

GRC 101
INTRODUCTION TO
GRAPHIC COMMUNICATIONS
**MEMORY AIDS
AND ASSISTANCE**

Information
Sheet No.

1130

Introduction to Graphic Communications can be a difficult class if you have bad or no good study habits or procedures. You should read this material as it just may be way you can improve your class performance.

You will be making extensive use of reading materials— the textbook, Dictionary of the Graphic Communications, handouts and, hopefully, your own notes.

Many of the questions in quizzes and tests will be related directly to these written and printed materials. All of them should be given equal importance as they often provide new, updated or corrected information to that found in the text.

In order to make the study process easier you are being provided with these study suggestions and techniques.

They were provided by the Developmental Studies Department of CCSN and are proven aids which can work for you.

How to Read, Study My Textbook And Get The Most From My Time And Effort

Basic Q Study/Reading System

1st:

Survey/ Preview

Always, always survey or preview the chapter (takes 3-5 minutes, tops) read any summary and any questions or quizzes & check out the chapter outline (found in the "table of contents" in front of every book) always turn every "paragraph heading" in the chapter and in the table of contents outline into a question.

2nd:

Read

Then as you read, read each paragraph with the goal of understanding it.

3rd:

Ask A Question

When you've finished a paragraph, come up with a basic question that will bring out the most important information from what you've just read.

OR

Say it in another, more practical way— a way that makes sense to you.

OR

Try to predict the sort of question the instructor would ask to test you on the information from the paragraph. If you don't understand the information or cannot come up with a question—ask "What is it I don't understand about this?"

4th:**Write It**

Once you decide on a question, write it down in the margin or put it on a separate sheet of note paper. Then return to the paragraph and underline or highlight the sentence or sentences that supply the answer.

THEN

Simply move on the next paragraph and repeat the process. As you read each paragraph, just keep in mind: You already know the answer. It's the information in the paragraph itself. Now, all you need to do is come up with a question.

Reciting your notes using the Basic Q System

1st:**Cover****the****Text**

Simply cover the text of the page with a blank sheet of paper so that only the questions in the margin are exposed.

THEN

Read each question, one at a time, and answer it out loud without looking at the textbook.

OR

Just test yourself with questions from your notes.

You can check your answer by lifting the cover sheet and noting the section in the paragraph that you had underlined or highlighted.

1st:**Preview****(3-5 min.)**

Read Summaries, Quizzes, Questions, Captions, Outline in Table of Contents in front of text. Turn headings and outline in Table of Contents into questions as you preview.

2nd:**Read**

One paragraph at-a-time.

3rd:**Ask a Question**

About the most important information in the paragraph. The answer to this (?) = most important information in the paragraph.

**4th:
Write
Your
Question**

In the text margin.

OR

In your notes.

OR

On 3x5 cards.

**5th:
Test Yourself**

On your questions.

On every 10 questions.

OR

Every page or section.

Don't wait till the end of the chapter!

MEMORY TRICKS

We remember things that interest us. So, how can you remember things you find not interesting but important — like things on a test??

DO SOMETHING INTERESTING

Change them so they become interesting enough to remember. HOW? Make the things funny, weird or wild.

TO REMEMBER FACTS

Try the crazy sentence trick — make up a crazy sentence using details from facts you need to remember. EXAMPLE: Mac Beth murders King Duncan becomes "Mac the Knife Mac Beth stabbed King Dun in his can."

TO REMEMBER LISTS

Use the "crazy sentence trick" and string together the words you need to remember.

OR

Take the 1st letter in EACH key word and substitute other words that begin with that letter. EXAMPLE: Kingdom, Phylum, Class, Order, Family, Genus, Species becomes. Kings Play Cards On Fine Green Sofas. Get it??

TO REMEMBER NUMBERS

Break it up into groups of 2's, 3's or 4's.

EXAMPLE: 69358471 becomes 693-584-271

OR

693-58-42-71.

TO REMEMBER FORMULAS OR RULES

Use "crazy sentence" again.

E=MC2 becomes Einstein Kissed (=) Mary 6 Cindy too (2)

OR

Turn it into a "RAP" or a Rhyme. EXAMPLE: "When face is red — raise the head. When face is pale, raise the tail."

LOOK FOR PATTERNS

(or even create a pattern if you don't see one)

KINDS of Patterns:

- Order: 1,2,3,4
- Left/Right
- Time sequence
- Groups
- Similar/Different
- Cause/Effect, etc.

Visualize

Make the information into a movie in your head and create a story that uses the information you need to remember —see yourself in the movie-using the information as part of the plot.

Practice

Always, always practice. The old standby of "Recite and Repeat" still works with all memory tricks.

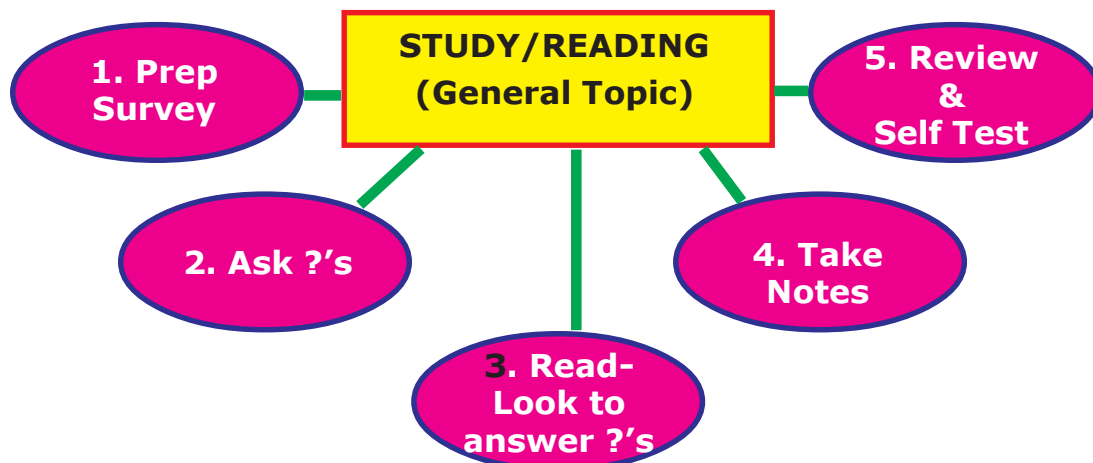
Use 3 x 5 Cards

Break up the information into smaller bits and pieces.

ASK A QUESTION about the material.

Put on one side of the 3 x 5 card.

ANSWER THE QUESTION with details/examples and key information on the other side.



Draw a Map

Draw a map of key information (on a full sheet of paper). Go from "General" information to "Specific Details".

EXAMPLE:

= Read summary + read questions + quizzes + chapter outline in Table of Contents.

= Paragraph by paragraph "What's the most important information in this paragraph."

= Highlight or underline those parts of the paragraph that answer the question (see #2)

= Write your questions in the text margins or in a notebook.

= Use the questions you created (see #2) to test yourself.

3 x 5 CARD

SIDE TWO

What is the formula for the Area of a Circle?
Work the formula.

SIDE ONE

Area of O = πr^2
 $3.14 \times \text{radius} \times \text{radius}$
Radius = $\frac{D}{2}$
Diameter = $2r$