

[MYDIARY PODCAST SERIES]
[Memory Techniques]

[Intro]

Hello and welcome to the wonderful world of Get Positive Audio.

You're listening to the MyDiary Podcast series.

I trust you will enjoy this audio presentation entitled "Memory Techniques".

In this audio track you'll learn tricks to how best to store items in your memory so that you can later recall information for test and exams.

[Body]

Everyone has a good memory. The problem is accessing the information stored.

How you store information in your memory is important. The key to it all is linking the memory to as many elements as possible because this is what makes memories easier to recall.

Here is an overview of all the different techniques you can employ. Depending on what you need to remember, use one or more of the following:

- **The first memory technique is called Overlearning**
The more you study the same thing over an extended period of time, the more likely you are to recall it, so invest plenty of time into your work and it will pay off at exam time.

- **Chunking**
Memory works best if there are no more than 5-9 items you need to recall. So with this in mind, try reducing your textbook and class notes over and over again into smaller chunks. Your aim is to make summaries of your summaries of your summaries. Every time you make a new summary you are extracting only the main points and reducing the details, you need less writing, to remember the same amount of information. Eventually you can reduce a mass of information into just a few chunks.

- **Repetition:**
Re-writing and re-testing yourself over and over again using the same information helps you commit the words to memory. This is particularly useful when you need to memorise a script.
- **Diagrams & Mind Maps**
Pictures are more easily remembered than long lists of words. Use tables, diagrams or mind maps to help give you a picture of what you are trying to learn and how the bits fit together. It is in the process of making these tables, diagrams and mind maps that you understand and learn.
- **Question your material:**
Turn your study summaries into questions. Pretend you are the examiner and ask yourself a series of questions about what you are learning. Make sure you can answer these questions without looking at your notes or text.
- **Questions from others:**
In addition to you questioning yourself, ask your mum, dad, siblings or friends to test you on your material. Simply give them your summary notes and ask them to make up questions which you have to answer.
- **Create rhymes or Jingles**
Make little rhymes or songs out of the material you need to remember such as
“innie, meanie, miney, mo, muscles need proteins to make them grow”
“Thirty days hath September, April, June and November...”.
- **Read Out Loud**
Read your test summary notes out aloud to yourself, by hearing your notes, instead of seeing your notes taps into another part of the brain, giving you more chances of remembering the material. Record your voice and create yourself a set of study tapes that you can listen to whilst drifting off to sleep.

- **Create Analogies**

Compare something you want to remember with a similar item you are more familiar with. *For example, you may see the circulatory system like a car. The engine is the heart of the car, the spark plugs are the major arteries and veins, the air filter become the lungs etc. etc.*

- Then you can employ **keyword associations** to recall the information. *For example as soon as the test paper mentioned the circulatory, you immediately associate with Car... and then you can recall the components.*

- **Acronyms**

Acronyms are words formed from the first letters or syllables of other words for example, www, stands for world wide web, this technique can be used when you have a long list of items you need to remember. *For example: ROY G. BIV (pronounced like a person's name) stands for the colors of the rainbow, in order; Red, Orange, Yellow, Green, Blue, Indigo, Violet.*

- **Acrostics** are arrangements of words in which the first or last letter in each line, taken in order, spell a phrase. *For example, do you remember when you learnt to read music for the first time, like EGBDF... the notes of the treble, you simply learnt a little saying; "every good boy deserves fun", well this is an Acrostic. Or to remember the biological groupings in taxonomy, which is kingdom, phylum, class, order, family, Genus and species... you could say.... "King Philip Came Over From Great Spain." Or your probably familiar with "never eat shredded wheat" to remember the directions of North, South, East, West.*

Here are some other handy memory tips for everyday use:

- **Finding your keys**
If you lose items around the home...try having the same spot for that item. Eg. Placing your house keys on a shelf or hook near the door.

- **Forgetting what you're doing**
If you forget why you came to the fridge door...try going back to what you were doing before; your subconscious will then backtrack until it prompts you again on what you were after.

- **How to remember people's names**
 - ❖ Slow down.
 - ❖ Focus on the person.
 - ❖ Repeat the name, then use it back to them.
 - ❖ If it is hard to spell, ask them to spell it.
 - ❖ Look at the person's face and focus on the hair colour and their eyes as these are the key elements we most commonly remember about a person's face. Try to associate their features with their name. Eg. (Big Haired) Bob, (Smiley) Samantha.

- **You could always write things down**
The good old list is all always a useful tool to prevent forgetting.

- **And don't forget to Get Positive**
Put effort into telling yourself you have a good memory...not a bad memory. Remember that you become what you focus on the most.

[Closing]

Thank you for listening to this podcast.

Feel free to download this audio file to your iPod so that you can replay it at any stage.

I wish you all the best with your studies.

Until next time, Stay Positive!

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