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WORK BOOK



Biswaroop Roy Chowdhury

*Author of 'Dynamic Memory Methods'
and inventor of 'Mnemonic Pen'*

**A break through invention in the field of Memory, The
Mnemonic Pen™ makes it's way to the Limca Book of
Records, 2004 (for details refer 264 page)**

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***READ THIS BOOK
BEFORE YOU PROCEED***

There has always been a cause to every result; always a story behind a happening. If this book is in your hands there lie certain causes that compelled me to think over seriously about why some people take charge of their lives while others (most of) remain at the mercy of what is happening; why some people make the things happen while others remain spectators; why some see the 'glass half full' while others 'half empty' ; why some people make their lives a wonderful, praise worthy story while others make their lives a tale of grievances.

These questions made me think about it. And I found the only difference is that successful people do what others miss. This book is a mirror of the steps taken by successful people.

But before you proceed just read the story I love. It is the best 'FOREWORD' for this book and a good reason for you to read.....

I am Chandra Shekhar Tiwari, serving in IAF, suffered from Testical Cancer. This was detected in November 1998 and I had undergone two operations within twenty days (one by Surgical specialist at Gorakhpur and another by Oncologist at Army Hospital, Delhi, Cantt). After operation I received four cycles of Chemotherapy during which all the hair of my body fell. My body got swollen and my outlook was changed.

Even my own brother could not recognize me who came to receive me at the Railway Station (after discharge from Hospital). During treatment I saw many deaths in the cancer ward. I could observe the cancer patients who had bright chances of recovery but died due to their own attitude and belief system. They had the belief that "Cancer is an incurable disease and medication plays a little role to cure this disease". Due to this belief system their sub-conscious mind was programmed and conditioned in such a way that the response of medication was not effective and they died of their own

limited thoughts. In my case I never formed my belief according to what I observed or heard. I knew how a belief system is formed and how that belief system has direct bearing on the state of mind and in turn on physical body. So, I formed a story belief that I am being given a very good medicine and I am being cured, and I would be perfectly all right. This strong belief not only cured me but also made me energetic all the time. During review of this case I was diagnosed with another deadly disease of liver (i.e. Hepatitis C). For that again I am under medication but I have no change in my belief system and still do normal routine work, feel energetic and I have the power of patience to conduct a class of more than four hours at a stretch. For the benefit of readers I am going to explain how a belief system is formed;-

Belief System

Continuous repetitions of a thought by conscious mind and visualization of that thought in the form of an image makes a strong impression on our sub-conscious mind called memory bank. This impression is called the belief. How this belief system works? It works as follows:-

Working of Belief System

Belief----> Conscious state of mind ---->Attitude(mode of mind) vision----->Action-----> impressions on subconscious mind -----> feeling and strengthening the belief system.

This can be understood with an example- the recollection of a belief of a dog having once bitten some one into one's consciousness fills one's state of mind with fear and an attitude (mode of mind) of aversion. Now one visualizes the dog as an enemy and acts with a stick. This in turn leaves an impression in his sub conscious mind. Thus it is clear that the feelings of a man depend on his belief system formed in his subconscious mind. And all this happens like a chain reaction in a split of a second.

ABOUT THE AUTHOR

Biswaroop Roy Chowdhury, an engineer by education , the National Memory Record Holder (*Limca Book of Records*) , is a leading name in the field of Memory Training. His techniques are appreciated by the students, teachers, corporate sectors, housewives, professionals, etc. and widely covered by the National Print and Electronic Media like *The Times Of India, The Hindustan Times, The Tribune, The Indian Express, The Hindu, Jansatta, Punjab Kesari, NavBharat Times, Sandhya Times, Dainik Jagran, Life Positive, Junior Science Refresher, The Competition Master, Grihlaxmi, Civil Services Chronicle, Zee News, Ankho Dekhi(DD-1), All India Radio, The Statesman, The Telegraph, The Asian Age, Dainik Bhasker, Jain T.V., Navbharat, Sandhya Times, indiatimes.com, The Pioneer, Rashtriya Sahara, etc.* He can be contacted at:09312286540

MEDIA COMMENTS ON BISWAROOP'S WORK

“He has got the MANTRA to develop brain.”

October 2, 1997, Dainik Tribune

“Biswaroop is a memory genius with a penchant for breaking records.”

May 18, 1997, Indian Express

“Today in the arena of cut-throat competition, memory development techniques customized by Biswaroop, a pioneer in the field of memory development can surely rescue the overburdened students.”

All India Radio, Yuv Vani (August 4,1999)

“Once you are through the Dynamic Memory Methods, you might well be on the road to a better memory.”

Life Positive, August 1999

“Biswaroop , the memory master demonstrated his findings on memory principles by helping the audience learn a complex sequence easily.”

The Asian Age, January 9, 2001

“Biswaroop knows how to make the grey cells work.”

-*The Times Of India, January 7, 2001*

“Combining the ancient wisdom and latest findings, Biswaroop has developed five techniques-memory language (shape learning), phonetic methods (sound learning) personal meaning systems (linking method), radiant thinking and advanced mnemonics systems.”

-*The Telegraph, January 10, 2001*

“Biswaroop Roy Chowdhury, the man behind the books like *Dynamic Memory Methods*, is indeed a genius.”

-*The Hindustan Times, February 18, 2001*

“Biswaroop has memorized 600 years of the calendar.”

