

READING AND REVIEWING

We remember things best immediately after we've read, heard or watched them. But, as time passes, our memories begin to fade.

That's why reviewing information regularly is so important. It allows us to transfer new knowledge and skills from short-term to long-term memory. The more valuable or complex the information is, the more effort we need to put in.

Note:

Reviewing information is the final step of the **SQ3R** process (which stands for Survey, Question, Read, Recall, and Review). This is a powerful technique for helping you to remember key details of what you learn, and for engaging with information more efficiently and effectively.

Review Strategy:

Review strategies are techniques for reengaging with information that you have already learned, so that it stays fresh in your mind. They're particularly valuable when you're learning for a specific purpose – for instance, revising for an assessment or exam.

They can also be helpful for remembering information in general. For example, when you want to remember people's names or when you need to learn a new system or process.

The review strategies that you choose from the section below will depend on the importance of the information, and how hard it is to learn. You'll also need to take into account your own skills and preferences as a learner, so that you can plan the best approach for you.

Use these strategies to review and remember information more effectively:

1. Review Your Information Immediately

Spend a few minutes reviewing new information as soon as you've learned it. Look through the material again and add to any notes that you've already made. It can also help to explain any key points out loud.

This first review is a good way of checking that you've got everything you need, and that you've understood it. It will also avoid you having to "relearn" it completely when you review it again later.

Tip:

When you reread material, try using a **Reading Strategy** to make the process more effective. For example, if you've just finished reading a chapter in a business book, take some time to review the section headings and the conclusion. This will help you to fix what you've learned in your mind.

2. Schedule Further Reviews

Remember, it takes **repeated** effort to move information into your long-term memory. So it's vital to review material frequently. Otherwise, key details will inevitably slip away. Try to revisit your learning at regular intervals. For example, after your initial review, schedule another one after a day or two, then after a week, two weeks, a month – and at increasing intervals after that. Organization is crucial here. Try scheduling time for your reviews by adding them to your **To-Do List** or **Action Program**. Alternatively, create calendar reminders or set your mobile device to notify you when it's time for your next review.

3. Test Yourself

Every time you review something, include an element of testing. This will uncover any gaps in your knowledge, highlight key areas that you need to focus on, and reinforce your learning.

For example, you could cover up the original material and see how much of it you can write or speak about from memory.

4. Rewrite Your Notes

Rather than simply making notes once and hoping that they sink in, review them regularly – and improve or add to them each time. This is a great way to keep information fresh and clear.

You can do this quickly with keywords and bullet points. Or, if you want to explore the material in more depth, try transferring it into a flow chart or a labeled diagram, such as a **Mind Map®**. This will provide you with a colorful representation of your notes, which can help to give you an overview of the subject and the key areas within it.

5. Teach Someone Else

One of the most powerful ways to embed learning is to teach it to someone else. Find a willing "pupil," and explain to him or her what you've been learning.

This has several benefits:

SNS COLLEGE OF TECHNOLOGY

- It quickly reveals any aspects that you don't understand or can't remember, pinpointing where your knowledge is weakest.
- It can boost your confidence to use and apply your knowledge.
- Your "pupil" may ask you questions, which will test your knowledge even more deeply – and, in the process, strengthen your grasp of the subject.

Key Points

If we want to remember and retain information in the long term, then we need to review it regularly. Otherwise, our memory will begin to fade and the things that we've learned will be lost.

Review strategies are a great way of helping us to move information from our short-term to our long-term memory.

SAMPLE REVIEW OF A BOOK:

A relationships story by a male-writer is always a welcome addition on the bookshelves of the world. And when the writer is an investment banker of Indian origin for an American bank in Hong Kong who wants to create art not just buy it, you got to bring out the red carpet.

Undermining a stereotype is always a good thing and Chetan Bhagat's first novel does just that. Bridging the gap between "academic overachievers" and ordinary mortals, it is a story about three friends.

Hari, Alok and Ryan, though obviously bright to have got into IIT, are just "five-point someones" trying to keep afloat in an institution where the average grade is 6.5 on a 10-point scale.

Hari, the narrator, is stuck between his two best friends in every way. Ryan is the bright, creative, rich and good-looking student whose wealthy parents give him lots of nice things but not enough love.

He has nothing to lose and is continuously hatching plots to undermine the evil system of grading that "kills the best fun years of your life", not to mention creativity and originality. Which he has in plenty.

SNS COLLEGE OF TECHNOLOGY

"Fatso" Alok is poor, with a paralysed father, a sister to marry off and a mother who slogs at a badly paid job while continuously wiping away her tears with the edge of her sari.

Though he once wanted to be an artist, Alok is now motivated by one thing - get the grades in the hope of a "US scholarship", a good job, and the release from his family's unremitting financial duress.

Needless to say, Alok and Ryan fall out and Hari is caught in the middle.

A mirror to all that is wrong and especially to a work ethic that leaves one with little time for oneself and one's friendships, the novel is littered with all the fun stuff that "muggus" like Venkat forego-vodka, marijuana, sports, ragging, pranks, porn, raging hormones, cinema, love. Namely, Real Life.

"Girls are beautiful, let's face it ? life is quite, quite useless without them," says Hari. Neha, his paramour, is the toe-ring wearing, ice-cream slurping, pretty, artsy, faintly neurotic daughter of the terrifying Professor Cherian.

Torn, as many are, about being a good girl who wants to do bad things, Neha's character is a sensitive portrayal of what it is like to be young and female in an overprotective, patriarchal world. Of course, just when Hari gains her trust (i.e. loses his virginity), he ends up losing her and on the wrong side of her father and the law thanks to one of Ryan's schemes.

A threat of expulsion and a suicide attempt bring the book to a boil. Too much judgement, censure and expectation lead to acts of desperation, suggests the narrative: "GPAs make a good student, not a good person."

Although the writing can be quite jarring and clumsy-this, however, could be intentional in an effort to create a narrative of authentic colloquial speech-it is a well-constructed book with great characters and a captivating plot. Definitely on the right side of five-point something on a 10-point scale.