

TERMS TO KNOW

- **acronym** An acronym is a word or group of words made by taking the first letter of the key words in a list of items and using those letters to create a new mnemonic word or phrase.
- **action steps** Action steps are a sequential series of statements designed to identify the “who”, “what”, and “when” involved in carrying out a plan and achieving a specified goal.
- **active learner** An active learner is a learner who uses a variety of strategies to work with information and become actively involved in the learning process.
- **active listening** Active listening is the process of concentrating intently on spoken information with the goals of understanding and learning.
- **active reading** Active reading is the process of using activities that keep a person involved or engaged in the learning process.
- **associations** Associations are verbal or visual cues the link two or more items together in memory.
- **auditory learner** An auditory learner is a person who prefers to process and learn by hearing and discussing information. (hearing learner)
- **bodily-kinesthetic intelligence** Bodily-kinesthetic intelligence is the ability to use precise body rhythms and movements, motor coordination skills, and other skills such as timing, balance, and flexibility.
- **chunking technique** The chunking technique is the process of breaking larger assignments or tasks into smaller, more manageable steps.
- **closed questions** Closed questions are questions that require specific answers or a specific order of items.
- **comparative reading** Comparative reading is the process of reading two or more articles, excerpts or books on the same subject and then comparing or contrasting the information.
- **copyright page** The copyright page is the page that appears on the back of the title page and shows the publication date, the publisher's policies, and the book's ISBN number.
- **Cornell note taking system** The Cornell note taking system is a five-step note taking process to take notes from textbooks or from lectures.
- **critical listening** Critical listening is the process of concentrating intently on spoken information with the goals of understanding, interpreting, examining, and analyzing the speaker's message.
- **daily schedule** A daily schedule is a specific list of tasks that you plan to achieve over the course of the day.
- **essay questions** Essay questions are test questions that require several well-developed paragraphs for an answer.
- **feedback** Feedback is the process of using strategies to check the accuracy and completeness of learning.
- **fill-in-the-blank questions** Fill-in-the-blank questions are recall questions that require a one-word answer or phrase.
- **formal outlines** Formal outlines are one form of note taking that involves highly-structured, detailed notes that follow a standard structure for organizing levels of information.
- **glossary** The glossary is a mini-dictionary in the back of a book that contains definitions of course-specific terminology.

- **goals** Goals are well-defined plans aimed at achieving specific results.
- **interpersonal intelligence** Interpersonal intelligence is the ability to use effective communication, social, leadership, and cooperative teamwork skills.
- **intrapersonal intelligence** Intrapersonal intelligence is the ability to use skills related to personal growth, self-understanding, and self-motivation and to use intuition and spirituality.
- **kinesthetic learner** A kinesthetic learner is a person who prefers to process and learn information through large and small muscle movements and hands-on experiences. (doing learner)
- **learner characteristics** Learner characteristics are attributes or qualities used to describe how various individuals understand and/or retain information.
- **learning style preference** A learning style preference is a tendency to use a specific cognitive learning style or modality when there is a choice as how to learn and process new information.
- **learning styles** Cognitive learning styles refer to the general way people *prefer* to have information presented in order to problem solve, process, learn, and remember new information.
- **linguistic intelligence** Linguistic intelligence is the ability to use verbal and written language effectively.
- **listening** Listening is the process of holding verbal stimuli long enough in working memory to attach meaning to the spoken words.
- **logical-mathematical intelligence** Logical-mathematical intelligence is the ability to use logic, problem solving, analysis, and mathematical calculations effectively.
- **long-term goals** Long term goals are well-defined plans to achieve a specific result at the end of a longer period of time, usually measured in years.
- **long-term memory (LTM)** Long-Term Memory is the permanent storage center that has an unlimited capacity.
- **main idea** The main idea of a paragraph states the author's most important point about the topic of a paragraph.
- **massed practice** Massed practice, also known as *marathon studying* , involves studying continuously for three or more hours. (AKA: cramming)
- **memory cues** Memory cues, also known as *retrieval cues* , are links or associations that help the learner recall information.
- **metacognition** Metacognition is the process of understanding how you learn, what you need to learn, and which strategies or techniques would be the most effective for the learning task.
- **mnemonics** Mnemonics are memory techniques or tricks that serve as bridges to help people recall information from long-term memory.
- **motivation** Motivation is the feeling, emotion, or desire that moves a person to take action.
- **multiple intelligences** Multiple intelligence refers to Howard Gardner's cognitive theory that proposes that individuals have at least eight different kinds of intelligences.
- **musical intelligence** Musical intelligence is the ability to show an acute sensitivity to and appreciation of musical patterns and elements.

