

Learning and development exam revision assignment

[Business](#), [Management](#)



There are 7 characteristics of active learners : a. Read with purpose of understanding and remembering. They set goals before they read and check their understanding, they also can explain the main points and know that they have understood what they have read after they finish reading. B. Reflect on information and think critically. Being reflective is important because it means that you are thinking about the information.

In other words, you may make connections between the new information and what you already know, identify concepts that you may not understand very well, r evaluate the importance of what you are reading. C. Listen actively by taking comprehensive notes in an organized fashion. They listen actively to the professor for the entire class period and they write down as much information as possible. To be an active note taker, you have to think about the information before you write down. D. Know that learning involves more than simply putting in time.

Is it about the quality of time “ What you actually do with it” that makes the difference. E. Get assistance when they are experiencing problems. Active learners are constantly monitoring their understanding, they know when their impression breaks down, and they ask for help before they become totally lost. F. Accept much of the responsibility for learning. When active learner didn't do well as well as they do hope, they will evaluate and change those studying behaviors next time. If they can accept the responsibility for their own learning that they can truly be called active learners. G. Question information.

Active learners they do evaluate what they read and hear. 2. There are 4 key factors that influence learning : a. Your own characteristics as a learner. B. The tasks your professors ask you to do. C. The text with which you interact. D. The strategies you select. 3. There are 4 characteristics you can bring to a learning situation : a. Motivation. Motivation is one of the most important characteristics. If you are open to learning new things and expanding your interest, you will be more successful. B. Background knowledge. The more you know about a topic, the easier it is to learn. C. Your ability to concentrate. . Your beliefs about knowledge and learning. CHAPTER 3

(Memory & Learning styles) 1 . There are 3 different types of memories : Sensory store Short-Term Memory Long-Term Memory sensory store serves as a Kina AT Tilter. When you Intently a place AT International Nat you need to remember, your sensory store filters out what you don't need and actually not even aware of the process. Short term memory holds information for a brief period of time. Short term memory can hold only a small number of items. Long term memory has an unlimited capacity. To get information into long term memory you have to rehearse.

The more and different ways you rehearse influence how much information you can remember and for how long. 2. Level of processing theory : a. Maintenance rehearsal. To process the information shallowly so that you can use it for a brief period of time and then forget it. B. Elaborative rehearsal. Making the information meaningful and rehearsing to the point where the information is at your fingertips. It can holds for a long period of time. 3. There are ways to Stretch Your Memory : a. Mnemonic devices. They can be

visual to help you create images or they can be a string of letter or a nonsense sentence. . Acronyms. It taking the first letter of each item you are trying to memorize and making them spell something. C. Imagery. It can be very personal and don't have to make sense to anyone except the person forming the images. Images work best when the information you are trying to learn is encounter rather than abstract. D. Method of loci. In this technique, you imagine a place that is familiar to you. You attach a piece of information you have to learn to different place and objects to help you remember it. 4. There are 3 main kinds of learners :

a. Visual learners. Those who learn best by watching or seeing. They like to create diagrams, charts, concept maps, or cards. They tend to use imagery to remember information. B. Auditory learners. Those who learn best by listening and speaking. They may be able to actively listen to lectures. They like to say the information out loud. C. Kinesthesia learners. Those who learn best by touching or movement. It generally learn best through writing or even typing things out. They like to be shown how to do things rather than having to figure it out through reading or listening. CHAPTER 6 (Time management) 1.

Managing yourself :

a. Treat college like a full time Job. In college you have more control over When you issuance your classes Ana your study time. You should think of your 40 hours/week as more of a mind-set than as a fixed amount of time. B. Schedule your classes for your most alert times. Creating your own schedule, you should try to tailor it to your needs as much as Seibel. For ex : if you know you will never make it to an 8. 00 am class, don't

schedule a class for that time. C. Go to class. By going to class each day you will know what the lecturer emphasized, which will help you when you study.

Students who skip classes will miss out the important information that they can only get in class. D. Don't procrastinate. Procrastinate is tempting to put off work until later. 2. Managing your time effectively : a. What do you need to accomplish ? When writing a paper you have to know if it will take you 1 hour or longer. Will you be able to write your paper in 2 days or need a full week? To know how long things will help you plan your time. " Things always take longer than you think they will" so, try to plan more time than you think you will need. B. What things do you currently do that waste your time ?

Everyone needs some unstructured time each day to do things they want to do, but if you find that your unstructured time bleeds over into your 40 hours of being a student, you should restructure your days. C. How can I keep track of what I need to Take your planner with you to class and mark down your assignments. Schedule things that you must do first, then schedule your study time, and last fill in unscheduled times with more flexible obligations.

3. Compare & Contrast Good and poor time managers. Good Time Managers
Poor Time Managers Study when they are most alert. Study whenever the mood strikes.

Spend some time every day on each course. Study the night before exam. Create a schedule that is specific. Do not schedule study times. Make a reading schedule for each class. Read the night before exam. Prioritize their work. Do the things they like to do first. Make " to do " lists to stay organized.

