

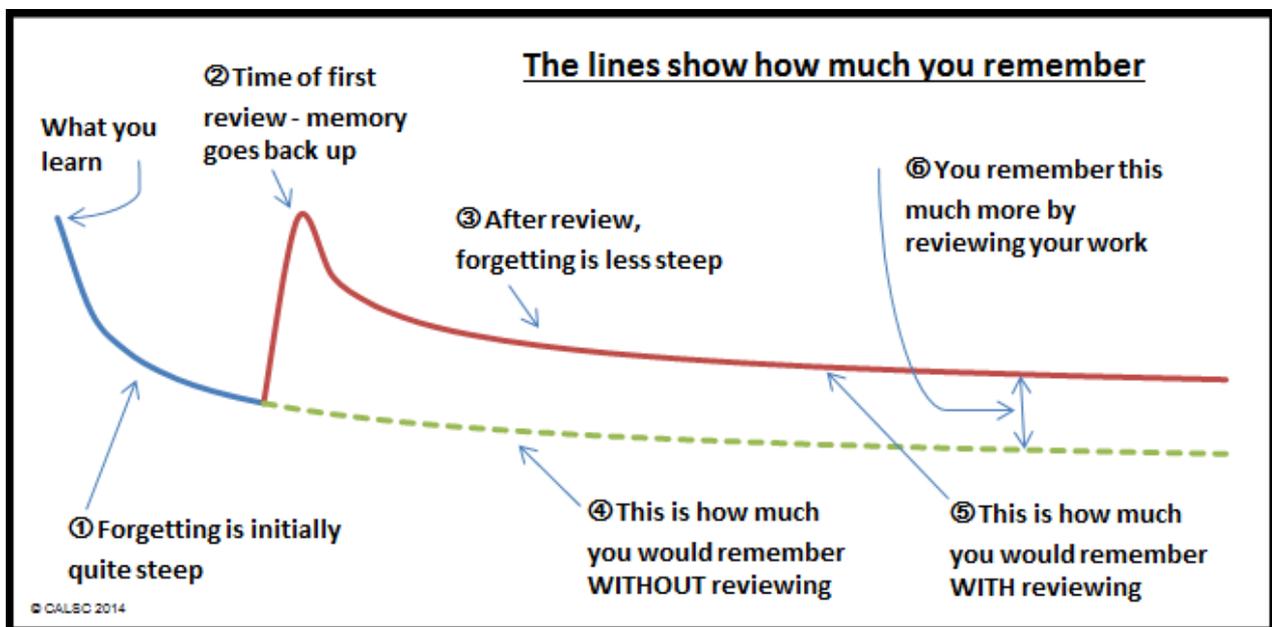
CALSC Timely Reminders Professional

Keeping Learning Alive

Some, but not all, information can be difficult to remember after a few days. It needs to be reviewed in order to strengthen the memory trace and transfer it to automatic long-term memory. Automaticity of many facts is an essential part of good learning. This is achieved when you can recall something without any effort or thinking (like knowing your own name).

Reviewing is not the same as rote learning. Rote learning generally involves a lot of repetition of information in a single session, whereas reviewing happens over the course of days, weeks and months.

Reviewing what you have learned can really improve its automaticity. No-one knows exactly how this happens, but a simple analogy is that reviewing information for a second (or third) time is equivalent to telling the brain "This is important – remember it". In contrast, if the brain is not reminded about something at the correct intervals it tends to think it is not so important and forgets it. This graph shows how the memory is strengthened by reviewing what you have learned.



Mastering Memory, by CALSC, is used to learn strategies to help you remember things for a short while, which is short-term memory. Timely Reminders helps you get the information into your automatic long-term memory.

"My teachers gave me a lot of questions and answers to learn over the holidays, and I used Timely Reminders to help me".

Becky

"I am really proud of the Reminders which I built up over time. I actually enjoy reviewing them now!"

Harry

When information is in your automatic long-term memory, you can remember it when you need it. People don't use Timely Reminders to try and learn everything, just the essential and really difficult things that you need to know.

Using Timely Reminders Professional

Timely Reminders Professional is unlike Mastering Memory (www.masteringmemory.co.uk) because Mastering Memory is facilitated by a teacher whereas Timely Reminders can be used independently by students. This is reflected in the pricing structure for packs of Timely Reminders CDs which can be lent or given to students to take home or use on their own laptops.

Timely Reminders is designed to be used by students to get information into their automatic long-term memory. That means they don't just remember things for a few minutes or days, which is long-term memory, but they learn them so well that they can recall them effortlessly when they need to (including in exams), which is automatic long-term memory.

Using Timely Reminders is similar to using *revision cards*, but with the *advantages of the computer*. Questions and answers relating to a topic can be written on the front and back of revision cards but eventually it becomes impossible to go over every revision card every day. A system is required to show the questions and answers at increasingly long intervals as the answers become fixed in the automatic long-term memory. This is easily organised for you by Timely Reminders.