-*India Today, January 22, 2001*

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“ **The master of memory game**”

- *The Hindu, Saturday, January, 11, 2003*

“**Memory King with a Guinness Dream.**”

- *Tribune, Sunday, January 12, 2003*

“ **Want to test his Memory? Be ready to be surprised**”

-*HT Ludhiana, Friday, February 7, 2003*

“**Biswaroop Roy Chowdhury amazes the crowd with his extraordinary prowess of remembering things**”

- *Ludhiana News Line, Friday, February 7, 2003*

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Many more recent media coverages will be found some where else in the Book

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How To Read This Book

“If one advances confidently in the direction of his dreams, and endeavors to live the life which he imagined, he will meet a success unexpected in common hours”.

The first part of the book is all about understanding and implementation of the above statement in a step-by-step process with reference to scientific facts and real life examples.

I suggest you to go through the back cover and the opening page of the book before you go any further.

Go slow in the Ist part of the book. Try to finish the first part in the span of 5 to 7 days. If you are a student, preparing for some examination, you may focus more on the 2nd and 5th part while others may concentrate more on 3rd, 4th and 6th part of the book.

Part I is common and must for all readers . Star (*) marked chapters (see content) may be read first in case you are interested in having an overall feel of the book.

PART- I

**MAKE IT
HAPPEN**

1. HOW YOUR BRAIN WORKS

Immediately after having bought a new book or a pair of clothes, you start spotting similar ones like it every where? Surely it has always been worried you. Then why hadn't you spotted it until now?

A portion of your brain receives information and ideas that are essential for survival. If you haven't defined your goal, with clarity, you have not programmed your brain about realizing your dreams.

When you train your mind you trigger your Reticular Activating System (RAS). A part of your brain becomes like a magnet, attracting information and opportunities that will help you achieve your goals. Learn to trip this neurological switch to transform your life.

2. FEEL YOUR GOAL EVERY MOMENT

Imagine that you have mastered and realized your major goal, a year from now. How does that make you feel about yourself, about your life? These questions are instrumental in helping you to achieve your goals. You need a 'Why' and you will find a 'How'.

Elucidate your top four one year goals and write a paragraph about your reasons, your level of commitment, the steps you need to take for achieving these goals within a year.

What lies behind us and what lies before us are the things which matter compared to what lies within.

-Ralph Waldo Emerson

3. FAILURE LEADS TO GREATER SUCCESS

If your first attempt towards achieving your goal seems impossible, should you shift ground or still persist?. You must persist.

Persistence is a very valuable resource in one's personality. Being interested is not enough you must be committed. It is possible that short-term failures build your determination and insights for future success.

Evaluate your unsuccessful attempts and see what you have learnt from them. Can you initialize these insights for greater success?

4. ENJOY LIVING EVERY MOMENT OF YOUR STRUGGLE

Joy and happiness cannot be ignored. You do not have to wait to achieve a major goal for enjoying life. Every moment is important , concentrate on now. i.e. the present. Live each day to the fullest, each moment to its limit.

Your life's progress cannot be charted or evaluated by a single goal. The chosen path is more important. Identify your direction and proceed towards your goals.

I am convinced that life is 10 percent what happens to me and 90 percent how I react to it. And so it is with you, we are in charge of our attitude.

- Chuck Swindoll

5. HOW TO MOTIVATE YOURSELF WHILE ACHIEVING YOUR GOAL

Recall a goal that you have been able to attain: the obstacles and hurdles in its way and then how you overcome them.

When you experience new wishes / dreams, do not worry about hurdles. You have removed stones along your path earlier too.

The will to win, the decision to succeed, to take control and master your life must be harnessed. The first step is to identify your goals and believe that no obstacles can stop you. Strengthen yourself to achieve your goal.

6. LIFE IS A PAIN-PLEASURE GAME

How do pain and pleasure shape your destiny? We have our ways to cope with pain and transform it into pleasure. Common patterns are smoking, drinking, over eating for comfort.

However, others deal with stress by learning, listening to music, going for a walk, exercising etc.

Identify your pain avoiding / pleasure inducing patterns and make a list.

Are there some more positive ways, which would help you to move towards pleasure?

7. WRONG CONNECTION

The fear of loss clouds the desire to dream most of the time. We like to cling to whatever we have rather than take risks for our dreams and goal.

What would be more important for you; guarding your savings worth a crore of rupees that you have managed over the last five years or taking the opportunity to earn a crore of rupees in the next five years?

You must learn to be still in the midst of activities, and to be vibrantly alive in repose.

-Indira Gandhi

Example:-

Mixed emotions and anxiety often act as blocks towards the achievement of success. People often express their desire to earn more money, they may even have the intelligence and skill required. But still they are not able to achieve, what ever they want.

What stops them, are mixed emotions and anxiety. Positive feelings of security, freedom and the ability to love are in conflict with negative associations of greed being wasteful and manipulative etc.

Two steps forward and one step back = Mixed Associations.

8. DEFINITION OF PAIN OR PLEASURE

Accept pain and use it as your friend. Do you feel that no matter what you do, you'll only receive pain? If you stay in a relationship, it is painful and if you walk out of it, you are even more lonely and miserable.

Think about a past painful experience. Allow yourself to feel the intensity of the pain for you, to do something about it. This is your emotional threshold, when you can't, you refuse to do something about it. Having touched your threshold, you will be fully capable of dealing with pain.

