂ Occupations you would enjoy

- Photographer
- Artist
- Interior designer
- Animator
- Pilot
- Computer Graphics Designer

### ✂ Techniques that help you to learn

- You learn better at the front of the class
- Being able to see people gives visual cues that help you to get it
- Use charts, diagrams, mind maps, pictures and images in your work
- Replace words with pictures
- Highlight important points and links in colour
- Learn information through stories you can picture it in your mind
- Learn by seeing

# Learning Style C

## Maths / Logical

### ✂ Number & Logic Smart

- You look at things in a logical way
- You can identify patterns quickly
- You can make connection easily between things
- You tend to group information to remember it
- You finding working with numbers easy

### ✂ You enjoy

- Experiments
- Solving problems
- Working out how and why things work
- Doing calculations in your head
- Games involving strategy like computer games, chess and draughts

### ✂ Occupations you would enjoy

- Scientist
- Investigator
- Computer programming
- Accountant
- Mathematician

### ✂ Techniques that help you to learn

- You want to understand how it works and need as much detail as you can get to help you learn
- Look for patterns
- Make and use to do list
- List important information
- Set yourself targets for achievement – link it to how much you understand or how quickly you get tasks done

# Learning Style D

## Auditory / Musical

### ✂ Sound & Music Smart

- You learn through hearing
- You like music
- You are good at listening for different sounds
- You can pick up rhythm and differences in pitch
- You can remember songs easily
- You can pick up the meaning of things people say by listening to their voice

### ✂ You enjoy

- Singing
- Playing with instruments
- Talking, listening and discussion topics of interest

### ✂ Occupations you would enjoy

- Musician
- Singer
- Composer
- Sound technician

### ✂ Techniques that help you to learn

- Put information into a song and sing it
- Listen to music while you are working
- Learn with other
- Read out information aloud so you hear it
- Use MP3, I-Pods, or tape to record information so you can listen to it later
- Use Mnemonics
  - Richard of York Gained Battles in Vain
  - Red Orange Yellow Green Blue Indigo & Violet – colours of the rainbow
- Join in conversations and discussion on topics you are learning

# Learning Style E

## Intrapersonal / Solitary

### ✂ Self or Alone Smart

- You like to work alone on tasks
- You are independent
- You understand yourself and your feelings
- You reflect and are aware of other people and how they feel

### ✂ You enjoy

- Spending time on you own
- Working in a quiet environment
- Setting yourself targets to achieve in your life
- Looking back at things that have happened and how you reacted in that situation

### ✂ Occupations you would enjoy

- Researcher
- Self Employed
- Social Worker
- Park Ranger
- Academic

### ✂ Techniques that help you to learn

- Set targets for yourself in your work, for example, what you would like to learn
- Keep a diary to track your achievement
- Write down your strength and weaknesses and work towards developing areas that need improvement
- You attach emotion when working on a topic and sometimes you need to step back to take another look at it
- Work out how you relax best when you get stressed
- Ask a teacher for more information to ensure you understand the task

# Learning Style F

## Kinaesthetic / Tactile

### ✂ Body Smart

- You learn by doing and interacting with your environment
- To help you learn you use your sense of touch and body.
- You use movement and manipulate object with ease

### ✂ You enjoy

- Physical activity
- Using your hands to make objects
- Using the sense of touch to learn how things work
- Drama
- Dance

### ✂ Occupations you would enjoy

- Personal trainer
- Actor or actress
- Carpenter
- Masseur
- Surgeon
- Athlete
- Hair dressers

### ✂ Techniques that help you to learn

- Build models or poster you can touch to help you learn
- Take regular breaks
- Use MP3, I-Pods, or tape to record information so you can listen to it later while you are active perhaps exercising
- Draw notes, use colour, and cut it up to organise it another way to help you learn
- Use flash cards so you have to flick through cards to see information
- When learning use actions to help you remember key information and move around
- Have an object/toy you can play with in your hands when learning

# Learning Style G

## Interpersonal

### ✂ People Smart

- You communicate well with others
- You like to learn with others
- You understand people around you and recognise their feelings
- You enjoy sharing ideas and getting others opinions

### ✂ You enjoy

- Chatting with people
- Going out with friends and meeting new people
- Giving advice
- Playing social games that involve people
- Organising social events

### ✂ Occupations you would enjoy

- Teacher
- Social Worker
- Retail person
- Chat show host
- Nurse
- Police Officer
- Ambulance Officer
- Coach or Umpire

### ✂ Techniques that help you to learn

- Study with a group of people
- Helping another person to understand a concept helps you to understand it better
- Use mind maps or diagrams that you explain to others
- Use role play
- Discuss your learning with teachers, family and friends

# THINKING METHODS

What do these initials stand for?

