**Memory and note taking techniques**

One of the firtst things that’s important in interpreting is **memory**

Memory can sometimes be hindrance for the note taking and interpreting and it is very important to improve memory.

To remeber smthng, we have to develop our **listening skills and concentration**.

To have **good memory** we must make sure that;

-we hear what is being said (ex: in a cour room we have to be close enough to the sourse)

- we must listen and concentrate, we must understand what is being said

-we must understand the main idea and retain that idea.

-then we proceed to do the recalling, effectively interpreting the message.

To improve our memory we must use **memorization techniques**

One of the most powerful technique is visualisation.

We have to involve all of our senses (sight ,smell, taste, sound etc.) into the scenario.

We must be the main actor of our story.

Now we are going to listen to a story, and we are going to try to use all the techniques that we had mention to recall this story (4:48 mins)

*Mary was in the cafe in the afternoon when she heard several shots coming from the street. She paid her bill and went outside to see what had happened, she saw a big crowd and went to check out the commotion.She was surprised to see it was just her friend selling fire crackers.*

Memort techniques (what you should have done was)

-imagine a little movie (with a cofee shop, the street and people)

-involve all your senses (for example in the cofee shop you should have imagine the smell of coffee, when you heard the shots you should have imagine the sound of firing, when you went outside you should have imagine the people what they were wearing and that sort of things)

-You should have been Mary ☺ (That you would remember very easily because it would impact you)

-imagine familiar items. (For example the street that you were on could have been your street , or the cofee shop could have been a shop that you go often)

Now lets listen to the same story with some other details (7:26)

I want you try to remember this message without any aids

*Mary Salgado was in the fresh aroma cafe and 3:35 in the afternoon when she heard 6 shots soming from Oliver street. She paid her bill of 18.47 cents and then went outside to see what have happened. She saw a crowd of 37 people and went to check out the commotion. She was suprised to see it was her friend Mario Rodrigues selling fire crackers.*

When we add details to a story we are required to aid our memory with a speacial tool: note taking.

The first tool that we are going to use to help us remember long sentences is called units of meaning. Some other authors call them chunking. I want you to remember that we had 2 utterances one with many details and one was basicly a story.

Now we will listen to the paragraph with basic story one more time. I want you to pay attention to the units of meaning that we have written down here. How we divided this in 5 units of meaning and I want you to pay attention to the key words they were written down to express the important ideas in this utterance.

Read the second story with the details.

Notes for the first story:

Notes for the second story:

* Mary Salgado – Fresh Aroma – 3:45 pm
* 6 shots – Oliver st
* $18.47 – outside
* 38 people – check commotion
* Surprised – Mario Rodriguez – fire crackers
* Mary- café- afternoon
* Shots – street
* Bill – outside
* Crowd – check commotion
* Surprised – friends – firecrackers

 Well if you have noticed when we take notes certain things can be omited.For ex: Fresh aroma, 6 shots , even the word street.

We still have the 5 same units of meaning but we take notes of certain basic words that would help us trigger our memory.