Listening

Listening problem: -

1. Pseudo listening. / Fake listening / Going on vacation / not present in the class.

2. Selective listening / Distracted by surroundings.

3. Critical Listening.  Criticizes / Bothered.

Solutions: -

1. Awareness, awareness of the problems.

2. Be physically and mentally prepared to listen. Put away all physical and mental problems.

3. Set a Goal. 100% interest and concentration.

4. Sit in front and center.

5. Practice. Practice listening and remembering.

6. Pretend to be fascinated if we have to. Try to concentrate.

***How to take Better Notes. Lecture Notes.***

1. Prepare for lecture, preview the text books. Review the previous notes.

2. When in doubt, write it down. It is better to write more than not to write important things.

3. Point out the doubts and review and get them corrected.

4. Try to shrink the lecture words and sentences and then write.

5. Learn to use abbreviation and use them. But must not get confused. If possible, make lists of abbreviation available for each lecture or notes.

6. Leave out repetitive, unimportant, very very common words.

7. Know about the instructor, understand the lecture style, notes depend on the lecture and instructor.

8. Show the notes to the teacher at an early time.  Then follow his instructions.

9. Review the notes interactively.

10.  Test own self during reading and before tests.

11.  Type or rewrite the notes.

12. Keep the notes in an organized manner and always try to remember or write down where is what material well ahead of test date,

Cornell note taking methods.

Overall subject.

a. Main idea/ subject.

....... Details

.. . details

b. Main idea/ subject

..... Details

......details

Write down below the notes, bottom side of the page - Summery for everything.

Add very short side notes after the lecture with only very important information.

***Memory Tricks: -***

1. ACRONYMS =

2. THEY ARE WORDS MADE UP OF FIRST LETTERS OF OTHER WORDS. WRITE THEM VERTICALLY AND UNDERLINE OR BOX THEM. Ordered or unordered.

3. Acrostics words/ sentences = Beginning First letter/ sentence/ words / different that the original  words. Ordered or not ordered.

4. PEMDAS / math order of operation .

5. MENTAL PICTURES : -

.. ......  5 qualities of a good mental picture : -

SPACE

a. Stupid

b. Play on words. Rhyme. Synonym.

c. Action. Movement.

d. Clear. Vivid / Visual / Sharp / Bright/ Alive

 / HD tv / not confusing.

 e. Easy to see.

6. Remember names. Remember with made up / visualised stupid playful names.

7. Mental pictures. Like a stupid picture or wonderful videos.

8. Definition. (Vocabulary)

 Similar sound - make related similar sounding word or words.

, cue Technique.  Make a sentence with that or similar sounding words related to the definition.

10.  Exact locations :-  Mental maps, mental stories, mental pictures.

***Habits of successful students.***

1. Good Students Act in professional manner ways. Treat school seriously as a very high paying job. Shown by day to day actions and habits. They show education is avery high priority in life.

2. Take care of themselves physically and emotionally / mentally. Sleep, food, exercises. Fitness and health and control stress.

3. Push to be present to every event or class. Dont be absent from any lecture except for very big emergency of illness or fear of accidents. Compensate for being absent and talk with the instructor before and after the absence. Pick up the missed class study materials or assignment papers. Take note from others notes.

4. Go to class prepared with books, pen/ pencils, paper, syllabuses. Etc. Prepare for everything in detail before going anywhere,  use foresight.

5. Go to class early or on time. Important personal habit for everything everywhere.

6. Respect instructor and classmates at all times. Pay attention to everything the instructor is saying or doing. Maintain eye contact.  Don’t distract others. No side talking except for emergency.

7. Do home works and focus on studies and review and on the job. Even if there are others interesting things or absence of will except for emergency.

8. Work very hard. Follow all rules but not afraid to ask questions whenever needed or to clarify during or after class, read written instructions and double check work. Don’t be afraid of teacher but be respective.

9. Turn in assignment or reports early or on time. Don’t procrastinate.

10. Learn from poor grade and mistakes and are motivated to improve performance. Get motivation from low grades and don’t give up or get discouraged.  Talk to the superiors or instructors.

11. Make a specific plan and action sets to follow and then follow them.

12. Dont write down any general work or taks plan, be specific and SMART on plans.

***Organise Study time:***

***Per day:-***

Sleep 6/ 7 hr

Eat 1.5/2 hr

Travel 1.5/2 hr

Hygiene 1.5/2 hr

Misc/ Errands -  2 hr

Total = 12.5/15 hours.

Job is 8 hour × 7 days = 56 hr per week.

Job is 8 hour × 6 days = 48 hr per week.

Job is 8 hour × 5 days = 40 hr per week.

1. Don't be too busy. Don’t take too many difficult works all at once. Take the easy tasks.

2. Know how to set and reach goals.

3. GOALS SHOULD BE

4.  SMART

S= SPECIFIC ( HAS A PROPER NAME BUT NOT VAGUE IDEA ONLY) (WHAT)

M= MEASURABLE (ATTACHED TO SOMETHIMG MEASURABLE)

A= ACTION ORIENTED, (HOW, WHAT TO DO)

R= REALISTIC (CAN BE DONE EASILY)

T= TIME BASED (WHEN, BEGINNING AND END)

5. Know ahead what is going to happen.  Try to Plan ahead with date and calendar. Date planner note books. Put up,  highlight important dates on a big calendar which is visually striking. Try to have foresight over everything.  (Written)

6. Setup a Successful daily schedule (written) :-  a. Start with Religious and Fun activities. b. Everything else of life needed to be done.