- **PMI**
  - **CAF**
  - **OPV**
  - **APC**
- 
- Plus, Minus, Interesting
  - Consider All Factors
  - Other Points of View
  - Alternatives, Possibilities and Choices

Plus, Minus, Interesting

- Is a different way of thinking
- You look at an issue, topic or subject from three perspectives

<b>Plus</b>	<b>Minus</b>	<b>Interesting</b>
<ul style="list-style-type: none"><li>+</li><li>+</li><li>+</li></ul> Positives Good points Benefits	<ul style="list-style-type: none"><li>-</li><li>-</li><li>-</li></ul> Negatives Bad points Consequences	<ul style="list-style-type: none"><li>★</li><li>★</li><li>★</li></ul> Fascinating Attention grabbing Note worthy

## Consider All Factors

- A different way of thinking
- CAF stands for Consider All Factors
- When looking at an issue, subject or topic you consider all factors (CAF) involved – *Everything!*

## Other Points of View

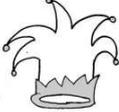
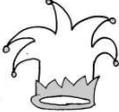
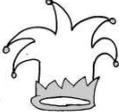
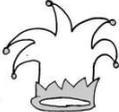
- A different way of thinking
- OPV stands for 'Other Points of View'
- You look at the issue, subject or topic from other points of view – perhaps another persons

## Alternatives, Possibilities & Choices

- A different way of thinking
- APC stands for Alternatives, Possibilities and Choices
- When looking at the issue, subject or topic you: consider:
  - Consider the alternatives,
  - Look at what is possible,
  - Make a choice/s.

## An Introduction to 6 Hats

*A different way of thinking*

HAT	With this hat on you should ask...
White Hat 	<ul style="list-style-type: none"> <li>• What is the available information – the facts?</li> <li>• What can you learn from the information?</li> <li>• Are there any gaps in your knowledge?</li> <li>• Can you fill the gaps?</li> <li>• What has happened in the past?</li> <li>• Can we learn from the past?</li> </ul>
Red Hat 	<ul style="list-style-type: none"> <li>• What does your gut tell you?</li> <li>• What does your instinct tell you?</li> <li>• How will other people react emotionally?</li> <li>• How will people respond who do not know how you think and why you think the way you do?</li> </ul>
Black 	<ul style="list-style-type: none"> <li>• What are all the bad points?</li> <li>• Why might this idea not work?</li> <li>• What are all of the negatives?</li> <li>• What are the weak points of the plan?</li> <li>• How can we counteract the weak points?</li> </ul>
Green 	<ul style="list-style-type: none"> <li>• What are creative solutions to the problem?</li> <li>• Can you think of an unusual way to solve the problem?</li> </ul> <p>Please note all ideas created when wearing this hat should be considered without criticism.</p>
Yellow 	<ul style="list-style-type: none"> <li>• What are all the positives of the idea?</li> <li>• What are all the benefits and values of the solution?</li> <li>• Why should you keep going?</li> </ul>
Blue 	This hat is: <ul style="list-style-type: none"> <li>• Worn by the person chairing the meeting</li> <li>• Used to keep discussion going</li> <li>• Used to direct what colour hat the group will be wearing</li> </ul>

# TEAM WORK

## Characteristics of Effective Teams

- Shared understanding – Everyone in the team understands what the team is trying to achieve.
- A Set of Rules – Everyone in the team works to the same rules.
- Commitment – Team members are dedicated to what the team is trying to do and want it to succeed.

### What makes a group a team?

- Mission
- Commitment
- A Set of Rules
- PAR Loop – **PLAN, ACT, REVIEW**
- Rely on Team Members

### FORMING

Meet for the first time

- Polite
- Feeling uncertain
- Get to know people in the team
- Try to understand:
  - what the team needs to do
  - your role in the team
  - other people's roles in the team

### STORMING

- Team may start to argue
- Power struggles
  - Who is in charge
  - Who is doing this task I can do it better
  - Is this the best way to do the task
- Team members assert themselves
  - Show their real self
- Team achieves little towards task

### NORMING

- Understand that each person is different and can contribute to the team
- Set rules for the team to work too
- All agree on how decisions will be made in the team
- Discuss what needs doing and starts doing it.

### PERFORMING

- Will complete the goal and tasks
- Works very well together
- Solve problems quickly
- Possible future problems are dealt with early

**What is a Leader?  
What do they do? How do they do it?**

A leader is someone who gives direction to the group.

They decide which activities are going to be done, the order they are going to be done in and who does which activity.

They must listen to everyone in the group.

If they say "be quiet", everyone must listen.

They must have a job to do.

They should lead by doing,

They should not make negative comments about team me

They should encourage quieter people in their group.



**What is the job of the Team Member?  
What do they do? How should they do it?**

A team member is a person who contributes to the group to help it achieve its goal.

They understand what the team is trying to achieve.

They should be committed to the team goals.

They should be able to present their opinions to the team and listen to the views of other team members.

They should work to a set of common rules established by the team.



## **What is a Scribe? What do they do?**

The scribe in the group will make written notes which everyone can share and/or read from.

They must have neat handwriting.  
They should be able to spell reasonably well.  
They still contribute to discussions and give ideas.  
They should be a good listener.



## **What is the job of the Diagrams person? How should they do it?**

The diagrams person is responsible for the presentation of the group's material – they do the drawing, sticking, colouring and cutting.

