

## 6 Steps to Faster Learning

1. Visually separate main ideas from details. Concentration and learning speed increase when *questions are made from main ideas and answers from details. Numbering the details, parts of answers, and including sketches, graphs, charts, etc. speeds learning even more.* Rarely are learners directly taught how to put information into long-term memory, in other words, how to learn. Below are examples of 3 note organization formats that *speed and promote* learning. By following these 6 easy steps, most learners can organize, understand, absorb, and retain information faster and better than ever before.

### Notecard Question and Answer Format

Make questions out of main ideas on one side & answers containing details on the other side.

**Front:** What are the 5 phases in mitosis?

**Back:** 1. Prophase, 2. Prometaphase, 3. Metaphase, 4. Anaphase, 5. Telophase/Cytokinesis

**Front:** What happens in metaphase?

**Back:** Chromosomes line up in the middle of the cell.

### Cornell Format

Use notebook paper & draw a vertical line 3 to 4 inches from the left edge. Place main ideas/ questions to the left of the line & details/answers to the right.

<b>What are the 5 phases in mitosis?</b>	Prophase, prometaphase, metaphase, anaphase, telophase/Cytokinesis
<b>What happens in:</b> Prophase?	Nucleus begins to break down and spindle fibers extend.
Prometaphase?	Nucleus disappears and spindle fibers attach.
etc.	

### Outline Format

Use Roman Numerals (I., II., III...) for main ideas/questions; Capital Letters (A, B, C...) for details/answers; Numbers (1, 2, 3...) for sub-details; Small Letters (a, b, c...) for sub-sub-details.

- I. **What are the 5 phases in mitosis?**
  - A. Prophase
    1. Nucleus begins to break down and spindle fibers extend.
  - B. Prometaphase
    1. Nucleus disappears and spindle fibers attach.
  - C. Metaphase
    1. Chromosomes line up in the middle of the cell.

- D. Anaphase
  - 1. Chromosomes tear apart into chromatids.
- E. Telophase/Cytokinesis
  - 1. Nucleus reforms, cleavage furrow forms, cell divides into two cells identical to parent cell (the cell before it went through interphase).
- 2. Hide details/answer from view and read the main idea/question **aloud**.
- 3. As best you can, recite **aloud** the complete details/answer, without looking.
- 4. Check for completeness and accuracy by looking at the details/answer.
- 5. If details/answer were *correctly* recited from memory, place that notecard in a pile of "learned" notecards or mark that idea with an X if using the Cornell or Outline formats.
- 6. If details/answer were *incorrectly* recited, read the details/answer **aloud**, then repeat steps 1-4 as many times as it takes to recite details/answer correctly without looking. Then, place that notecard in the "not yet learned" pile or mark it if using the Cornell or Outline formats. Don't mark the learned ideas.