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forward together · saam vorentoe · masiye phambili

Navigating Pdf Textbook Chapter or Article

Unit for Academic Counselling and Development

CSCD

Step I: Before reading

- Survey the text: Usually with a textbook you would've paged through the chapter to see how many pages there are, headings, subheadings, words printed in bold.
- In Pdf you can do the same by selecting “View” and “Full Screen mode”.
- As you are scrolling through the document, skim read. Look out for heading, sub-headings, words in bold, bulleted sections, tables, graphs, images.

Play 00:00:00 Select Area Audio Record Pointer

PART TWO

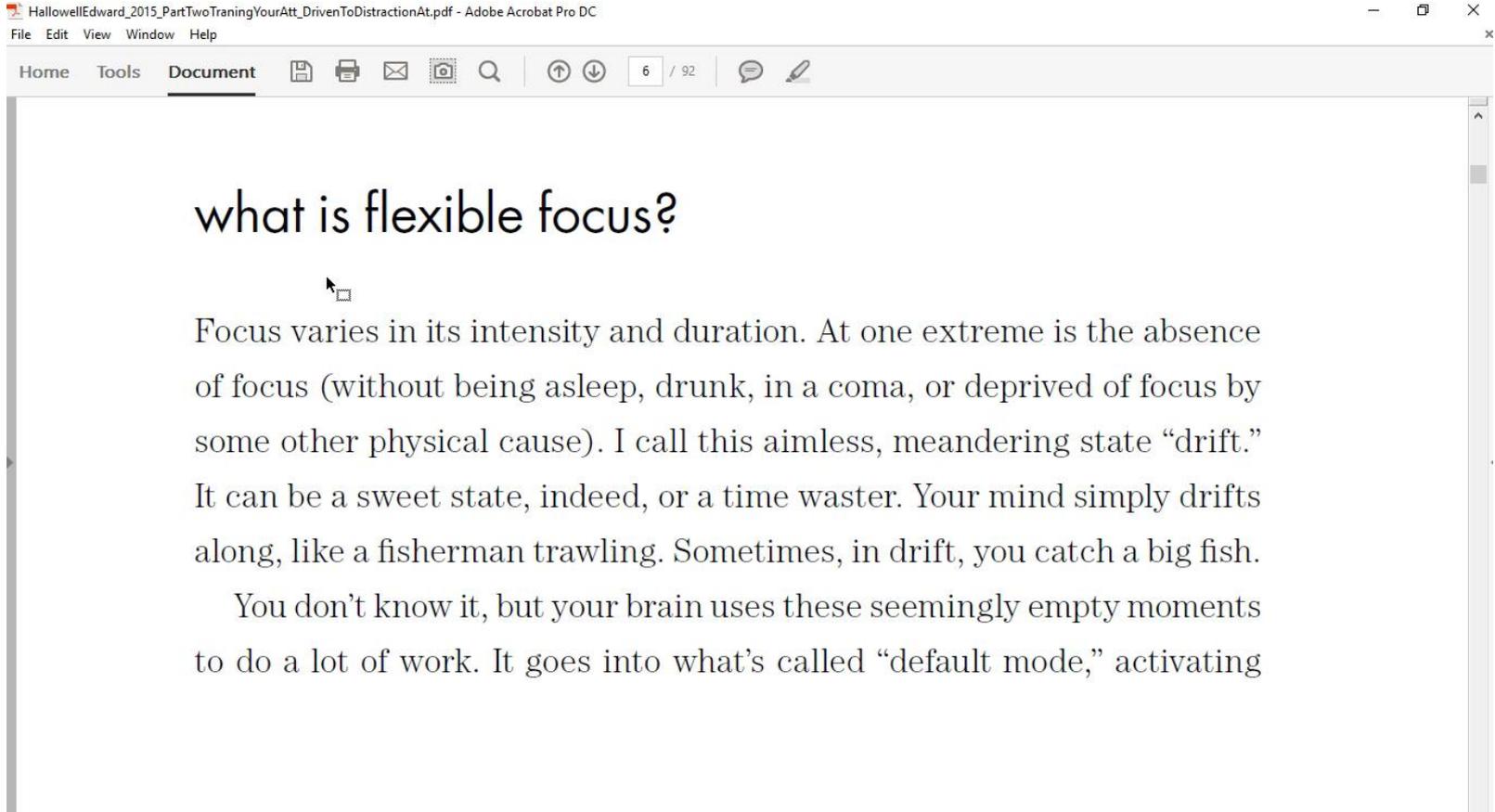
Training your attention

Step 2: Before reading

- Read through your Learning Outcomes/Module guide to identify what is required of you for this specific reading or chapter.
- Change Outcomes to questions (find attached a list of common instruction words to aid in setting up questions).
- Write these questions down on paper.
- Get two colour pens/pencils
 - Colour 1: either write a note on what you understand/answer to question or make further note of questions you have after reading through the relevant section
 - Colour 2: identify if sections are important or less important
- Know read for understanding and finding answers to these questions.
- The next few slides will show videos on tips in using tools within Adobe to aid the reading process

Selecting text and adding notes

These notes should also be made on your page with either of your two colours.



