

Free Preview
of
“Learning the Easy Way”
by Linda Cooke

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About the author

The author has three decades of experience in education
and sidelines as a freelance writer, mainly for magazines.
‘Learning the Easy Way’
is her first electronic publication.

From the author

Obviously, I don't want to give away too many secrets, but I have put together a taster of what you will find in 'Learning the Easy Way'. Just to whet your appetite and arouse your curiosity - you will learn in the book the best time to sneeze when making a presentation, why surfing the web can help your memory, when to fuel up on caffeine and when to avoid it, when your perfume or after-shave might just give you the edge and well, you'll just have to read it - how can you resist?

What you will find in 'Learning the Easy Way' –

- Memory and recall in everyday life
- Keywords and links
- Learning bodies of material
- Learning new skills or habits
- Learning numbers or lists
- Preparing for presentations and interviews

Excerpts

From the Introduction:

Have you ever wished it was not quite so difficult committing things to memory? There are so many occasions in life when you want to learn facts or bodies of material. Students and exams are probably the first things that pop into your head, but what about learning the rules of the road, preparing sales patten for a presentation or learning a new job?

This book will give you a wealth of techniques to help you in a great variety of learning situations. We are all different, so not everything

will suit you, but you are sure to find something useful. You may find ways of helping the kids too!

We will look at tricks to help you organize information and commit it to memory and also what factors help or hinder concentration, memorization or recall. You will discover the effects of various foods and aromatics. Do you know the best time to eat pears or chocolate if you have to sit an examination? You will if you read on. You will also learn the power of mental linking and association, humor and the senses ...

From Chapter One - Memory and Recall in Everyday Life

... there are two sides to what we call "memory" – the input of information and its recall. While we are awake our brains are constantly taking in details of the world we inhabit. How on earth do they know when to bring things to our attention? ...

... When we set out to learn something, the goal is to be able to recall it at will. Some of the techniques that follow make an ally of the subconscious so that it assists us ...

From Chapter Two - Keywords and Links

... If you are learning material from a book, it is rarely sufficient to just keep reading the book and trying to remember what you have read. You need to begin the work of "coding" the information consciously to suggest to your unconscious how to store it. Always ask yourself, "How am I going to remember this" ...

From Chapter Three - Learning bodies of material

... Pre-scanning brings the subconscious on board to work for you, and prepares a framework for what you are learning ...

... (Concerning linking keywords) ... think of it as a pyramid of cans in a store. The base is the whole sum of the material you want to be able to remember. Each can in the next row up touches two of the cans below. This is your first revision tier ...

From Chapter Four - Learning new skills or habits

... If you thought learning was hard, what about un-learning? Have you ever tried to break a long-established habit? Not easy, is it? The best approach is to think in terms of replacing an old habit with a new one. Once that new habit is fully integrated, the old is no longer needed and your subconscious is more ready to let it go ...

... If you drive a car on soft ground in the same tracks often enough it soon becomes difficult to steer it any other way. Habits are thought patterns or actions which you have exercised often enough to create tracks. It's often quite easy to develop new habits, except where they cross the old tracks ...

From Chapter Five - Learning numbers or lists

... Once you have made your links, you can go through the things in numerical order and remember them in the correct sequence. I was surprised to find I could soon memorize lists of 100 items using this method ...

From Chapter Six - Preparing for presentations and interviews

... You will make a far better impression on your hearers if you can look up and make eye contact than if your nose is buried in your notes. If you are uncomfortable before a group of people, it is still better if you can give the *appearance* of making eye contact ...

... The pacing of a presentation is extremely important. Don't string everything together in one long monologue. People remember best what comes immediately before or after a pause. The longer the pause, the more importance the brain assigns to the material ...

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