# Guidance Note: What to notice as you study your Group A course.

To help you maximise your learning from studying one of the Group A courses, the following are a list of points we would like you to look out for. As you read and notice these points, reflect on how these help students to learn, and tick them off as you do so.

* Consider the headings, components and structure (not the subject matter).
* Introduction: does it clearly tell the learner what they will learn?).
* Is the student addressed as ‘you’ (speaks directly to learner to build a connection).
* Uses conversational language that is easy to understand.
* Defines and explains new terms when first used (often in **bold** and added to a glossary).
* Learning outcomes: should describe what a student will be able to demonstrate they know and what they can do at the end of their study
* Consistent numbered headings and sub-headings (helps orientate the student).
* Short paragraphs.
* Figures (diagrams, graphs and photos) – lots of them!
* Uses various text design features: tables, boxes, quotations.
* Activities (get the learner to stop and think rather than passively reading).
* Summary: text or numbered points.
* Self-assessment questions (SAQs) enable learners to assess their own learning.
* Citations and references.

End