***Lesson 01 :Time management skills :***

1. ***How to manage your time using a time management schedule:***
   * ***List every job which is currently needing attention.This will include Home-works and assignements which are urgent,as well as longer term project.Make sure also to include tasks of personal duties.***

***when noting these tasks,be certain(specific) to be more clear “do not say: I am going to play sports”,but say I am going to play a football match at around 4pm to 5pm”***

* + ***After you list all your tasks,read through them and mark them as A,B,C depending on how important and urgent they are, put A for the tasks which are most important, Put B for tasks which are less important and C for tasks that are the least important- use numbers from 1 to 3 to mark how urgent the task can be.***
  + ***The time columns are simply indicating your estimate of how much time you think the various tasks might take,however be realistic into your expectations about the time allotment to each task***
  + ***The done column, its reserved for “ticks” which you record after completing the individual tasks, you should be certain to include this column and use it as it represents a reward of task completion.***

***Lesson 02: memory enhancement***

* + - ***Introduction: usually,we claim that we have a very weak memory, most often we cant remember things like numbers,members,nouns of people and a lot of other information.***

***It happens regularly that we have hard times with memorizing materials including study courses, this situation requires us to reconsider our vision towards our memory…thus, is our memory really weak?or there is more than just meets the eye?***

* + - ***Types of memory:***

***There are 2 of memory (short term-long term), the former one indicates the immediate memory which is used to carry out some task such as playing a video game in our cell phone, you don’t have to memorize the environment using intentional effort, but do it anyways…long term is a type of memorization that we practice consciously and usually with efforts, such as trying to store a paragraph,a grammar rule,a proverb or something related.***

* + - ***How memory work:***

***The memory process has 03 steps “learning,Storing,Recalling”***

***To remember a fact, its not enough to learn it to must be able to store it in your brain and judge yourself if you have a weak or strong memory.***

***In every adult human brain there is***

* + - * ***From 100-150 billion nerve cells each cell contains more than 1 million synapses***
      * ***Each synapses contain 1 million sub-nerve cells***

***Human being is capable of storing 02 million pieces of information per second.***

* + - ***Short term memory:***

***Is a temporary storage center in the working memory that we receive and hold briefly sensory memory for further processing.***

***-it’s limited in duration,in capacity…the central executive receives ,organize and coordinates the flow of information***

* + - ***Long term memory:***

***is a permanent storage center that holds information for longer periods, schemas which are sets of memories that form large concepts in which other related ideas and facts can be attached***

***(not certain of this definition)***

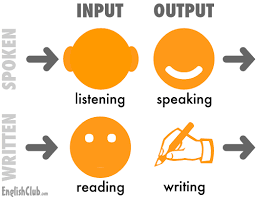
* ***The twelve principals of memory:***

1. ***Selectivity: trying to learn everything is not possible certainly not reasonable and would result overloading your working memory, selectivity is the process of identifying and separating main ideas and important details from a larger body of information***
2. ***Asoociation: is the process of forming visual or auditory use of cues to link together two or more items to process in memory the associations that you form may consist of words,phrases,expressions,pictures,objects,numbers or mnemonic***
3. ***Visualization: is a powerful memory tool that involves visual encoding, it’s the process of making pictures or movies in your mind it involves suing the picture in your mind without looking at the visual form itself***
4. ***Elaboration: is the process of thinking about or working with and encoding and information in a new way,it provides you with the opportunity to personalize information during the encoding and rehearsal process of learning so***
5. ***Concentration: it’s the ability to block out distractions in order to saty focused on one specific item or task that involves monitoring stimuli and blocking distractions that could interact your thought process or devide your attention***
6. ***Recitation: is a process of explaining information clearly out loud in your own words and incomplete sentences without referring to printed materials,reading an information out loud encodes the information linguistic but it requires u to pull the information off your long term memory and it becomes a form of self testing with feedback.***
7. ***Big and little picture: is the process of identifying different levels of information the big picture is main ideas,most important details,concepts,themes…but little picture is supporting details such as facts definitions examples, both higher and lower levels of information are important in the learning process***
8. ***Organization: You can learn and remember better if you can group ideas into some sort of meaningful categories or groups.***

***We usually remember only five to seven items as a time. Of course, we seldom take tests with that limited information***

1. ***Time and task: We tend to remember things at the beginning of a list or study session and things at the end. By using distributed practice, we can optimize our learning.***
2. ***Ongoing review: IS THE PROCESS OF PRACTICING PREVIOUSLY LEARNED INFORMATION. EVEN THOUGH INFORMATION IN LONG-TERMMEMORY IS CONSIDERED TO BE PERMANENT.***
3. ***Intention: INTENTION IS THE PROCESS OF CREATING A PURPOSE OR AGOAL TO ACT OR PERFORM IN A SPECIFIC WAY. IT INVOLVES SETTING ALEARNING GOAL THAT CLEARLY STATES WHAT YOU PLAN TO ACCOMPLISHAND A PLAN OF ACTION THAT SHOWS HOW YOU INTEND TO ACHIEVE YOURGOAL.***
4. ***Feedback: IS THE PROCESS OF VERIFYING HOW ACCURATELY ANDTHOROUGHLY YOU HAVE OR HAVE NOT LEARNED SPECIFIC INFORMATION.FEEDBACK INVOLVES A SEQUENCE OF STEPS: GOAL—ACTION—FEEDBACK—COMPARISON—RESULTS.***

***Lesson 03: reading and listening skills (unfinished)***

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***Reading is an active process of inputing information,encoding meaning,and creating associations that help you learn information from printed text,if you rush the process,you may find the need to re-read the info several times before it make sense to you***

***Developing and strengthening your university level reading skills will save you time and increase your academic performance***

***-there are usefull study strategies which u may apply regardless of the type of book you are reading***

* ***Before you read:***

***It is possible to read a text several times without understanding any of the contents or its purpose, if you do not think about or reflect on the material you are reading,you are not learning anything.***

* + ***What type of text is this?***

***In order to be prepared for the new text,its important that you become aware of the different types of materials/genres you are reading,and being aware of the different genres differ to a great extant***

* + ***What is the aim of the text?***
* ***Entering the reading process: it is always a good idea to begin the reading by familiarizing yourself with the text ,therefore; these are 4 efficient ways to familiarize yourself with a text:***

1. ***Read the parts which offer a comprehensive view of the text title,list of content prepare index abstracts***
2. ***Read the beginning and the end of each chapter,often every new chapter starts by offering the reader an overview of the central points of the chapter***
3. ***Read the introduction and the conclusion***
4. ***Write,dram or discuss your way to an overview,it is advisable to never just read a text but also to work with the text***

* ***Select reading technique according to purpose of reading:***