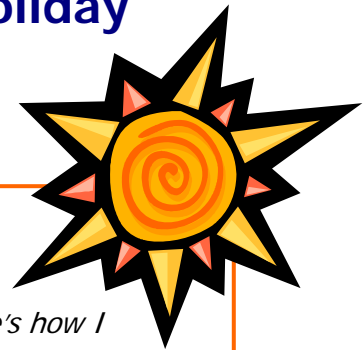


Mind map resources: planning a beach holiday

Ruth Wood, the contributor, says:



Hi Maggie,

Here's all the mind map resources I created for my Level 3 literacy course. They can be used or adapted for many different topics and situations but here's how I approached it:

Preparation

- **laminare** pages 2, 3 and 4 (use different coloured paper for each sheet if possible)
- **cut out** the
 - ovals with key words (page 2)
 - images, arrows and numbers (page 3)
 - starter words (page 4)
- **print out** pages 5, 6 and 7 for each learner as required

Notes

- **Page 2** could also be printed on paper and used as a 'writing' frame for learners or laminated but kept as a whole sheet (to work on with dry wipe pens etc.)
- **Page 4** is a list of 'starter words' to use on minor branches. Cut out the words and give some to the learner, together with images, arrows and coloured pens. This page can also be printed and used as a list. I pinned it up alongside a completed mind map (see sample on page 7) to show how static a list is (compared to a mind map!).

To demonstrate / introduce / teach mind mapping

- Give the learner a white A3 piece of unlined paper, placed horizontally in front of them. I gave out A3 sized white paper and a FEW keywords (p2) and a FEW words (p4) and images (p3) and got my classmates to start creating their OWN mind map for a beach holiday.
- Encourage learners to draw some branches and sub-branches.
- I had my COMPLETE map (see page 7) pinned to a board and next to it the very flat, linear list of the SAME words (page 4) to highlight how organic the mind map was in contrast.
- Distribute copies of the handout (page 6) if appropriate for your learners. Discuss.
- I then gave out the 'report' (page 5) based on my completed mind map (page 7) to show how the numbering and hierarchies help in ordering the text.

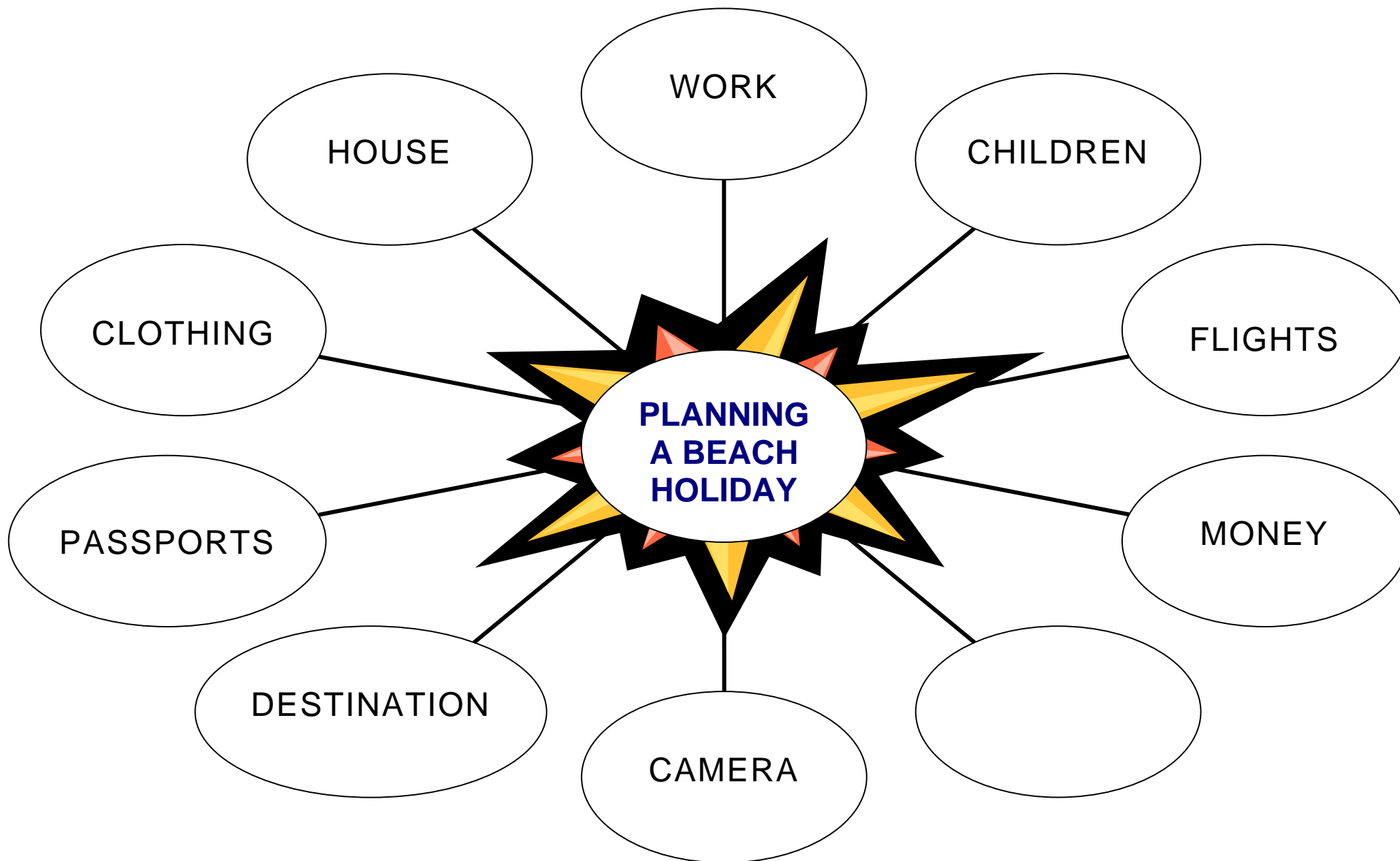
Best wishes

Ruth

To obtain an editable version of the original Word document please send teaching ideas or any adult basic skills resource that you would like to share to

