

Success in study starts with 'Good Listening in Class'

'You learn something every day if you pay attention' (Ray LeBlond)

It is important for you to be a good listener in class. Much of what you will have to learn will be presented verbally by your teachers. Just hearing what your teachers say is not the same as listening to what they say. Listening is a cognitive act that requires you to pay attention and think about and mentally process what you hear. Here are some things you should do to be a good listener in class.

Be Cognitively Ready to Listen When You Come to Class.

Make sure you complete all assigned work and readings. Review your notes from previous class sessions. Think about what you know about the topic that will be covered in class that day.

Be emotionally ready to listen when you come to class

Your attitude is important. Make a conscious choice to find the topic useful and interesting. Be committed to learning all that you can.

Listen with a purpose.

Identify what you expect and hope to learn from the class session. Listen for these things as your teacher talks.

Listen with an open mind.

Be receptive to what your teacher says. It is good to question what is said as long as you remain open to points of view other than your own.

Be Attentive.

Focus on what your teacher is saying. Try not to daydream and let your mind wander to other things. It helps to sit in the front and centre of the class, and to maintain eye contact with your teacher.

Be an active listener.

You can think faster than your teacher can speak. Use this to your advantage by evaluating what is being said and trying to anticipate what will be said next/ Take good written notes about what your teacher says.

Mind Mapping

Learn as much as You can while you are young, since life becomes too busy later. (Diana Stewart Scott)

A Mind Map is a powerful graphic technique which provides a universal key to unlock the potential of the brain. It harnesses the full range of cortical skills – word, image, number, logic, rhythm, colour and spatial awareness – in a single, uniquely powerful manner. In so doing, it gives you the freedom to roam the infinite expanses of your brain. The Mind Map can be applied to every aspect of life where improved learning and clearer thinking will enhance human performance.

Originated in the late 1960s by Tony Buzan, Mind Maps are now used by millions of people around the world – from the very young to the very old – whenever they wish to use their minds more effectively.

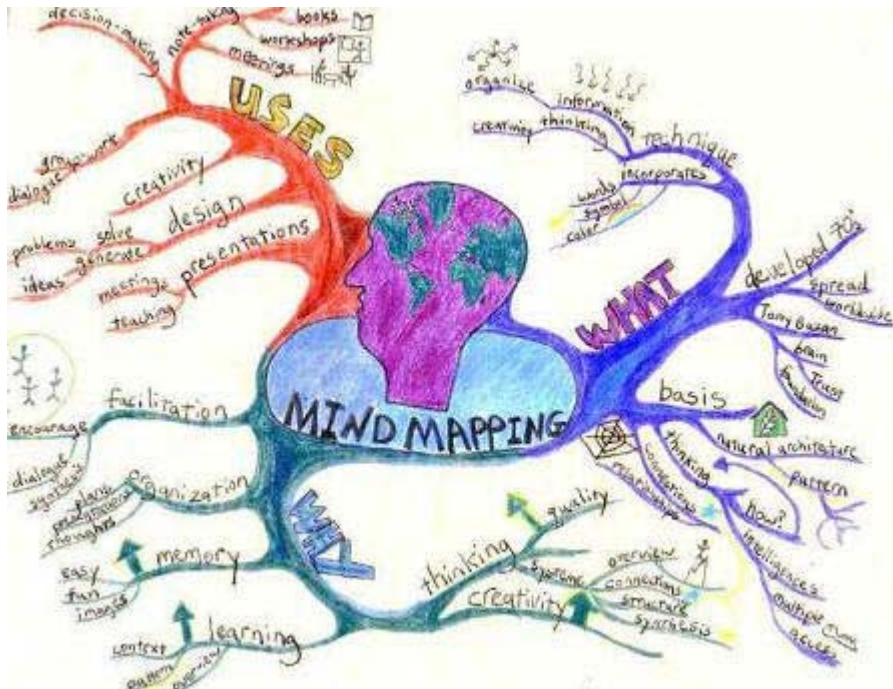
Similarly to a road map, a Mind Map will:

- Give you an overview of a large subject/area.
- Enable you to plan routes/make choices and let you know where you are going and where you have been.
- Gather and hold large amounts of data for you.
- Encourage problem solving by showing you new creative pathways.
- Enable you to be extremely efficient.
- Be enjoyable to look at, read, muse over and remember/
- Attract and hold your eye/brain.
- Let you see the whole picture *and* the details at the same time.