Change the definition of pain. Many times you may have resolved to diet, but it has not worked. Denying the body food is painful and the brain does not allow it on a very long- term basis.

Instead of fighting your hunger, check your pain. Remember the negative feelings after overeating. Once overeating becomes a painful experience and exercising pleasurable, you will do what is right.

For fast-acting relief, try slowing down.

- Lily Tmlin

9. YOUR ATTENTION PLEASE

We often avoid by procrastination, which only adds to our troubles later on. But usually if you delay taking action, you only create more pain for yourself later on.

What are the four actions you have been putting off that need your attention today? Make a list, and then answer the following questions:

1. Why haven't I performed this task? In the past, what pain have I linked to doing it?
2. Have I had any pleasure in the past by indulging in this negative pattern?
3. How will it effect me if I don't change now? How does that make me feel?
4. What pleasure will I receive by taking each of these actions right now?

We have been believing that some day, we will *finally* be happy when we have enough money..... when we find our ideal relationship... when our body is perfect... when we become famous etc.

The reward will not make you feel complete; it is your state of mind, which will bring happiness. We have to make ourselves happy now!

10. TECHNIQUE TO BE HAPPY AT ANY MOMENT

How can you make yourself happy? Could you experience pure joy, bliss ecstasy right now, this very moment?

Visualize an experience that made you completely happy. Paint detailed pain picture in your mind-the sounds around you, put the same expression on your face, breathe the way you were breathing, feel your pulse race and move your body just as you did then. Do you feel even a hint of that excitement again? Is it possible that you could feel this way anytime you want?

We can do no great things-only small things with great love.
-Mother Teresa

Just shift your focus and you could feel happy now... now.. now.

Any experience can be felt and perceived in any number of ways. Sensations are always flowing throughout our body. Two secrets can help you a lot

- 1) Shift your mental focus.
- 2) Visualize a treasured memory.

11. EMOTION <-----> PHYSIOLOGY

It is also important to change one's physical state. When someone is angry or depressed, he / she often resorts to smoking, drinking and over eating. A step towards healing could be meditation, exercising, singing etc. The body-drooping shoulders, head hanging down could mean a low emotional frame. When we feel upbeat, our head lifts up, shoulders rise and your breathing becomes full.

By changing your physiology you can change your emotion since every emotion you feel has a specific physiology attached to it.

12. SMILE

Smile and the world will smile with you!

For the next week, spend a minute five times a day in front of the mirror doing nothing but giving yourself a full, bright smile. It may feel a little silly and awkward at first, but you will consistently be sparking off feeling of happiness and spontaneity, you will *feel* good even physically.

Take a moment now..... .

13. YOUR EMOTION ARE LINKED WITH YOUR PHYSIOLOGY

Realize, that you can expand your range of emotions just by directing your focus, and changing your physiology. Pick one of the positive emotions you'd like to feel, and right now, stand the way you'd be standing if you are feeling this way already. Move, gesture, and speak in a tone of voice consistent with this emotion. Enjoy the immediate change in how you feel.

14. REMEMBER THIS WHENEVER YOU ARE WORRIED

You must have felt very angry, frustrated and swamped some time in your life. Perhaps today you can look back at those times or even laugh at that situation! Once again laugh at a horribly stressful situation. Don't you suddenly feel more in control?

15. FOCUS-----> EMOTION ----->ACTION / INTERACTION

There must be times when you expected your partner to be home at a certain time and he / she was late. How did you feel uncared or, taken for granted? Did your anxiety levels rise and did you fear an accident? Did you think of him or her stopping over to buy you flowers?

1. Our focus determines feeling.
2. Feeling determines action.

Empower yourself by asking the right question.

16. WHERE TO FOCUS

If you consistently focus on what you fear, there is every possibility, that you will end up making your worst fears come true. For example, while driving fast, if your car begins to skid, you immediately look at the wall in order to avoid it. It is a reflex action but in the grip of fear, you will end up slamming the car.

DON'T FEAR, steer your life in the direction of your focus, away from the wall... towards the wide unending high. Focus on what you want rather than what you don't, and your actions will take their natural course.

Focus on what you desire and deserve

The future is not some place we are going but one we create. The paths are not found, but made, and the activity of making them changes both the maker and the destination.

-John Schaar

17. RIGHT QUESTION —— RIGHT DECISION

One day a boy was beaten by a ninth standard bully. Furious, he decided to take revenge and in his rage he got hold of a gun and tracked down this bully. Just before he fired, he *asked* himself, “what will happen to me if I shoot him?” A life in jail flashed before his eyes. He re-aimed and shot at a tree instead of that bully. The boy was Bo Jackson. One shift in focus, changing pain to pleasure made the difference between a boy with no future and one who become a great sports legend. Ask yourself the right questions. *Change yourself*

18. FOCUSING: HOW / WHERE

Let us list someways which can eliminate your mood and boost your emotional state without resorting to cigarettes, alcohol, food bugs, credit card abuse etc.

1. Write down all positive ways of replacing negative feelings with positive ones.
2. Add some new ideas that you may have not experimented with. Surely they can make you feel better / more positive.

Don't stop, until you have written down 15 ideas preferably around 30 or so. There are hundreds of healthy ways to discover your positive emotional state. Try them now.

There are so many ways to feel good, to feel positive and happy. Choose any.....