7. Last thing c. Study times.

8. Study at the best time most energetic confident cheering attentive free time of the day.

9. Review and preview during break time. Try to get breaks for if possible.

10. Avoiding getting away of Procrastination:-

A. Make sure to include deadlines.

  a. Take some cheap or free rewards and or punishment according to performance.

B. Divide the job into small pieces.

  b. And make a dated or time schedule with that.

C. Be accountable to someone.

11. ABC priority method of To do list :-

a. Write down all the needed / wanted / required activities / everything for 1 or 2 or 3 days.

b. Put down (A) beside the most most important things or matters.

c. Put down (B) beside all the medium important works/ jobs.

d. Put (C) beside the least important or optional things.

e. Make Timed Schedule for the (A) types. And type (B) if possible.

d. Unfinished things are added to the next schedule and rated up as Importance.

*Text Book Reading, How to remember for tests: -*

1. Shorten the length of reading in one sitting or without  a break. Min 30 mins then take a 5 min break, stretch, look away, don’t eat and or go to tv, and then continue max 50/ 60 mins then 5/10 mins break of eat,  drink,  restroom, stretch. Then continue again from start.

2. Remember the things in order if necessary.

3. Review after every 25/30 mins before breaks.

4. Review after 50/60 mins again

5. Review after the finish of the study session or study day.

 TARIFF - A system of duties on imports and exports.

 6. Know the meaning of each word in the definition.  Only learning things Word for word memorizing is not good idea.

 7. Have to explain it.

 8. Restate the definition in own words.

 9. Learn some examples.

 10. Teach it to others. Use it or lose it.

 11. Use it. Use it more, review and apply.

 12. Practice, practice it.

 13. Practices makes a man perfect.

 13. Don’t have negative self concepts.

 14.  Have positive confidence.

 15.  Try to memories them Write to remember.

 16. Understand to remember. Then try to memories.

 17. Study or review before sleep, except math or unsolved problems.

***Great ways to study***

1. Text books are not for speed reading. Speed read the optional books.

2. Use spaces repetition, practicing,  remembering within 1/3 days then after 7 days then after 15 days then after 29/30 days then after 3 months and before the test or needed days. Review every important thing at least once a year.

3. Use your own flash card.

4. Summaries: - Rewrite summaries. Read and practice memories and try to remember understand and solve the summaries and quizzes at the end or through the every book chapters.

5. Test yourself, Take self quizzes.

6. Reading in layers: - Reading and memorizing and then testing own memorization.

7.Read the first and last paragraph of a chapter and a page. Read the first and last lines of paragraphs.  Then read the all-important things at least three times.

8. Read all the sentences with bold letters print. Also, the previous and the next sentence also.

9. Outlining (like pppt outline view) :- Start to learn the basic facts then test, then learn the next sets of facts, test, then learn the next facts. Test. Continue.........

10. "3, 2, 1, 0”: - Read, understand, remember and take test on yourself on explaining by looking away. Scores= 3 perfect, 2 good, 1 poor, 0 very bad. Test again and again before getting a 3.

11. Reducing: - Rewrite or retype the definition or information, explanation in own words after understanding, write important words on the left side of the note book. Rewrite with care. Use this for definitions mostly.

12. Highlighting: - Highlight important things, to make sense of the idea in shorter info.  This helps to find important things regularly easily and in less time. Read out loud the highlighted sentences / words.

13. Don’t highlight only too little or too much and don’t highlight only key words.

14. Highlight words to chain words together to form new continuous meaningful information.

15. Don't highlight entire sentences.

16. Don't highlight during reading the first time. Only highlight after understanding the whole information of only one to two pages. Not more than that.

17. Correct highlighting need practice. So, start easy with less highlighting at first.

18. Flash cards: - Give (+) or (--) scores.

19. (+) = Right immediately.  And (--) = Wrong or Right but hesitated.

20. Study until getting three + + + in a row while spaced repetition study 1/3/7/15/30 days spaced.

21. See the other flash card note.

***Mind mapping***

1. Draw a map with the information.

2. Connect the information in the map as they are connected to each other.

3. Draw with hand. Key ideas are important.

4. It should have a main subject. Then connect the main important subjects.

5. Use short forms of big sentences.

6. Use strange pictures. Transform words into pictures.

7. Use it in combination of other tools to test he memorization skills  and remembering.

***Flash cards***

1. Make your own flash cards.

2. Use and mix up words and pictures.

3. Use Mnemonics. ROYGBIV.

4. Use very strange pictures and words with actual words.

5. Use only one idea or one subject or single important information in one flash card.

6. Break complex concepts into simple concepts.

7. Say out loud when studying.

8. Study from both sides, connect both directions.

9. This is just one tool, also use other methods.

10. Learn properly before reviewing.

11. Use spaces repetition. Study, review, rewrite, revise, practice, explain, use those materials within a week, month and year for several times before test dates.