University of Central Florida

Student Academic Resource Center
🕮 We teach the tools that are indispensable to learning 🕮

6 Steps to Faster Learning

Step 1. Visually separate main ideas from details. Concentration and learning speed increase when *questions are made from main ideas and answers from details. Numbering the details, parts of answers, and including sketches, graphs, charts, etc. speed learning even more.* Rarely are learners directly taught how to put information into long-term memory, in other words, how to learn. Below are examples of 3 note organization formats that *speed and promote* learning. By following these 6 easy steps, most learners can organize, understand, absorb, and retain information faster and better than ever before.

Notecard Question & Answer Format

Make questions out of main ideas on one side & answers containing details on the other side.

Front

What are the 5 phases in Mitosis?

Back

1. Interphase
2. Prophase
3. Metaphase
4. Anaphase
5. Telophase

Front

What happens in Interphase?

Back

Chromatin spreads out in indistinct mass.

Cornell Format

Use notebook paper & draw a vertical line 3 to 4 inches from the left edge. Place main ideas/ questions to the left of the line & details/answers to the right.

What are the 5 phases in Mitosis?	1. Interphase 2. Prophase 3. Metaphase 4. Anaphase 5. Telophase
What happens in Interphase?	Chromatin spreads into indistinct mass.
What happens in Prophase?	1. Chromos. condense into sets of chromatids. 2. Nucleolus & nuclear envelope disappear. 3. Spindle microtubules appear.
What happens in Metaphase?	1. Spindle complete. 2. Chomatids move to spindle equator.
etc.	

Outline Format

Use *Roman Numerals*(I., II., III...)for main ideas/questions; *Capital Letters* (A, B, C...) for details/answers; *Numbers*(1, 2, 3...)for sub-details; *Small Letters* (a, b, c...) for sub-sub-details.

I. What are the 5 phases in mitosis?
- A. Interphase
- B. Prophase
- C. Metaphase
- D. Anaphase
- E. Telophase

II. What happens in each phase?

A. What happens in Interphase?
1. Chromatin spreads out in indistinct mass.

B. What happens in Prophase?
1. Chromosomes condense into sets of chromatids.
2. Nucleolus and nuclear envelope disappear.
3. Spindle microtubules appear.

C. What happens in Metaphase?
1. Spindle complete.
2. Chomatids move to spindle equator.

etc.

Step 2. Hide details/answer from view and read the main idea/question *aloud*.
Step 3. As best you can, recite *aloud* the complete details/answer, without looking.
Step 4. Check for completeness and accuracy by looking at the details/answer.
Step 5. If details/answer were *correctly* recited from memory, place that notecard in a pile of "learned" notecards or mark that idea with an X if using the Cornell or Outline formats.
Step 6. If details/answer were *incorrectly* recited, read the details/answer *aloud*, then repeat steps 1-4 as many times as it takes to recite details/answer correctly without looking. Then, place that notecard in the "not yet learned" pile or mark it if using the Cornell or Outline formats. Don't mark the learned ideas.

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