Timely Reminders allows the user to categorise his or her questions and answers into as many different subjects as he/she requires, and enter an unlimited number of questions and answers. Also in contrast to using revision cards, questions and answers can be recorded as audio and diagrams and photos can also be entered. So Timely Reminders Professional can be adapted to the user's needs and preferred learning method.

The clever thing about Timely Reminders is that it will automatically show you the questions and answers that you need to review on the day you need to review them. This helps strengthen your memory trace for the answers to the questions. In the few days leading up to the exam, it can also show you ALL your questions and answers if you wish.

The key benefit to using Timely Reminders is that by allowing the computer to handle the reviewing system, information is transferred efficiently to long-term memory. Until information is in the automatic long-term memory it will be very hard to use that knowledge automatically. If a person has the knowledge at their finger-tips he or she can concentrate on applying it appropriately.

In order to enter questions and answers, and review previous questions, Timely Reminders should ideally be used on a regular daily basis. It can be used as part of a homework club at school or, more usually, at home. The program works particularly well when installed on a student's personal laptop. Once students have been shown how to use the program, which is not difficult, they can use it on their own. However, a very detailed manual is included that covers every point.

It is important to understand that Timely Reminders Professional is, at its heart, a reviewing program to be used by students to remember information they have *already* learned and transfer it to automatic long-term memory to promote recall. However, students must still learn the information in the first place. This involves attending class, reading relevant text books, independent note-taking, producing diagrams and Mind Maps® and other study techniques. Deciding what information to put into Timely Reminders and making up relevant questions and answers can be part of that learning process.

Students use Timely Reminders to review information that they specifically identify as being important or difficult-to-remember. It isn't designed to be used to review every piece of information, just that which is essential or really difficult to remember. Putting in key facts facilitates memory of related information.

In some cases it is helpful that a teacher, LSA/TA or parent looks at the questions from time to time and provides feedback on identifying the important information to remember, rather than providing a set of ready-made questions and answers. This is because making up their own questions and answers helps students to improve their study skills. Occasionally, however, it is helpful for a teacher to provide a set of questions and answers which the student simply must learn and review.

Timely Reminders Professional

Number of licences	Product Code	Single Computer Licence	Student Accounts (per CD)	Price excl. VAT * £	Price incl. VAT * £	Qty	Total
3 licences	3TRP	3 CDs for students to take home and 1 CD for school (each with 1 student account)	1	93.00	111.60		
10 licences	10TRP	10 CDs for students to take home and 1 CD for school (each with 1 student account)	1	165.00	198.6		
1 licenses	TR3	1 CD for use on a single computer (with 3 student accounts)	3	93.00	111.60		
1 licences	TR6	1 CD for use on a single computer (with 6 student accounts)	6	124.00	148.80		

Please call 01797 361553 for a quote if you have any different requirements.

Sub-total	<input type="text"/>
P & P *	<input type="text"/>
Total	<input type="text"/>

Your details

Name / School Name: _____

Contact: _____

Address: _____

Postcode: _____

Email (in relation to this order) _____

Phone: _____

- Queries: Please call 01797 361553.
- Please send this form to: CALSC, P.O. Box 63, Greatstone, New Romney, Kent, TN28 9AA with cheque or call 01797 361553 to pay by credit card or request a proforma invoice.
- Goods are usually sent the next day after payment is received.

A Single Computer Licence permits installation on one stand-alone computer or laptop and provides a maximum number of Student Accounts, as shown on the order form. A Student Account which is no longer required may be deleted in order to set another one up if the maximum has been reached. Additional CDs or Student Accounts may be purchased if more than the maximum number is required.

* In the UK pre-paid orders are inclusive of postage by Royal Mail and packing. Delivery to the Republic of Ireland and Europe is £15.00 in addition to the quoted price. Cost of delivery to all other destinations is £35. Payment must be made in £ sterling drawn on a UK bank. Some customers may have to pay local taxes upon receipt of their goods, depending entirely on local laws. Exports do not carry VAT.

Timely Reminders Professional with Mastering Memory

Number of licences	Product Code	Single Computer Licence	Student Accounts (per CD)	Price excl. VAT * £	Price incl. VAT * £	Qty	aaaTotal
3 licences	3TRP	3 CDs for students to take home and 1 CD for school (each with 1 student account)	1	65.10	78.12		
10 licences	10TRP	10 CDs for students to take home and 1 CD for school (each with 1 student account)	1	115.50	138.60		
1 licenses	TR3	1 CD for use on a single computer (with 3 student accounts)	3	65.10	78.12		
1 licences	TR6	1 CD for use on a single computer (with 6 student accounts)	6	86.80	104.16		

Prices on this page available only if Timely Reminders Professional is purchased at the same time as Mastering Memory.

www.masteringmemory.co.uk

Sub-total

P & P *

Total

Your details

Name / School Name: _____

Contact: _____

Address: _____

Postcode: _____

Email (in relation to this order) _____

Phone: _____

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