- **naturalist intelligence** The naturalist intelligence is the ability to show a sensitivity to the physical world, which includes the balance of plants, animals, and the environment.
- **nonverbal clues** Nonverbal clues, such as body stance, gestures, facial expressions, or pauses, signal important information.
- **objective tests** Objective tests, also called *recognition tests*, involve recognizing correct answers in *true-false*, *multiple choice*, and *matching* questions.
- **open-ended questions** Open-ended questions are questions that have many possible answers
- **overview reading** Overview reading is the process of skimming, scanning, or surveying materials to create a big picture or to get an overview before thoroughly reading.
- **paraphrase** Paraphrasing is the process of using your own words to rephrase a speaker's words.
- **personal learning strength** A personal learning strength is the particular way in which an individual understands and remembers best. Personal learning strengths are closely related to an individual's learning style preference.
- **pictures and graphics** Pictures and graphics are forms of mnemonics that involve visual memory skills to recall information.
- **planner** A planner is an organizational tool used to record information for completion. It often includes project or assignment descriptions and due dates. For students, a planner is often known as an assignment notebook.
- **procrastination** Procrastination is the process of putting off something until a later time or choosing low-priority tasks over high-priority tasks.
- **question** Question, the second step in the SQ4R reading system, involves formulating a question for each heading and subheading in a chapter.
- **read** Read, the third step in the SQ4R reading system, involves using reading flexibility and reading strategies to thoroughly read and comprehend textbook information.
- **recall questions** Recall questions on tests involve retrieving information from long-term memory to answer *fill-in-the blank*, *listing*, *definition*, and *short-answer* questions.
- **recite** Recite, the fifth step in the SQ4R reading system, involves explaining information out loud, in your own words, and in complete sentences without looking at the printed materials.
- **recite** To recite involves explaining information out loud, in complete sentences, and in your own words without looking at printed information.
- **recreational reading** Recreational reading is the process of reading to be entertained or to stay updated on current events.
- **review** Review, the final step in the SQ4R reading system, involves going back over the important information from the textbook chapter or printed material.
- **rote memory** Rote memory is the process of using repetition to learn information in the exact form in which it was presented.
- **schemas** Schemas are clusters of related information located in long-term memory.
- **Self-evaluation** Self-evaluation is the process of judging the quality of one's work based on evidence and/or specific criteria for the purpose of doing better in the future.

- **self-quizzing** Self-quizzing is the process of testing yourself and receiving feedback about the accuracy and completeness of your understanding.
- **short-term goals** Short-term goals are well-defined plans to achieve a specific result within a relatively short time period, such as a week, month, or academic term.
- **short-term memory (STM)** Short-Term Memory is a temporary storage center that is limited in time and capacity.
- **spaced practice** Spaced practice, also called *distributed practice*, involves making multiple contacts with new information and spreading the contacts over several days or weeks.
- **spatial intelligence** Spatial intelligence is the ability to use keen perceptions of patterns, shapes, textures, and visual skills.
- **stress** Stress is a reaction or response to events or situations that threaten or disrupt a person's normal patterns or routines.
- **study skills** Study skills or learning skills are processes for lifelong learning. These practical skills include organizational tools, time management techniques, test preparation and test-taking strategies, note taking guidance or personal responsibility tips.
- **supporting details** Supporting details in a paragraph are facts, explanations, causes, effects, examples, and definitions that develop, support, or prove the main idea.
- **survey** Surveying is the process of previewing or skimming information to get an overview.
- **table of contents** The table of contents is the overview of the chapters that shows the organization of topics that appear in a book.
- **task schedule** A task schedule is a step-by-step plan for achieving a specific task in a specific block of time.
- **test anxiety** Test anxiety is excessive stress that may occur before or during a test.
- **thorough reading** Thorough reading is the process of reading slowly and systematically in order to comprehend and understand printed information.
- **three-column notes** Three-column notes are a form of note taking that involves key words, headings, questions, or problems in the left column and additional kinds of information related to the topic in the middle and right columns.
- **title page** The title page is the opening page of a book that shows the title, author, edition, and publisher.
- **topic sentence** The topic sentence, which is sometimes referred to as the *main idea sentence*, is the sentence in a paragraph that includes the topic and the author's main idea.
- **two-column notes** Two-column notes are a form of note taking that involves key ideas, headings, or questions in the left column and notes in the right column.
- **visual learner** A visual learner is a person who prefers to process and learn information in visual forms such as pictures, charts, graphs, or printed information. (seeing learner)
- **visualization** Visualization is the process of picturing or imagining information or events in your mind.