Sing your favourite song, play melodious tunes, read a poem, watch a fun film or a play, swim, share a meal with friends, decorate your room with flowers, buy scented soap. Soak in a warm tub, make yourself a good cup of tea, make love, write in your journal, take a nap....

As iron sharpens iron, so a man sharpens the countenance of his friend.

19. HOW BRAIN LEVELS IMPOSSIBLE

Running a mile in four minutes was considered impossible for many years. However, Roger Bannister broke this myth when he ran a mile, in 3 minutes 59 seconds.

He visualized his victory with such determination that his nervous system received the signal, and he achieved physical results to match his mental image. Following Bannister's stride and believing that they too, could do it, within one year several others duplicated his feat.

You need to burst barriers in your mind and make the impossible.. possible! It would change your life and the lives of those around you.

20. THE LEVELING PROCESS OF BRAIN

Whenever anything happens to us, our brain categorizes it as a pain or a pleasure. The categorization is based on the beliefs you have formed about what leads to pain or pleasure. Indeed, our generalization makes us function, but they are also very limiting. Some people for example have categorized themselves as incompetent because they occasionally failed. This categorization can become a self-fulfilling prophecy.

Do you make limiting assessment about yourself and about other people? Are there any exceptions?

21. CHANGE YOUR BAD HABIT BY ASKING RIGHT QUESTION

You may have tried several times to lose weight and failed each time. Did you ask yourself, "what will fill me up?" What is my favourite fried snack?

What, if you were to ask instead, "what food will nourish me? Which light, delicious clear soup will give me energy? Will this clean me or clog me?" If you are still tempted to eat, "How many kilos will I add to my weight if I eat this? Will I then be able to achieve my goals?"

A change in questions will change bad habits and improve the quality of your life.

Decide and articulate what you want. Focus on, what you want rather than what you don't want. For example: instead of deciding to 'quit smoking' decide to live a more healthy. Being specific will give the power to attain your goal. Identify what you desire and identify what is blocking it.

22. THE RIGHT QUESTION

Associate *pleasure* with *change* and *pain* with *not changing* now

1. Will this emotion or behavior pattern affect me if I don't change?
2. How important is it for me to make this switch? Will I miss out on something, if I don't?
3. Let me assess my behavior pattern: emotionally, physically, financially and spiritually.
4. Does this affect my work and my relationship?

Now ask yourself:

1. How will I feel about myself when I change?
2. How will my most loved ones feel?
3. How happy will I be?

A new level of success, in any area of your life; is a new question that you have modeled from someone. who's already experiencing that which you desire.

There are no limitations to the mind except those we acknowledge.

23. HOW THE RIGHT QUESTION MECHANISM WORKS

Be aware of what you are looking for. Try the following experience as an example. Do this in an unfamiliar area. Take a minute to observe your surroundings, and ask yourself, “Where do I see yellow?”. Take note of everything in that colour. Next, close your eyes. Try to recall yourself in green. Chances are that you will remember everything that are brown and your mind will draw blanks on green.

Now open your eyes, everything in green will spring up before you. “Seek and you shall find”.

24. PASTE THIS IN YOUR BATHROOM MIRROR

- 1) What am I happy about in my life right now? What about it makes me happy?
- 2) What am I excited about in my life right now? What is it that excites me?
- 3) What have I given today? In what ways have I been a contributor?
- 4) What did I learn today? What new distinctions have I made?
- 5) How has today enhanced the quality of my life? How can I use today as an investment in my future?

Both poverty and riches are offspring of thoughts.

25. POWER QUESTIONS TO OVERCOME CHALLENGES

Disrupt any negative momentum by asking yourself. “What’s great about this?” Remember we can attach any association and meaning to an experience. The second question to be asked is, “How can I use this focus on the ‘how’ rather than the ‘why’ of solutions?”

Add these to your morning power questions. We are solely responsible for attaching meaning and significance to events in our lives. We can choose to either react negatively to pain “Because of this I’ll never love again or be complete” or you can ask yourself a positive question “Because I lost my child, I will work to make the world a better, place” or “I was treated un fairly, I will be more sensitive to others need”.

Create meanings that enrich and empower. Change your life, by creating a new meaning, from a past experience.

26. DEVELOP AN UNLIMITED UNIVERSE IN YOUR IMAGINATION

Believe in yourself. If you believe you are honest, you are certain that you are honest. How did you achieve that certainty?

Imagine an idea as a tabletop, supported by its legs. To become a real idea the tabletop must have legs. These legs of certainty, are provided through reference experiences.

For example ,if you believe that you are intelligent you have probably had experiences(references)of doing good in school,being told you’re smart,etc.

However, we are not dependent on past experiences for references. We can use imagination to create references as created by Mr. Chandra Shekhar to cure his dreaded disease, or like Roger Bannister who used a imaginary reference that he can run a mile in less than a minute.

27. THE BELIEF SYSTEM

Success in achieving a goal, depends upon your belief on whether you are competent to achieve the desired goal or not. Your belief depends on your focus, on those past experiences, which together will be either sensitive thoughts or negative thoughts. In most of the cases we have both the choices available to us.

Any idea can become a belief, if we provide enough reference experiences to support it; examine these statements:

- 1) People are basically honest and decent .
- 2) People are dishonest and concerned only for themselves.

You may have enough experiences to believe that people are basically rotten. If you focus on other experiences, you can easily find that people are honest. You may have enough experiences to believe whatever you focus on.

