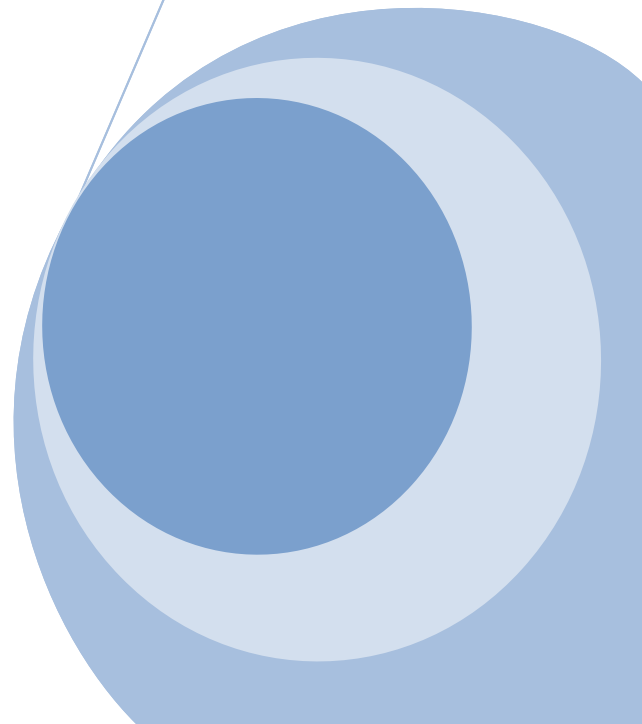


# ADULT LITERACY

FROM CREATING JOYFUL LEARNING  
EXPERIENCE INTO ACTIVE CITIZENSHIP

**Trainer's Toolkit –**  
**Methods for Joyful Teaching**  
Mind mapping



# 1. Mind mapping

## 1.1. Description

Mind maps are a type of notes that are recorded in accordance with how our brain works, which stores information using the patterns and associations. In a similar manner the information is remembered. The creator of mind-mapping is Tony Buzan.

How to create a mind map.

Maps are being drawn mostly on a smooth sheet of A4-size paper or larger, set horizontally, along the long edge, as our side peripheral vision is greater than the vertical. In the centre should draw a coloured drawing, the best three-dimensional. In rare cases there can be a word in the centre, but one should then use the three-dimensional effect. From the central figure run the main branches of the map, distinguished one from the others, in which we put the key words or images.

There will be usually no more than seven, because so many elements are able to be accommodated by short-term memory of the average person. Only from these main branches will diverge the other branches.

The order is also important here - often first is formed the central image of the map, and then the main arms. We then have in mind the overall picture of the material covered by the map. Only then enhanced it with more branching, drawings and details.

## 1.2. Practical exercises / How did you use it for the adult literacy project?



Mind map for this project was made by the training provider. This has helped in "seeing" all the material that had to be taught. This allowed to notice information that were associated with each other at various workshops. When creating mind map made it possible to eliminate loopholes that destroy the logic of the whole material.

Mind map made before the class with basic IT literacy.

### 1.3. Lessons we learned / Recommendations

Good notes make it easy to organize knowledge and effective repetition, give a conviction - although often illusory - that if we have something written down on a paper, we should also remember it. Illusory, because if the notes are wrong, the memory will not help.

If you look at the process of making notes for the possibility of the brain, we can say that:

a) we write words (and figures) in detail and in a logical consequence of preserving a chronological sequence, and one colour is used (usually black or blue)

b) we can use drawing, ideogram, schema, and creative work of the imagination.

In the first case, we employ only the left hemisphere of the brain, in the second - right. In one and the second note is depleted, incomplete: either boring with excess words and details, or too crowded, understandable only to the creator. Tony Buzan created a system that does not have any of the drawbacks of the methods described above, and combines the advantages of both. Using all the resources of intelligence, stimulates the intellectual potential, and most importantly, accelerates understanding, remembering and consolidation of new information. It is like a multi-dimensional photograph images thoughts on the topic.

### 1.4 Sources / Bibliography

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**CREATIVE TOOLKIT**

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This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

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