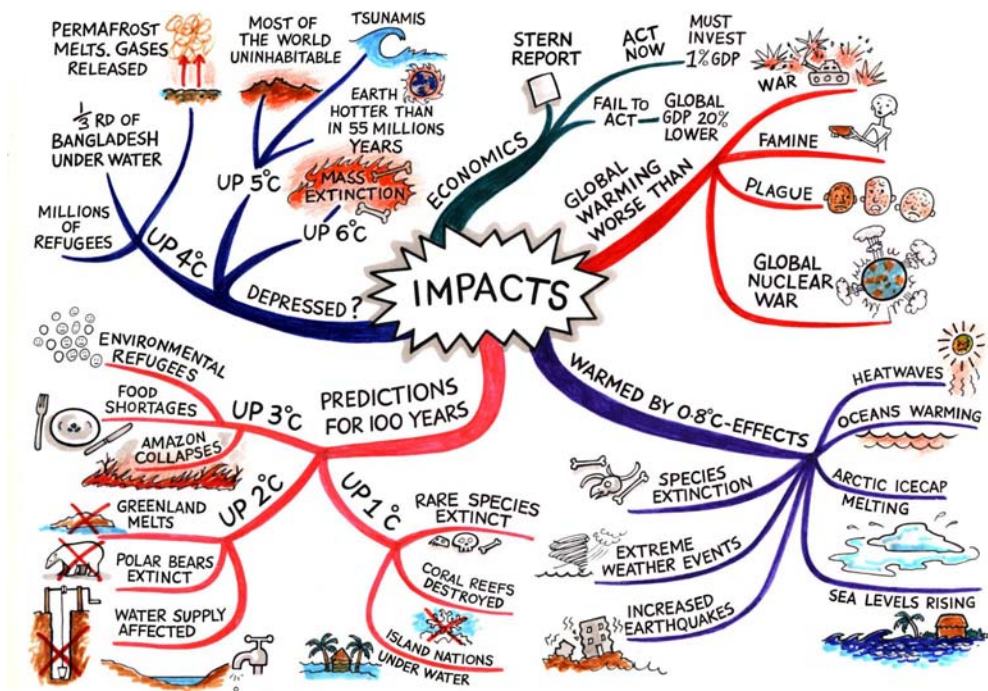
Mind Map laws

The more of them you follow, the more effective your Mind Map.

1. Start in the centre with an image of the topic using at least 3 colours.
2. Use images, symbols, codes and dimensions throughout your mind map.
3. Select key words and print using upper or lower case letters.
4. Each word 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 centre.
6. Make the lines the same length as the word/image.
7. Use colours – your own code – throughout the Mind Map.
8. Develop your own personal style of mind mapping.



Global warming:



Strategies for Memorising

Excellence is not a skill. It is an attitude. (Ralph Marston)

You will probably remember information better when it is meaningful, familiar, or even silly! The following memory strategies may help you with those details and facts that just won't "stick".

- **Crazy phrases**

If you have to remember a list of items in order, such as the planets in the solar system, come up with a silly sentence using the first letter of each item on the list.

The following is an example many teachers use to help students remember the nine planets in order: **My Very Eager Mother Just Served Us Nine Pizzas** (Mercury, Venus, Earth, Mars, Jupiter, Saturn, Uranus, Neptune, and Pluto).

- **Acronyms**

When the order of the information does not matter, you can take the first letters of each item on the list and try to form them into a word. For example, to help remember the systems of the body, the acronym “RED CRaNES” can be used:

Reproductive

Excretory

Digestive

Circulatory

Respiratory

A – (no system – place holder)

Nervous Endocrine

Skeletal

- **Cartoons or pictures**

If you are a visual learner, it may help to make cartoon to illustrate concepts (e.g., history, science) or to draw small pictures to trigger your memory for words. (See Mind Mapping)

- **Word associations**

You can make connection to other information you know by using the sounds or visual representations of words. For example, if you have to remember that the word “distinct” means “different or unmistakable,” you can find another word that sounds similar, such as “stink.” If something stinks, it is definitely different and unmistakable!

3RQ Method

God gave us Memory so That we might Have roses in December.

(James Matthews Barrie)

This is a step by step guide to effective study. 3RQ means, **Read, Recall, Review** and **Question:**

1. Briefly scan through the particular section of the material you have to cover.
2. Formulate/read questions on the topic which need answering.
3. Read topic thoroughly, highlighting the relevant information.
4. Close the book and attempt to answer the questions through memory recall.
5. Compare answer to book and assess gaps in knowledge.
6. Revise unknown material.
7. 4-6 days later again attempt to answer the questions through memory recall.
8. Repeat step 5.

This 8-step method is designed to move the information from the short-term to the long-term memory as efficiently as possible and has proved a highly effective method of study.

Putting the tips into practice:

Study and Learning Tips

I can never remember dates - any suggestions?

If you are having problems remembering numbers, just make up a sentence with the number of letters in each word representing the number to be remembered. For example, the value of pi is 3.1415926. This can be remembered by using the mnemonic "may (3) I (1) have (4) a (1) large (5) container (9) of (2) coffee (6)" - the number of letters in each word is the number you are trying to remember! Another example - "A ship discovers U.S." = 1492 (the date Christopher Columbus discovered America!).

I can never concentrate when studying. After no time at all, I start daydreaming. How can you improve your concentration?

Start with the subjects you least prefer!

Have a clear idea what it is you want to learn in a specific session. It is mainly an attitude of mind, you need to know exactly what you are hoping to achieve in a session and then set a short time limit for getting it done.

!!! Turn the mobile phone off!!! (use it as a reward for getting work done)

Try breaking the tasks into small manageable units and give yourself small rewards for completing a task;

Take a ten minute break every 40 minutes.

Keep active when studying - take notes, close the book and ask yourself questions;

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Change subject when your mind begins to wander;

Keep the room well ventilated

Don't study late at night;