28. UNDERSTANDING YOUR BELIEF SYSTEM

A belief guides us in making decisions about how to avoid pain and receive pleasure. Sometimes, in the moments of greatest fear or pain, we look for relief in the form of a belief. Do you know, anyone who has turned a past traumatic experience into a conviction that he / she would never find love?

Some people with these kinds of convictions, are very resistant. At their most extreme they would rather suffer loneliness, depression or even death – than giving up their belief. Does your conviction empower you or disempower you?

29. SECRET OF SUCCESS

Is genius the secret of success? True genius lies in putting all your potential, into a state of certainty.

At Harward, Bill Gates had never even seen the computer he promised to deliver software for. It was his sense of certainty, which helped him mobilize his resources and build his fortune. Commit to yourself to achieve results.

30. IMAGINATION MAKES THE IMPOSSIBLE POSSIBLE

Often, our brain cannot tell the difference between real experience and intense imagination. As Einstein has said, “Imagination is more powerful than knowledge”.

There are some people, who are afraid of new experiences; others are willing to try them because they had vividly imagined the desired results.

Have a goal that really excites you. Let it be a new experience. Imagine your success!

31. COPING WITH ADVERSITY

It is important to recognize, how we deal with adversity. Achievers see problems as temporary, while unsuccessful people see them as ever lasting. Dr. Martin Seligman coined the term as learned helplessness, which is a result of the following mindset:

- 1) The problem is permanent (rather than temporary).
- 2) The problem is pervasive (instead of affecting only one area).
- 3) The problem is personal, evidence that something is wrong with us (rather than an opportunity to learn).

32. FAITH - THE KEY TO SUCCESS

Expectations enhance performance called the ‘Pygmalion effect’. In our study, teachers were told that certain students in their classes were gifted and needed to be constantly challenged in order to excel. The teachers compiled and the students who were identified as bright/talented got better results. However, it must be noticed that there had been no study-conducted prior to this test to mark the intelligence of the two groups. This study shows the importance of beliefs.

33. THE CHANGE MECHANISM

How do changes happen? They happen when we alter our perception and link it to our nervous system. Then an experience gets altered.

As long as drinking gives you pleasure, you will continue to consume alcohol. Its only when you associate alcohol with dullness, road accidents, and even death that change will occur.

Sensation of pain and pleasure are linked to our nervous system, our neuro-associations determine our behavior.

34. A MOMENT IS ENOUGH

You can create a solution as quickly as you create a problem. Whenever you have taken a very long time to change a habit, it is because you needed to take long to change or you took long to realize that you must change. Believe that you can change now. Our personal and social beliefs impede change and hold us back.

People associate change with earlier failed attempts. They assure it to be a long process and so on.

These blocks make us take a very long time to change. Shake them off now, and realize that new action will produce new results. Though you would like to deny it, what usually drives our behavior is experienced reaction and not intellectual calculation.

*Genuine love is a fragile flower.
It must be maintained and protected,
if it is to survive.*

*Love can perish... when there is
no time for romantic activity.....
when a man and his wife forget
how to talk to each other.*

-James Dobson

35. MASTERING THE “CHANGE”

Have you ever observed a fly trapped into a room? It seeks an escape and keeps hitting against the nearest window. This similar thing happens to people. They may be very motivated, but if they keep doing what does not work; they cannot achieve their goal.

Break behaviour patterns. If you nag, catch your mid sentence, drop to your knees and smile. Break limited patterns in a fun way.

We programme our brains and bodies to patterns till they become habits. We take the same exit every day and then, when we need to take a different route, we walk past it.

Our emotion and behaviour patterns are just as imagined. We are in the habit of reacting negatively getting angry and depressed etc. Train yourself to feel happy, excited and grateful. *Step in, change your old emotional pattern with a new one.*

36. REWARD YOURSELF

Can you teach a monkey to dance? Amazingly yes, because all human beings and animals have variable behaviour.

A Trainers' secret is to watch the monkey closely. Since a monkey moves in the direction of food, they reinforce the reward in the form of the food.

Eventually, the monkey gets conditioned to turn to the desired direction and this sequence appears like a dance.

Make a list of pleasurable rewards; you can give yourself immediately when you do the 'right things'. Then set up specific situations, in which you consciously reinforce yourself using one of these rewards.

The ladder of success is never crowded at the top.

37. PASTE IN FRONT OF YOUR STUDY TABLE

- 1) Think of your old emotional or behavioral pattern that you associate your pain to it.
- 2) Associate pleasure with your new pattern.
- 3) Is your new pattern consistent with your goals and your beliefs?
- 4) Keep the benefits of the new pattern. If earlier you would smoke in order to reduce stress, do you have a healthier alternative now?
- 5) Imagine behaving in a changed way and your old pattern gets triggered off. Can you immediately replace it?

38. SHUN THE NEGATIVE METAPHOR

We constantly use metaphors to describe various situations. We describe life as a 'battle' or 'game' etc. Those global metaphors, affect many areas of your life.

If life is a battle it would be hard to live, you would always have the risk of losing or getting killed.

Could life become a song or a dance with natural rhythm? Successful people have fewer negative words in their vocabulary. Words make emotions more powerful and as you express your emotion in words, it gives validity, sustenance to your emotion. To be success oriented, you need not use negative words at any moment of your life as far as possible.

A consistence man believes in destiny, a capricious man in chance.