HallowellEdward_2015_PartTwoTraningYourAtt_DrivenToDistractionAt.pdf - Adobe Acrobat Pro DC

File Edit View Window Help

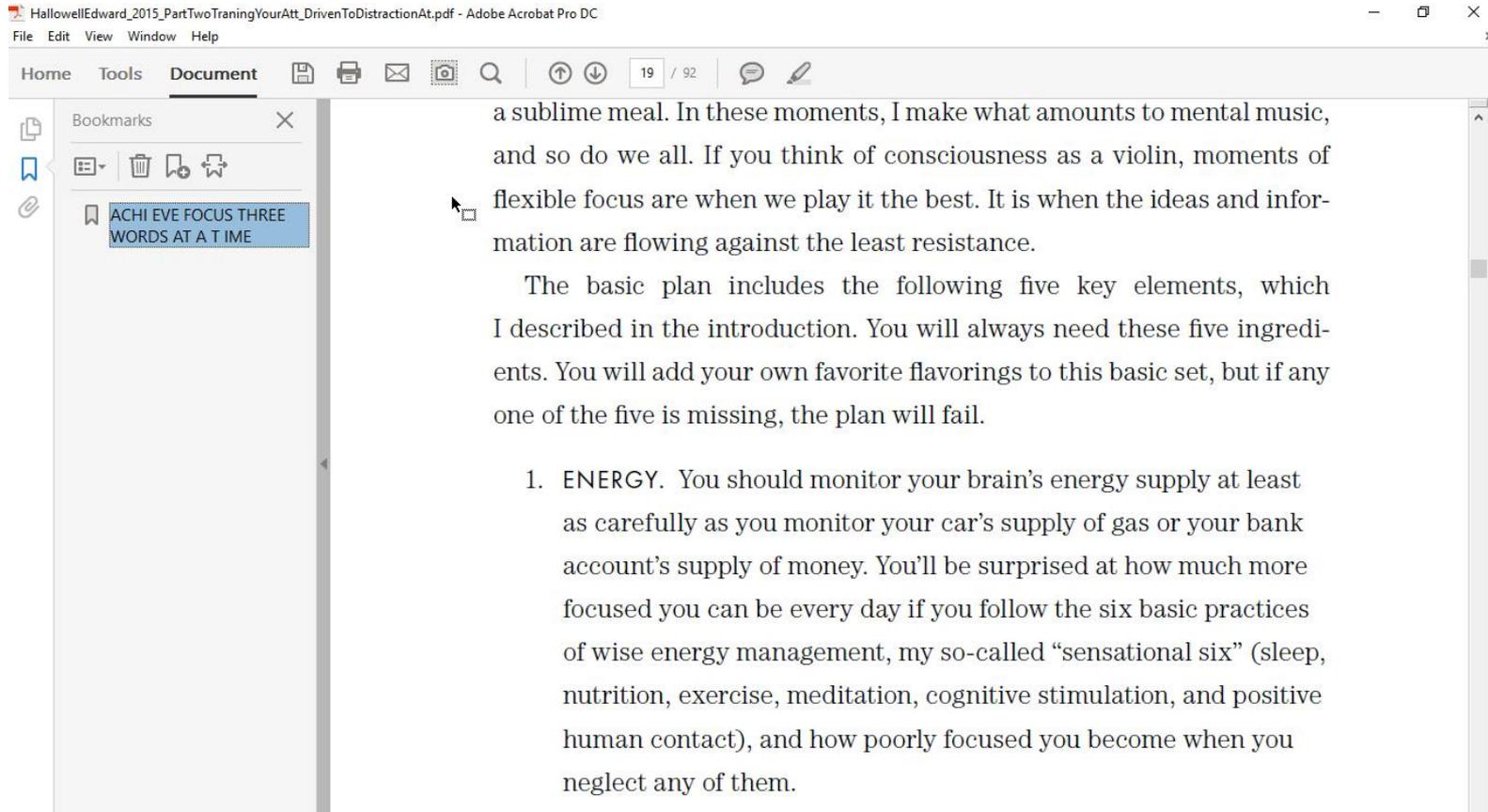
Home Tools Document [Save] [Print] [Email] [Image] [Search] [Up] [Down] 6 / 92 [Comment] [Pen]

what is flexible focus?

