

Note-taking, study skills, and test preparation are methods and strategies designed to increase your chances of remembering crucial information in a test situation.

How does memory work? **There are two basic types of memory – short-term memory and long-term memory.** When you first learn something or have a particular experience your brain stores that information in short-term memory. For a variety of reasons, including the sheer abundance of information we each process daily, short-term memories are soon forgotten. Forgetting for the brain is much easier than remembering.



If you can recall information at a later date, then you know that this information has been placed in long-term memory. **The best method for creating a long-term memory is through rehearsal.**

Rehearsal involves repeating – such as re-reading information in a text, re-writing class notes, using flash cards to drill yourself on facts, and so on. Through this process you **re-familiarize your brain with the information so that it will remember it.**

Good learning begins with good class notes that:

- **Indicate each main idea,**
- **Show relationships** between main ideas,
- **Organize** minor ideas and details in support of each main idea,
- **Remind** you of important dates and events such as tests.

Through readings and lectures you are trying to:

Decide what the **Topic** of the lecture/reading is
Decide what the **Main Ideas** related to the topic are
Decide what the **Supporting Ideas** related to each main idea are
Decide what **Examples**, if any, are important
Decide what **Relationships** exist in the information

The questions you should ask are: Who, What, Why, How, and When