Don't use

I am worried
I am depressed
I am angry
It's boring
I am boring
I am failure

Use

I am concerned
I am stable
I am thoughtful
It's serious
Needs improvement
I am successful in identifying
my failure

39. HOW THOMAS EDISON DEFINED HIS FAILURE

After 10,000 futile experiments were done by Thomas Edison to invent a lead battery, a reporter asked, "Mr. Edison, how are you feeling about your failure". Edison answered, "It's not a failure, now I am successful in knowing 10,000 ways of not inventing a battery".

40. CONTROLLED VOCABULARY

Also delete the following seven words from your conversation:

- 1) Overload
- 2) Loneliness
- 3) Guilt
- 4) Inadequacy
- 5) Frustration
- 6) Disappointment
- 7) Busy

Man is not the creature of circumstances; circumstances are the creatures of man.

41. AND MAKE YOUR LIFE POWERFUL BY REMINDING YOURSELF THE FOLLOWING WORDS

1. Love
2. Warmth
3. Confidence
4. Flexibility
5. Vitality
6. Excitement
7. Passion
8. Appreciation
9. Gratitude
10. Determination
11. Curiosity
12. Confidence

42. YOUR PROGRESS MAY BE INVISIBLE

Always keep in mind the power of persistence. Just think of the stonecutter; how does he split a giant stone into two? He strikes at it as forcefully as he can, and he keeps striking even if the first hits do not even leave as much as a scratch.

Even when it seems that his actions are ending up being futile, he keeps persisting. Just because the immediate results are not visible it does not mean that there is no progress.

As the stonecutter keeps on striking, at one point the stone breaks into two. Was it just the final blow, which did the job? Certainly not. It was the cumulative effect of all the strikes, which results in the stone splitting into two. In other words, it was the constant force being applied to the challenges.

Imagination is more important than knowledge.

-Albert Einstein

43. MECHANISM TO FEEL GOOD

If you find any situation in life painful, it could be a result of either your way of looking at things, your perception or the results of your current actions. We can call this your methodology.

If you do not like the way you are feeling, you can either change your perception or your actions- in other words, your methodology.

You may find it amazing that a vast number of people have created almost unlimited ways of feeling bad (or pain rules), while only a few ways to feel good (pleasure rules).

Some people think that only when a person constantly tells him that they love him or buys them an expensive gift or takes to an exotic trip or willing to do things that they otherwise hate, just to make him/her happy.

Why not simplify the rules to, “I feel love anytime I think loving thoughts or express my love or warmth to any one”.

Decide on a positive rule to adopt right now, so as to feel loved, more in your life.

I am not discouraged because every wrong attempt discarded is another step forward.

44. IMPROVING RELATIONSHIP

Each time you have been upset with other person, basically your rules have been upset. You were upset not with the person but the violation of your rules, your standards or beliefs. You might even have violated your own rules of behaviour.

Next time, just remember that you are not upset with the person but reacting to the rules of situation. Do ask yourself: "Are my rules more important than any relationship with the person?" An interruption in the old pattern of behaviour could transform the situation of conflict.

Needless to say, limited expressions lead to limited life. For enrichment and growth, pursue former postures of ideas and expressions not of your routine life. A great idea will not hit you like a bolt from the blue, you will have to seek it out actively.

Think of something unconventional that you love, but have never ventured out to do-but which could open up ever-newer vistas for you.

45. YOUR DISTINCT IDENTITY

What gives you your distinct identity? Your uniqueness is due to your experiences. Your deeds are recorded in your nervous system, not just in your conscious memory.

This entire amount of conscious or unconscious memories is called 'references'. Whatever you have seen, heard, touched or smelled is hidden in the giant hard-disc known as your brain.

These references and expressions are what we rely upon to infer what we believe in or what we are capable of. It is not the references of your lives that shape us, but again the meaning we attach to them.

*You will find as you look back
upon your life that the moments
when you have really lived are the
moments when you have done
things in the spirit of love.*

- Henry Drummond

46. FOCUS RATIO: 95:5 PRINCIPLE

Even in the midst of emotional turbulence, a successful person remains focused, clear and strong. So, the main concern here is that how can one achieve this end? Spend at least 95% of your time on the solution.

47. AND YOU CAN NEVER FAIL

Before success comes in any man's life, he is sure to meet with much temporary defeat, and, perhaps, some failure. When defeat overtakes a man, the easiest and most logical thing to do is to quit. That is exactly what the majority of men do.

In a survey of more than five hundred of the most successful man, it is known that great success came just one step beyond the point at which defeat had over taken them. Failure is a trickster with a keen sense of irony and cunning. It takes great delight tripping one when success is almost within reach.

If the thing you wish to do is right, and *you believe in it*, go ahead and do it! Put your dream across, and never mind what 'they' say. If you meet with temporary defeat, don't worry perhaps, you may not know that every failure brings with it the seed of an equivalent success.

No one ever is defeated until defeat has been accepted as a reality.

Men live by intervals of reason under the sovereignty of humor and passion.

48. ONE MORE REASON FOR NOT THINKING NEGATIVELY

Thoughts which a man deliberately places in his own mind, encourages with sympathy, mixes with any one or more of the emotions, constitute the motivating forces which direct and control his every movement, act, and deed!

Comes, now, a very significant statement of truth:-

Thoughts which are mixed with any of the feeling of emotions constitute a “magnetic” force which attracts other similar or related thoughts.