Often find that they don't have assignments completed. Use the time in between to get work done. Don't use small pockets between class times. 4. Timely tips for following your schedule : a. Plan your study When you are most alert Try to find some blocks of time that are naturally best for you to study (in the morning / before sleep). B.

Spend some time everyday on each course you are taking. By spending some time everyday you won't have to cram (in hurry) for exams because you will always be caught up. C. Be specific. The more specific you can be when planning your study schedule the better because you will know exactly what you need to do each time to study. D. Make a reading schedule for each class. E. Prioritize. When make a schedule it is helpful to prioritize what you have to do. You might want to label your assignment as high, medium, and low priority. F. Make to do list. To keep yourself on track and avoid procrastination, keep a " to do" list next to you. . Set aside 1 hour too week plan. H. Borrow time, don't steal it. By having a schedule that is very specific, you'll know exactly what you have to do to catch up, and you can easily make up for the lost time. I. Use the time between your classes. Use the time between classes such as break time or before class started to read, review notes, or even study in group. J. Schedule study breaks. If you plan to study for more than an hour at a time, schedule a 10-15 minute to take a break. K. Take some time off. L. Don't spin your wheels. If you are having trouble in a course, seek help from anyone who might be able to help.

It's important to get help before you fall too far behind. 5. Suggestions to cope exam time : a. Plan ahead. Start to rehearse and review your notes and

the texts before exam week. B. Cut down on work or other commitments. If you work part time, ask for some time off or fewer working hours and don't add any new commitments during exam time. C. Get enough sleep. D. Study with partner. E. Don't panic. CHAPTER 7 (Goal setting) 1. To set goals that can be achieved, your goals should be: a. Realistic You have to divided your goal into smaller goals : Short term goal SST goal is one that you will achieve within the next few days.

Intermediate goal Intermediate goal is one that you will achieve within the next few weeks or months. Long term goal Long term goal is one that will take longer still, perhaps a few months or even years to achieve. B.

Believable Being confident tour ability to learn is crucial (important) to your motivation. C. Desirable When goals are desirable, you can provide reasons why you should work hard toward reaching goal. Accomplish a task helps to intrinsically motivate you. D. Measurable Sometimes learning goals are not so easy to quantify, so you need to set some standards to help you measure your progress. 2.

You must keep staying motivated to maintain your goal. 3. You also have to changing attitudes and interests to keep motivated. Attitudes and interests help define who you are as a learner. Think attitudes as : Reflexive An Influence on your motivation. Characteristics that match your behavior. 4. There are 4 types of academic attitude : . Attitude toward college. It's better to begin on the right foot with a positive attitude about the college you are attending. Your general attitude about being in college and your expectations of what that college experience will be strongly influence the

attitude you will have. . Attitude toward your instructors. Your attitude to instructor influences your academic performance. If you try to have the attitude that each instructor has something unique to offer, you may have a totally different experience. Students try to get to know their professors and not to feel intimidated about talking with them. . Attitude toward the subject and learning environment. It's important to try not to have preconceived notions about a course. Try to begin each course with an open mind. An open mind can go a long way in changing your attitude, helping you develop your interests and maintain motivation. D.

Attitude toward yourself as a learner. This type is the most important. Students who have a positive attitude, they know themselves well enough to identify what they will have to change and how they will do it in order to make things improve. 5. To maintain goal, you also need to maintain a positive attitude. By : Whatever excites you and makes you feel positive should be what you concentrate on. Try not to let negative happenings get in the way of your excitement and positive outlook. Keep it balance between your lack and the one you think you good in. Expect to learn something valuable in every course you take.

CHAPTER 10 (Strategic Reading) 1 . Several activities to engage reading : a. Create a good learning environment. Learning environment can help you in a positive way when reading or studying. Knowing noise level. You should know the level of noise that is optimal for you and will help you to incinerate. Special Learning Place. Find and know your ideal learning place, where the only thing you do there is study. B. Survey your textbook. Knowing how your

textbooks are formatted and familiarizing yourself with your texts will help you become a more efficient reader. Let also helps you to gear up for each course. C.

Preview your reading assignments. Previewing what you will read each day will help to active your prior knowledge and build your interest in the specific topics. D. Determine your reading purpose. You need to identify and learn the key ideas contained in each chapter. Your class wallaby and lecture notes is a good way to help you determine what's important. 2. While reading a textbook u must focus on chapter title, headings and subheadings, boldfaced or italicized terms, note the typographical aids (graphs, charts, tables, or illustrations), read the introduction, summary, and read the end of chapter material. 3.

You need to stay active during reading. A. Put away your highlighters. Highlighting actually is a passive activity because students do not always understand the ideas they are highlighting. B. Make a note of it. Take a note will help you concentrating and understanding what you read. . Make Annotation. Annotation is summing up the important information in your text by briefly writing the key ideas. Annotation requires you to understand and putting the ideas in your own words.