maggie@skillsworkshop.org

THANK YOU

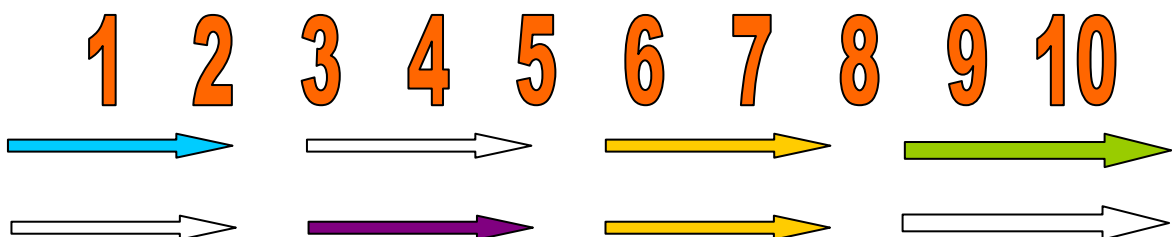


Images for mind map: planning a beach holiday

Cut the images out and give to learners with the words as 'starter' ideas on branches.
The numbers for ordering ideas are important, as they refer to the report written on the mind map.



Numbers and arrows for ordering key words (for writing report)



Planning a beach holiday

Internet

Travel agent

School

Vaccinations

Prescriptions

Sandals

Swimming gear

Sunglasses

Scuba gear

Cats

Keys

Neighbours

Gardener

Credit cards

Cash

Suitcases

Camping

Self-catering

Visas

Bank

Employer

Writing a brief (imaginary!) report on 'Planning a Beach Holiday' using the mind map.

TIP: Decide *who your audience is* before you start writing! In my case *classmates* – hence the *informal writing*.

Take the points you have numbered in your mind map and work from that in sequence.

My family has decided to go *Rio de Janeiro* for our next holiday, as we were looking for an action-packed holiday, where we could all do our 'own thing' in the sun. We'll be staying at a family-type affordable modern hotel not far from the sea, and accessible to all the amenities suitable for adults and teenagers. **(1)**

I've worked out a *budget* for the trip, to include not only *flights* and accommodation, but all of the things I need to buy in advance. My *credit card* needs to be renewed in good time too! **(2)**

I'll probably book on *Easy Jet* on the *Internet* **(3)** as this is the cheapest way of going with the whole family – three teenagers, a baby and husband!

In all likelihood, we'll need to renew our *passports* **(4)**, and I'll need to arrange *leave at work*. **(5)** As we'll be travelling in the *school holidays*, we don't really need to make special arrangements for the *children*, other than to cancel extramural activities in good time. **(6)**

We'll need malaria tablets about a month before we go. **(7)**

The children will need to buy summer *clothing* and *sandals*, and I'm considering treating myself to a new pair of *sunglasses*. **(8)**

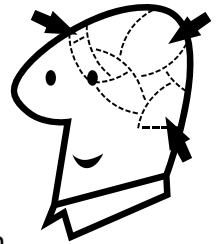
I'll need to arrange with the *neighbours* to look after the *pets* and plants, and the newspaper and *milk* deliveries will have to be stopped. The *keys* could be left with the *gardener* so that we do not come home to a South American jungle! **(9)**

We'll need to buy a *camera* as ours was stolen on the last trip. **(10)**

How to create your own mind map

The techniques for creating a mind map are very simple.

- You need to start with a **central image** (this could be the title of your essay, research project, or notes). From the central image, you will have branches radiating out onto the page, with sub-branches so that you have tiers of trigger words which will be ordered in a very graphic way, for later use to write up a report, essay or other piece of writing.
- Find a clean piece of plain, **unlined white paper**, and use it placed **horizontally** in front of you.
- Use **keywords** – one per line radiating from the central image.
- Make major branches **connect** to a central image.
- Keep your **printing as upright** as possible.
- Use a range of **coloured pens**, and have an **open-minded approach** to being creative on the paper.
- You'll be using emphasis in colour, size of letters, words, and perhaps images or web addresses.
- The creator of the mind mapping concept, Tony Buzan, suggests that you **print** your words so that they are clear.
- Print keywords on lines.
- Use thicker central lines.
- **Connect** lines to other lines.
- Use **arrows** to make connections.
- Use drawings, graphics, clipart – be imaginative but **clear**.
- Develop a personal style.
- Use numbering and hierarchies.
- Do NOT use sentences!



TIPS:

If you have a '**block**' in a section, add a branch or branches to challenge your brain to complete the unfinished work and this will stimulate your **associative brain powers**.

Ask yourself questions in your mind map to stimulate answers:

Why? How? When? By whom? How much? How many? From? For? Which?

Bibliography

The Mind Map Book – Tony and Barry Buzan - BBC 2000