A thought thus ‘magnetized’ with emotion may be compared to a seed which, when planted in fertile soil, germinates, grows, and multiplies itself over and over again, until that originally small seed becomes countless millions of seeds of the same brand!

49. INSTANT SUCCESS KEY - IMPULSE DECISION

Analysis of over 25,000 men and women, who had experienced failure has disclosed the fact that lack of decision was near the head of the list of the major causes of failure.

Analysis of several hundred people who had accumulated fortunes well beyond the million-dollar mark, disclosed the fact that *every one of them* had the habit of reaching decisions promptly, and of changing these decisions slowly, if, and when they were changed. People who fail to accumulate money, without exception, have the habit of reaching decisions, if at all, very slowly, and of changing these decisions quickly and often.

A Man who suffers before it is necessary, suffers more than is necessary.

Those who reach decisions promptly and definitely know what they want, and generally get it. The leaders in every walk of life decide quickly, and firmly. That is the major reason why they are leaders. The world has the habit of making room for the man, whose words and actions show that he knows where he is going.

50. SCIENTIFIC BASES OF PRAYER

If you are an observing person, you must have noticed that most people resort to prayer only after everything else has failed! Or else they pray by a ritual of meaningless words. And because it is a fact that most people who pray do so only after everything else has failed, they go to prayer with their minds filled with fear and doubt, which are the emotions the subconscious mind acts upon, and passes on to Infinite Intelligence. Likewise, that is the emotion, which Infinite Intelligence receives, and acts upon.

If you pray for a thing but have fear as you pray that you may not receive it, or that your prayer will not be acted upon by Infinite Intelligence, your prayer will have lack of confidence and certainly.

Prayer does, sometimes, result in the realization of that for which one prays. If you have ever had the experience of receiving that for which you have prayed, go back in your memory, and recall your actual state of mind, while you were praying, and you will know, for sure, that the theory described here is more than a theory.

*Human beings are the only creatures
on earth that allow their children
to come back home.*

- Bill Cosby

The method by which you may communicate with infinite intelligence is very similar to the one through which the vibration of sound is communicated by radio. If you understand the working principle of radio, you of course, know that sound can not be communicated until it has been changed into a rate of vibration, which the human ear can detect. The radio sending station picks up the sound of the human voice, and modifies it steeping up the vibration millions of times. Only in this way can the energy of sound be communicated through space. After this transformation has taken place, the energy (which originally was in the form of vibration of sound) it is recognized as sound.

The subconscious mind is the intermediary, which translates one's prayers into terms which infinite intelligence can recognize, presents the message, and brings back the answer in the form of a definite plan or idea for procuring the object of the prayer. Understand this principle, and you will know why mere words read from a prayer boom cannot, and will never serve as an agency of communication between the mind of man and infinite intelligence.

51. OVERCOME EVERY FEAR

Fears are nothing more than the state of mind. One's state of mind is subject to control and direction.

Man can create nothing, which he does not first conceive in the form of an impulse or thought. Following this statement comes another of still greater importance, namely, man's thought impulses begin immediately to translate themselves in to their physical equivalent, whether those thoughts are voluntary or involuntary. Thought impulses which are picked up by mere chance (thought which have been released by other minds) may determine one's financial, business, professional, or social destiny just as surely as the thought impulses which

We are what we think. All that we are arises with our thoughts we make our world.

-The Budha

one creates by intent and design.

We are here laying the foundation for the presentation of a fact of great importance, to the person who does not understand why some people appear to be “lucky” while others of equal or greater ability, training experience, and brain capacity, seem destined to ride with misfortune. This fact may be explained by the statement that every human being has the ability to completely control his own mind. And with this control, obviously, every person may open his mind, to trap thought impulses which are being released by other brains, or close the doors tightly and admit only thought impulses of his own choice.

Nature has endowed man with absolute control over but one thing and that is thought. This fact, coupled with the additional fact that everything which man creates begins in the form of a thought, leads one very near to the principle by which fear may be mastered.

It is true that a thought has a tendency to quote itself in its physical equivalent (and this is true, beyond any reasonable room for doubt), it is equally true that thought impulses of fear and poverty cannot be translated into terms of courage and financial gain.

*How far you go in life depends on
your being tender with the young,
compassionate with the aged,
sympathetic with the striving,
and tolerant of the weak and
the strong. Because some day in life
you will have been all of these.*

- George Washington Carver

52. AVOIDING NEGATIVE PEOPLE YOU HAVE THE RIGHT

Men with negative minds tried to convince Thomas A. Edison that he could not build a machine that would record and reproduce the human voice, “ because”, they said, “no one else had ever produced such a machine”. Edison did not believe them. He knew that the mind could produce anything the mind could conceive and believe, and that knowledge was the thing that lifted the great Edison above the common herd.

*When I'm getting ready to reason with
a man, I spend one-third of my time
thinking about myself
and what I am going to say-
and two-thirds thinking about
him and what he is going to say.
- Abraham Lincoln*

PART- II
ACADEMIC

FACTS ABOUT BRAIN

How to double your memory scientifically?

In today's arena of cut-throat competition, students spend most of their times in studies. In spite of that they do not get the desired result. **Why?**

- * Failure to remember information
- * Incorrect recall
- * Inability to concentrate
- * Ever-increasing syllabi.