Focus varies in its intensity and duration. At one extreme is the absence of focus (without being asleep, drunk, in a coma, or deprived of focus by some other physical cause). I call this aimless, meandering state “drift.” It can be a sweet state, indeed, or a time waster. Your mind simply drifts along, like a fisherman trawling. Sometimes, in drift, you catch a big fish.

You don’t know it, but your brain uses these seemingly empty moments to do a lot of work. It goes into what’s called “default mode,” activating

Add a bookmark

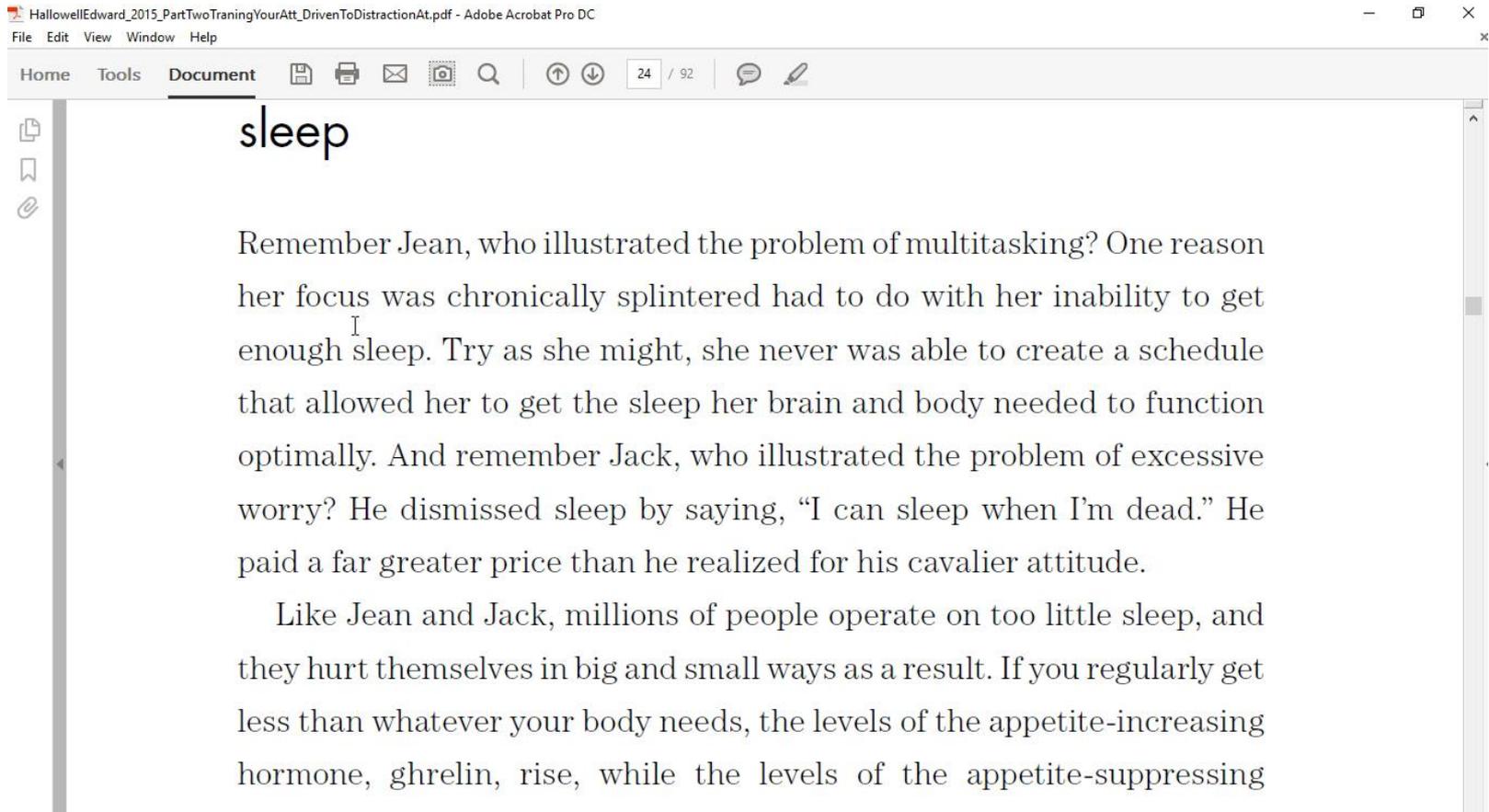
A screenshot of the Adobe Acrobat Pro DC interface. The title bar shows the file name 'HallowellEdward_2015_PartTwoTraningYourAtt_DrivenToDistractionAt.pdf'. The menu bar includes 'File', 'Edit', 'View', 'Window', and 'Help'. The toolbar contains icons for Home, Tools, Document, Save, Print, Email, Search, and navigation. The left sidebar shows a 'Bookmarks' panel with a single bookmark titled 'ACHI EVE FOCUS THREE WORDS AT A T I ME'. The main content area displays text from a PDF document.

