

Minimise Study Time Maximise Scores

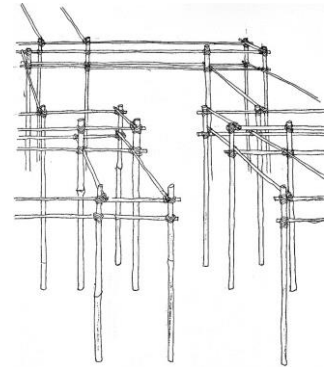


How to Memorise Information Quickly and Easily

Step 1: Read through all the major headings and sub-headings in your chosen topic or sub-topic **OUT LOUD**.

Why is this important?

Information is easier to learn and retrieve if it is organised in a structured manner. This is because the learning process is more effective when we link new information to information that is already known. By reading through the headings and sub-headings, you're producing a sturdy scaffold to which new learnings can firmly attach to.



Step 2: Read the first sentence of each paragraph (out loud) and take a close look at all the images and read their captions.

Why is this important?

We should always learn the general concepts before concentrating on the finer details. Once the general concepts are understood, the finer details will make more sense, and will be significantly easier to commit to memory. And it's usually the beginning of each paragraph and the image descriptions that summarise the general concepts!

Step 3: As you read through the image captions and the first sentence of each paragraph, take the time to **understand** what you'll be committing to memory.

Why is this important?

You can't learn or apply concepts if you don't fully understand them, but once understood, materials are almost completely learned!

Step 4: Read the first paragraph **out loud**, and then see how much you can recall. Rephrase what you have read in your own words and **out loud**. If this is not possible, split each paragraph into smaller sections. Read the first sentence **out loud** then rephrase what you have read in your own words, **out loud**. Read the next sentence **out loud** and then rephrase what you have read in your own words, **out loud**. Continue in this manner until you reach the end of the paragraph. Then read whole paragraph **out loud** and rephrase what you have read in your own words (out loud of course!)

Why is this important?

Verbal recitation (i.e. explaining materials in our own words and out loud) is the fastest and most effective way to learn as the process involves the majority of the brain. You're also spending time thinking about what each piece

means and how it fits into the big picture, otherwise, you wouldn't be able to translate what you're learning into your own words. Furthermore, by seeing how the smaller details relate to one another, you'll be able to engrain that information more deeply into long-term memory.

Note:

By teaching or vocalising what you are learning in your own words (elaborative rehearsal), you'll also quickly realise what you do and don't know, giving you the opportunity to address problem areas before your tests and exams!

Step 5: Read your chosen topic or sub-topic **OUT LOUD** and rephrase in your own words at least once within the next 3 days.

Why is this important?

If we don't use the information we've learned (or re-learned), we'll forget between 50% and 80% within three days.

By re-reading and rephrasing materials out loud, you will keep the knowledge you've acquired in long-term memory for another week.

Step 6: To further engrain information into long-term memory, read through each topic on a regular basis. Difficult sections should be reviewed each week, and until such time that the material is well understood and learned. After that, revise difficult topics every month and easier topics every school holiday.

Remember – the more times you review information, the more thoroughly it will become engrained into long-term memory, the more effectively you'll be able to apply your learnings, and the higher your test/examination marks!

Regards,
The Team at TSFX.

