



FLOUR MILLING

CORRESPONDENCE COURSE

STUDY GUIDE

STUDYING

WHEN AND WHERE TO STUDY

Planning your work has the following advantages:

- a) You ensure that you put in work regularly.
- b) You do not panic because you have left your work until the last minute.
- c) If you allow several days for a piece of work you will be able to cope with unforeseen interruptions.

Make a list of your commitments for each week, e.g. work, household chores, time with your children. You will find times which are free from these commitments and which could be used for study.

Decide what you want to achieve by the end of each week. Use as much free time as necessary to fulfil this goal.

Write down the study tasks you plan to do during the week and decide when you are going to do them. Use shorter periods of time for reading the text and longer periods for answering the monthly tutor-marked assignments. You may find that some tasks take longer than you thought they would - others may take less time.

Experiment with different study times, e.g. early in the morning, early in the evening or late at night. This will help you to find out at what times you work best. If you have difficulty at one time - try another. Some people need absolute quiet for efficient study, others seem to prefer a noisy environment. Generally a quiet room with a desk or table is recommended.

STUDY HABITS

When you want to study you have to pay attention to the piece of work to be studied. You have to rid yourself of unwanted stimuli such as noise or hunger. Some are easy to remove, simply by choosing when and where to study.

For example, you can get away from the distraction of other members of your family by studying in a different room. Some types of distraction are more difficult to eliminate. Try to avoid studying after some other excitement such as an argument or a discussion. The quieter your mind is, the easier it will be to concentrate on your studies.

No-one will make a good job of studying what they find boring. You can maintain interest by reading around the subject and by relating your studies to your work, where possible. Successful students not only have good study habits and techniques, but they are highly motivated. They **want** to study.

There are many different reasons for wanting to study. Most people want to be higher paid and/or get a better job. Studying will make your job more interesting as you will understand more about your workplace. These are long-term aims - reasons for embarking on and sticking to your course.

You will also need short-term goals to keep you going week by week. Your short-term goal might be to study and make notes on a particular subject or chapter.

Habits - good or bad - are not changed easily. You must be prepared to make a clean break with all old habits, which hamper effective study, such as watching too much television, and replace them with better ones.

It will be difficult to keep to your new behaviour pattern at first. One way of enforcing the new behaviour is to enlist the help of your family or friends as your conscience until the new behaviour pattern is established routine - a habit.

LEARNING EFFICIENTLY

If you have difficulty in understanding new material, try the following steps in turn.

- a) If the words are unfamiliar, look them up in a dictionary.
- b) Leave the subject for a while and then come back to it with a fresh mind.
- c) Ask a colleague.
- d) Ask your mentor.

Discussion

Discussion is a useful method of learning information. It enables you to test your knowledge and understanding. If you try to explain a subject to somebody, they may ask a question that you cannot answer. This will highlight your weaknesses. Discussion brings you new ideas and insights and helps to sort out material in your mind.

Questioning

If you have any specific questions for **nabim** or your tutor, don't be afraid to ask! Send an e-mail to the **nabim** team at info@nabim.org.uk and we will try to answer as soon as possible.

Memory

Once you have understood the material, you need to remember it. Your memory works like a filing system - you have to know where to look for information before you can find it. This involves:

- * Linking new material with what you already know;
- * Taking good notes;
- * Summarising all notes so that the key points are highlighted;
- * Making connections between the various components - perhaps to diagrams, tables or flow chart.

READING - SQ3R

SQ3R stands for:

- | | |
|-----------------|---|
| Survey | a skimming read, giving a general impression of the material in the section you are to study. |
| Question | before studying a section further, ask yourself what you expect to gain from it |
| Read | read the section fairly quickly once or twice, then read it again more slowly, studying the detail. Look for a basic idea or key point in each paragraph. |
| Recall | try to recall all the main ideas in the section, either by reciting them aloud or by jotting them down in note form. |
| Review | look back over the chapter and check your recall was correct. Make a special note of any important points which you failed to recall or wrongly recalled. |

NOTE-TAKING

The main purpose of note taking is to enable you to pass your exams. Make notes of the most important items in the booklets and use the notes for revision and reference. Notes should be brief and clear. If they are too long, they will be tedious to wade through. If you cannot read through them quickly to refresh your memory, they are of little use.

When taking notes remember:

- a) To use the SQ3R technique to find out the main points in the chapters.
- b) Make notes **in your own words**. This will ensure that you understand the material. You might want to add your own comments and cross-references. Two possible methods of note taking are shown below:

Sequential Notes:

These are continuous notes, following the same order as the book.

- a) Use headings and subheadings to break up material.
- b) Emphasise material by:
 - * underlining; or
 - * using different colours; or
 - * using capital letters.
- c) Use abbreviations. Take care to be consistent and remember what your abbreviations mean.

Nuclear Notes:

This is a more complicated method but one which helps to get you thinking about the subject.

- a) Write the main topic in the centre of the page.
- b) Write related ideas around it and link them up to show their relationship to the main idea.
- c) Add links around the edges to show relationships.

REVISING

Many students regard revision as something they do in the last week or two before their exam. This is not to be encouraged.

Instead of last minute cramming (ie attempting to learn material which has not been properly understood), revision should be a regular process throughout the course. There is not enough time at the end of the course to revise all the material adequately, although a few weeks before the exam you might find it helpful to condense your original notes into revision notes. Also, make sure you have notes on all the topics in the syllabus.

One very good way to revise, if possible, is to meet regularly with two or three fellow students. This has the following benefits:

- a) It is a form of motivation. If you have set topics to each session, then you will be pressured to prepare them beforehand.
- b) It will ensure that you have not overlooked any important areas in the syllabus.
- c) You can teach each other. Teaching someone else is a sure way of making you understand the material.

When you come to the last five weeks before the examination, try to set yourself a revision timetable. This should set out the topics you are to revise each day, allowing repeat days for subjects you know you find difficult. Tick off the topics when you revise them.

Keep some time free in case you fall behind for some reason and, most importantly, keep one day a week free for a complete break.

**nabim
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