a sublime meal. In these moments, I make what amounts to mental music, and so do we all. If you think of consciousness as a violin, moments of flexible focus are when we play it the best. It is when the ideas and information are flowing against the least resistance.

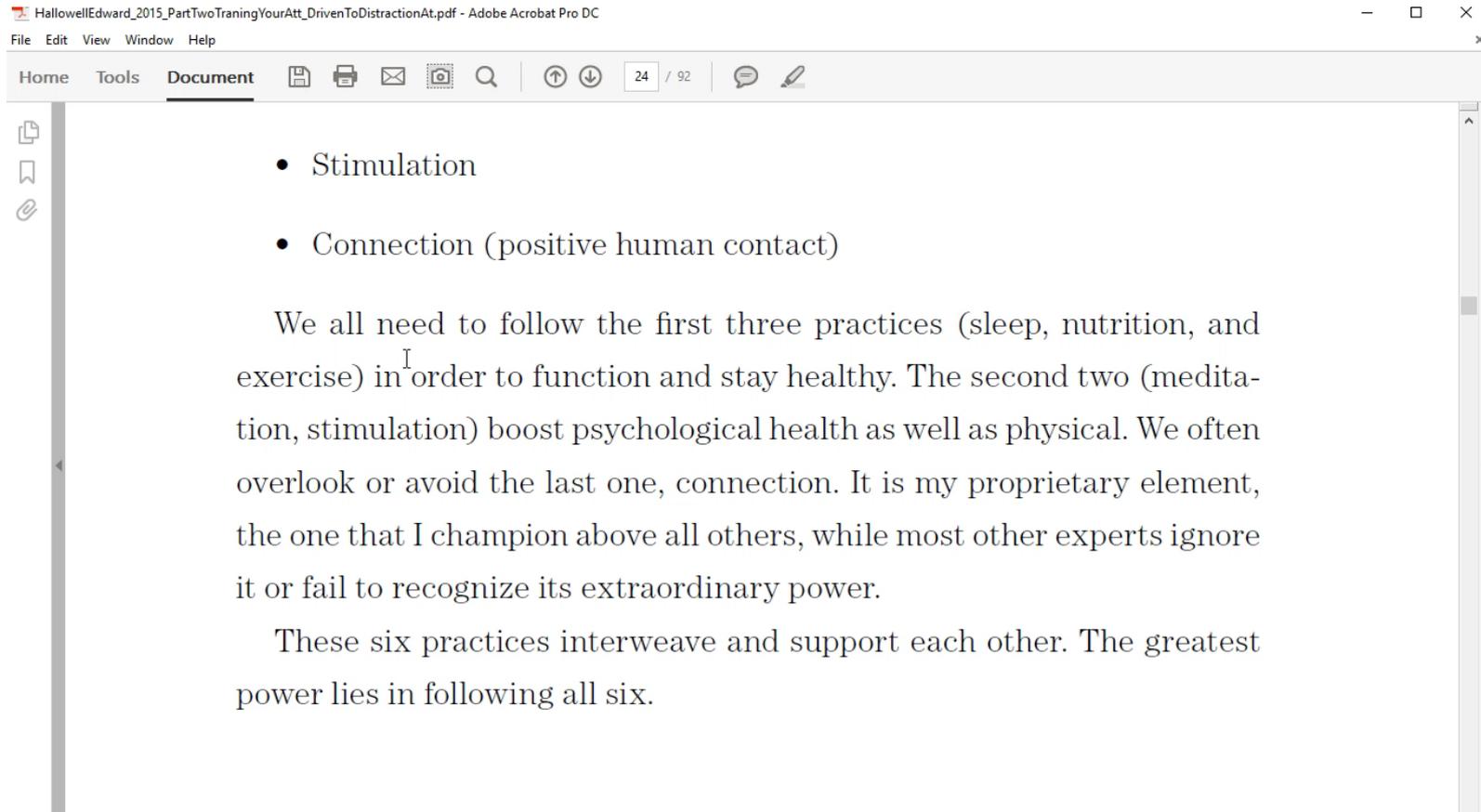
The basic plan includes the following five key elements, which I described in the introduction. You will always need these five ingredients. You will add your own favorite flavorings to this basic set, but if any one of the five is missing, the plan will fail.

