How to transfer information from your working memory into your long-term memory

The more you think about the new information in your working memory, the more you will understand it and remember it. This is how it goes into the long-term memory. To do this, follow the process below.

> 1. **Chunk** the information
> 2. **Condense** the information
> 3. **Retrieve and recall**
> 4. **Test** yourself

1. <u>**Chunk**</u>
   Take the topic you are learning and break it down into smaller sections. You can then focus on one section (or sub-topic) at a time.

2. <u>**Condense**</u>
   Condensing the information means picking out the key points you need to know so that the amount you are learning is manageable. Once you have condensed your information, you can put the key points on a revision resource and use them over and over again to test yourself.

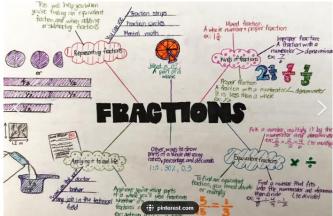**Flash Cards** - This technique is good for remembering facts, quotes, vocabulary…

digestion	The process of breaking down food into molecules small enough for the body to absorb.

Flow Charts – This technique is good where information can be sequenced/organised in logical steps.

Mind Maps- This technique is good for breaking down topics and organising it into separate boxes of knowledge.

3. **Retrieve and Recall**

   The next step is to practice retrieving the key points from your long-term memory. Each time you recall it the more it becomes embedded in your long-term memory. You need to do this regularly using your revision resources to check you are recalling the information correctly.

The longer the gap in time **(4-6 weeks)** between trying to recall the information, the stronger the brain becomes at recalling.

If you leave it too long **(over 6 weeks)** then it is likely you will forget some stored information. Thinking becomes more difficult, gaps appear between new and previous information.

4. **Test**

Eventually you must be able to apply the information you have stored to exam style questions. After you have practised active recall, it is time to try to test yourself.

- Do past paper questions
- Re-do homework
- Re- do class assessment