

Effortless English

diagram: n. a drawing or graph
linked to: v. connected to
radially: adv. in a circular way, like a circle
generate: v. to create, to make
structure: v. organize
classify: v. to put into groups
image-centered: adj. focused on pictures & images
semantic: adj. related to words & meaning; meaning
portions: n. pieces, parts
presenting: v. showing
radial: adj. circular, like a circle
non-linear: adj. not in a straight line
graphical: adj. with images, with pictures
brainstorming: n. method of creating a lot of ideas in a short time
elements: n. parts
intuitively: adv. instinctively, naturally
concepts: n. ideas
recall: n. memory, remembering
applications: n. uses
revising: n. (gerund) editing
mnemonic: n. something that helps memory
sort out: v. organize, understand
promoted: v. encouraged, advertised
collaborate: v. work together (two or more people work together).
concluded: v. decided
find: v. think, realize
retain: v. keep, remember
rough notes: n. quick notes, unedited notes
sophisticated: adj. complex, complicated

Mind Maps

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A mind map is a **diagram** used to represent words, ideas, tasks or other items **linked to** and arranged **radially** around a central key word or idea. It is used to **generate**, visualize, **structure** and **classify** ideas, and as an aid in study, organization, problem solving, and decision making.

It is an **image-centered** diagram that represents **semantic** or other connections between **portions** of information. By **presenting** these connections in a **radial, non-linear graphical** manner, it encourages a **brainstorming** approach to any given organizational task.

The **elements** are arranged **intuitively** according to the importance of the **concepts** and they are organized into groupings, branches, or areas. The graphic formulation of the information may aid **recall** of existing memories

Mind maps have many **applications** in personal, family, educational, and business situations, including notetaking, brainstorming, summarizing, **revising** and general clarifying of thoughts. For example, one could listen to a lecture and take down notes using mind maps for the most important points or keywords. One can also use mind maps as a **mnemonic** technique or to **sort out** a complicated idea. Mind maps are also **promoted** as a way to **collaborate**.

Software and technique research have **concluded** that managers and students **find** the techniques of mind mapping to be useful, being better able to **retain** information and ideas than by using traditional 'linear' note taking methods.

Mindmaps can be drawn by hand, either as '**rough notes**', for example, during a lecture or meeting, or can be more **sophisticated** in quality. There are also a number of software packages available for producing mind maps.

guidelines: n. rules, principles

organic: adj. natural, biological

radiate out: v. come out from a center point, come out from

emphasis: n. stress, focus

associations: n. connections

radial hierarchy: n. circular organization

Mind map guidelines

Tony Buzan suggests using the following **guidelines** for Mind Mapping:

1. Start in the center with an image of the topic, using at least 3 colors.
2. Use images, symbols, and codes throughout your Mind Map.
3. Select key words and print using upper or lower case letters.
4. Each word/image must be alone and sitting on its own line.
5. The lines must be connected, starting from the central image. The central lines are thicker, **organic** and flowing, becoming thinner as they **radiate out** from the center.
6. Make the lines the same length as the word/image.
7. Use colors – your own code – throughout the Mind Map.
8. Develop your own personal style of Mind Mapping.
9. Use **emphasis** and show **associations** in your Mind Map.
10. Keep the Mind Map clear by using **radial hierarchy**, numerical order or outlines to organize your branches.

Learn More:

Mind Map Example

<http://www.peterussell.com/mindmaps/mindmap.html>

Free Mind Map Software

http://freemind.sourceforge.net/wiki/index.php/Main_Page