

Guidelines for Producing Study Circle Presentation Notes

Types of Materials

First, it is important to recognise that we have potentially two main types of resources:

1. Material without copyright
 - a. Working study circle notes
 - b. Maroof's study circle mind maps
 - c. Videos
 - d. Members' own unpublished articles
2. Copyrighted Material
 - a. Articles from the Internet or publications
 - b. Books/booklets
 - c. Videos

Generic Guidelines

- Read the text/listen to the video three times to gain a good understanding of its message.
- List main points of the 'text'.
- Find an explanation/example for each main point.
- Use short sentences for emphasis and longer ones for description, elaboration, explanation.
- Use subheadings to make the summary easier to read. This also helps the speaker if they do not want to use all the content in their study circle presentation.
- Abide by the agreed page length e.g., 2 to 3 pages.
- If you feel that this topic needs to be covered in more depth, then you can use further points including examples.
- Follow the style guide.
- Acknowledge the source at the end e.g. 'This is basically an abridgement of...' One should give a link to the full text/video if possible. Use a statement like 'additional resources used were...' to cover additional material.
- Signposting: include links at the end for further information e.g., articles, books, videos.

Specific Guidelines

Written Materials Without Copyright

These are the easiest texts to use as they just involve abridging and rearranging the order of some sentences/paragraphs.

Written Copyrighted Material

Here the main point is to not plagiarise. Therefore, we would approach it like a written university assignment that has to be in our own words.

If we find it difficult to paraphrase everything, then we can use some quotes from the original author, though this should be done in moderation. One should try to keep the quotes short.

Guidelines for Producing Study Circle Presentation Notes

Videos

Videos are the most difficult 'text' to summarise. To be faithful to the message, one would first need to transcribe the video word for word (use relevant software). Then when a written form of the video has been produced, follow guidelines for written texts. If the material does not have copyright, then we can follow the guidelines for written materials without copyright.