1. **ENERGY.** You should monitor your brain's energy supply at least as carefully as you monitor your car's supply of gas or your bank account's supply of money. You'll be surprised at how much more focused you can be every day if you follow the six basic practices of wise energy management, my so-called "sensational six" (sleep, nutrition, exercise, meditation, cognitive stimulation, and positive human contact), and how poorly focused you become when you neglect any of them.

Do searches for specific words/phrases



Take screen “snapshot”

A screenshot of the Adobe Acrobat Pro DC interface. The window title is 'HallowellEdward_2015_PartTwoTraningYourAtt_DrivenToDistractionAt.pdf - Adobe Acrobat Pro DC'. The menu bar includes 'File', 'Edit', 'View', 'Window', and 'Help'. The toolbar shows 'Home', 'Tools', and 'Document' tabs, along with icons for save, print, email, snapshot, search, and navigation. The document content includes a bulleted list and two paragraphs of text.

• Stimulation

• Connection (positive human contact)

We all need to follow the first three practices (sleep, nutrition, and exercise) in order to function and stay healthy. The second two (meditation, stimulation) boost psychological health as well as physical. We often overlook or avoid the last one, connection. It is my proprietary element, the one that I champion above all others, while most other experts ignore it or fail to recognize its extraordinary power.

These six practices interweave and support each other. The greatest power lies in following all six.

Stay active reader



- Make sure you are reading actively, constantly ask yourself questions
- Am I understanding what I am reading? How will I explain what I just read to a 5-year old? Is this important information to reach one of the learning outcomes or not? How have I decided that this is important information?
- Keep notes of your understanding, or uncertainties.
- Keep note of what is important and identify less important sections.
- Making use of a mind map can be a helpful way to keep notes of important information, bookmarks in the pdf text, questions to follow up on

Training attention

What is flexible focus?

* bt flow & focus

What is flow (read further)

* ability to concentrate on task
remaining open to new input

* able to take in new input
without becoming side tracked

* stay on task not rigidly so

What does it mean when not
"rigidly" busy with task

How flexible focus achieved?

→ Go to bookmark

① Achieve focus three words at time

② Basic plan includes 5 key element

① Energy ② Emotion ③ Engagement

④ ~~Att~~ Structure ⑤ Control

When listening to lecture audio recordings

- You could also follow these steps before listening to lecture audio recordings:
 1. Survey both power point and chapter/text/article available
 2. Read through learning outcomes and convert to questions
 3. Listen to lecture with your two colours, pausing audio to make notes of understanding or questions and important/less important
 4. After listened to audio recordings go back to the questions identified and utilise text to find answer
 5. If still unanswered questions, contact class mate, tutor, lecture.
 6. NB!!!! Keep a paper record of your notes, bookmarks, etc that was made in your pdf's.

Breakdown of task analysis

1. Identify instruction words. (Note there can be more than one instruction word, eg. “compare” and “give and example”)
2. Identify key words.
3. What is the scope/range?

For example:

- Purple = instruction words
- Orange = key words
- Green = range

(thus only compare these two components in terms of boiling points and not eg. freeze points)

For example: 'Explain how the different intermolecular forces in butane and butan-1-ol give these two compounds different boiling points. 3 marks'

In your answer, you will need to **explain** the effect of intermolecular forces. This means you'll need to write **why** the butan-1-ol forms hydrogen bonds (due to the polar nature of the hydroxyl group) whereas butane forms only dispersion forces with its surrounding molecules (due to the non-polar nature of the molecule). You'll also need to make some kind of **comparison** (which is hinted at by the word, 'different') in order to get all 3 marks.

Example 3-mark answer: "Butan-1-ol forms intermolecular hydrogen bonds with the surrounding molecules due to the polar nature of the hydroxyl group (O-H bond). Butane forms only dispersion forces with its surrounding molecules due to the non-polar nature of the molecule. Hydrogen bonds are stronger than dispersion forces and thus require more energy to break. This results in a higher boiling point for butan-1-ol than for butane".

One mark would be awarded for each of:

- Explaining the intermolecular bonding of butan-1-ol
- Explaining the intermolecular bonding of butane
- Comparing the relative strengths of the two and relating this to boiling points