They should have good drawing skills.  
They like colouring and organising.  
They give good clear ideas about display.  
They contribute ideas to the discussion and work closely with the scribe.



**What is the job of the Speaker?  
What do they do? How should they do it?**

The speaker is the person who is going to be the spokesperson for the group.

They should be a clear speaker.

Their voice should be easy to listen to.

They should be able to present in front of the class and not be shy.

They will feel happy about answering questions on their presentation.

What is the job of the Diagrams person?

How should they do it?



**What is a Time Keeper?  
What do they do? How should they do it?**

The time keeper is the person who keeps track of the amount of time the team takes to complete tasks.

They should monitor how long it takes the team to accomplish its tasks.

They should provide updates to the team about whether it is using its time well.

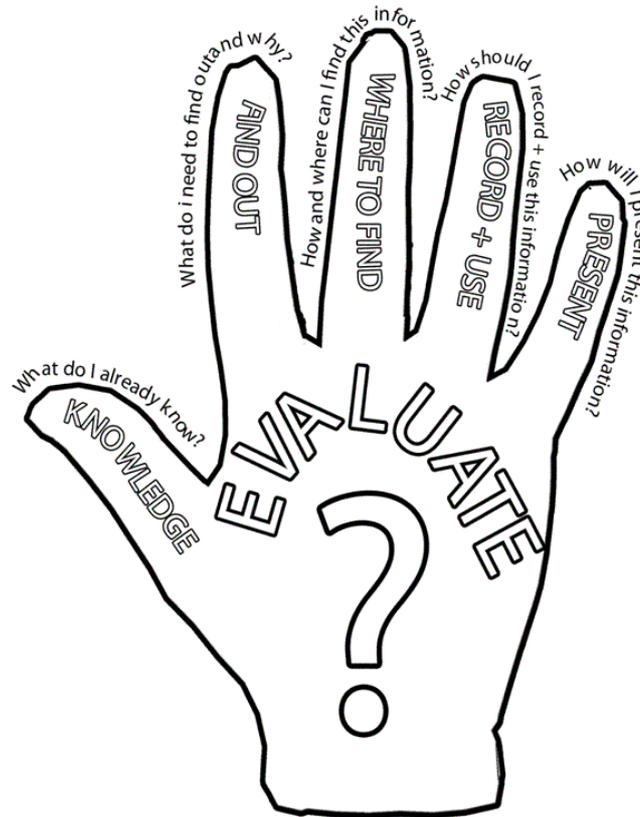
They should work with leader and team members to set new time lines if it needs to be changed.



# FINDING AND USING INFORMATION

## Hand-Up Model

# GET A HAND-UP

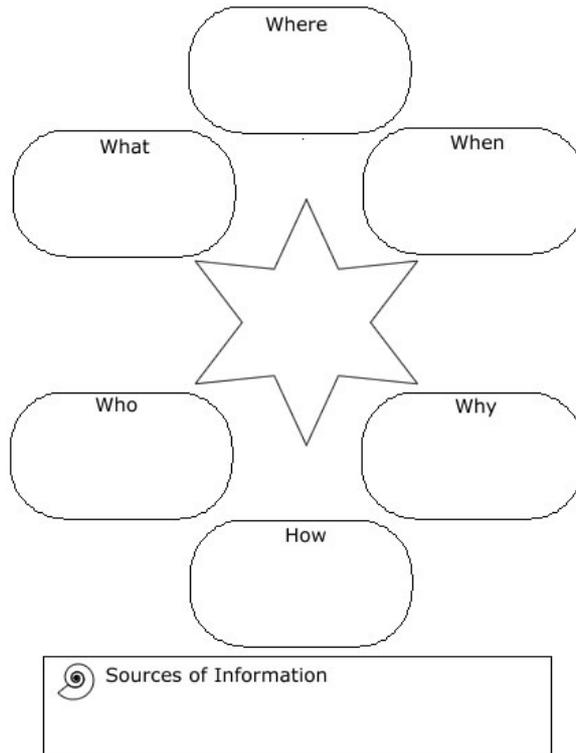


# WITH RESEARCH

## Card Sort

1. What do you already know?
  - On small cards write down each piece of information
2. What questions do you need an answer to? Think!
3. Search for the answers
  - Use different sources of information
  - On small cards write down the information
4. Put away sources of information
5. Card Sort
  - Sort the information into groups or chronological order
6. Present findings

## 5W's and H



## KWL

Use KWL as a note taking technique  
Remember to write down the sources of your information

- K**            What do I already know?  
**W**            What do I want to find out?  
**L**            What have I learned?

## QUADS

- **Q**uestions
- **A**nswers
- **D**etails
- **S**ource

## Trash and Treasure

- Highlight treasure using pen
  - Look for one piece of information at a time
  - When faced with different sorts of information use different colours to highlight
- In pencil cross out trash
  - You might find this information useful later

## Therefore My Opinion Is...

Use 'Therefore My Opinion Is...'

- To help you form your own ideas and thoughts on information
- Argument or Evidence to support your view
- Remember to write down the sources of your information.

