



Using Memory Aids

c) Point-form Notes

Another way to help memorize longer materials from textbooks or manuals is to make short form or point-form notes. Point-form notes list brief but important details needed for understanding the topic. Use headings to separate topics. Use bullet points with simple words or phrases to note the details.

Look at the passage below from the Government of Canada Red Seal website

The Interprovincial Standards Red Seal Program was established to provide greater mobility for skilled workers across Canada. The Red Seal program allows qualified tradespeople to practice their trade anywhere in Canada where the trade is designated without having to write further examinations. To date, over 50 trades are included in the Red Seal program, accounting for almost 90% of all apprentices and more than 80% of the total trades workforce in Canada. More information about the Red Seal program, including a list of the designated Red Seal trades in Canada, is available at <https://www.red-seal.ca/>

Now, look at how this paragraph could be written using point-form notes:

- Red Seal lets you work anywhere in Canada, if qualified
- No extra exams needed
- 50 Red Seal trades
- 90% of all apprentices
- 80% of trades workers in Canada
- More info at website

As well as making point-form notes, here are a few related suggestions:

- Create your own short forms to save time, e.g. “because” might become “b/c”; and “between” might become “btwn”.
- Highlight important sections or points in your materials.
- Make notes in the margins of your books as well to draw your attention to important or difficult concepts.
- Write out your own summary notes to combine all the sources you have reviewed: books, notes, conversations with teachers and coworkers, etc.
- Use colour, diagrams, numbers, and symbols to help you organize the material and make it easier to remember.

d) Mind Maps

Another thing you may want to do to assist your memory is to create a mind map. Mind maps can help with memorizing, learning, and problem solving. Use a blank piece of paper to draw the mind map. Put one word or term in the middle, and draw lines to other words or short facts that are related to that central term. This is a simplified example related to a hammer drill.

When you're trying to memorize material, use colours, shapes, highlights – whatever will help you remember/visualize the information that you need to remember.

Finally, repetition is important! You will remember more information if you repeat it out loud, in your head, or write it down on paper.