Research: Capacity of Brain

According to one experiment, our brain can store up to two quintillion bits of information, that is two followed by eighteen zeros. It is equal to the mastering of forty languages, memorizing a complete encyclopedia and complete graduation from dozens of universities.

“The problem with us is not the capacity of the brain but our inability to manage that limitless capacity.”

Solution

Scientists say we can compare our brain with a disorganized library, which has all kinds of collection of books with no catalogue or systematic arrangement, making the search for a particular book, very difficult and sometimes impossible. The need of the hour is to build up a **Mental Catalogue** for our brain, which can help us in learning everything very fast, improving our power of retention and helping in fast and correct recollection.

Some Evidences

- Dominic O' Brien, World Memory record holder (*Guinness book of World Records*) holds innumerable world records in memory, including memorizing a pack of shuffled playing cards in 40 seconds and memorizing 2000 binary digits in less than 30 mins.
- A Russian journalist, Soloman Sherishevisikii, in the early nineteenth century, could tell at the age of 50, what he had done for every day of his last 25 years. He could even give the exact date and weather conditions during the day and say, what he had eaten for breakfast, lunch and supper on any given day.

Were they born with a computer memory ?

Research and analysis has shown that people like Soloman Sherishevisikii and Dominic O' Brien were born with a very normal memory like anyone else but as children, they discovered a **Synesthetic Power**, through which they were able to learn everything fast, remember everything fast for very long period and recall a particular information instantly even after 15-20 years.

What is a Synesthetic Power?

Answer: It is the in-built ability of our brain to receive a particular information simultaneously through all the senses of our body and store it in a systematic manner by forming a kind of mental catalogue so as to make the remembering process 100 times more efficient.

Can we develop Synesthetic Power?

Answer: In fact, we all are born with this power but only a few realize it and still fewer are able to use it. What we need to do is direct this power in the formation of a mental cataloging system, which can help us in our academic learning.

Comments on Biswaroop's memory techniques by intellectuals

"In fact, the education system has created pressure on students in which memory techniques by Biswaroop can provide some rescue"

Dr. A.L. Sharma,
Former Director, NCERT

"The greatest mystery of life is our ignorance of human brain. Infact brain is not a dustbin, but a gateway to some higher attainment. This demonstration by Biswaroop is an assurance that not everything is lost in the civilization."

Justice M.N. Venkatchallieh,
Former Chief Justice of India

"Biswaroop's memory technique is surely a help to overburdened students."

Prof. Dr G. H.Sunder
Registrar, Bhartiya Vidya Bhavan

National Memory Record

"Biswaroop Roy Chowdhury of Dynamic Memory Club has memorised the value of pie up to 4200 places after decimal and recalled it backward and forward."

Limca book of Records, 2002

Biswaroop's memory techniques should be a part of school curriculum.

Dr. Kiran Bedi
Senior IPS

NATIONAL RECORD:- Fastest memorizing of playing cards-

"**Biswaroop Roy Chowdhury** of Delhi memorized a thoroughly shuffled pack of playing cards in 1 min 54 sec and recalled them in 1 min 18 sec with 100% accuracy on October 10, 2002 at the office of Limca Book of Records"

Limca book of Records, 2003

USE THE 'I' FACTOR

How sharp is your ability to concentrate? I have put this question to nearly 50,000 students in last three years. 99 percent of them replied poor, NIL!

The next important question is how it would be?

How to develop interest in a subject that seems boring?

How to develop concentration?

When we watch a favourite film, we are able to concentrate for three hours. We hardly realize who's beside us, when he/she got up, etc. A cricket match absorbs us similarly; our eyes remain glued to the TV screen!

However, while studying, especially a lengthy subject we feel distracted by the slightest noise, the faintest whisper and even by the most distant sound of music.

CONCENTRATION IS NOTHING BUT THE EXTENT OF INTEREST AND INVOLVEMENT IN THE SUBJECT

The equation is Learning \propto Concentration \propto Interest

The amounts of learning is dependent on the amount of concentration, which is dependent on the intensity of interest.

UNDERSTANDING INTEREST

Imagine that you are given photographs of last week's party, which you attended. What will you search for in the photographs? The answer is simple. Yes!, you will search for yourself! We engage ourselves with 'I' or something associated with 'I' most of the time.

[Learning is faster when we associate ourselves ('I') with it]

There can be no transforming of darkness into light and of apathy into movement without emotion.

- Carl Jung

AN EXAMPLE

In one of my memory tests, I taught two groups of class VI students about 'Early men and their evolution'.

In group A, I narrated the story like this, "Early men used to live in caves. They discovered fire by rubbing stones against each other. They used to wear leaves and animal skins....".

In group B, I asked them to think of themselves as early men and narrated, "You lived in caves. You discovered fire by rubbing one stone against another. You wore leaves and animal skins..."

CONCLUSION

On an average, the group B students learnt the lesson much faster and were able to recall it almost correctly even after a gap of one year.

Keyword: *INVOLVE YOURSELF*

*Life lived for tomorrow will always be just a day
away to our being realized.*

Lex

STUDYING BETTER

Imagine that you are going to appear for an exam after six days, and you have five equally difficult subjects to study. Which one of these methods will you opt for?

Method 1: Studying one subject each day for five days and finally revising all the five subjects on the sixth day.

Method 2: Studying more than one subject each day for e.g. a combination of history, mathematics science etc., for two hours each.

Let us analyse and understand how the brain works:-

ANALYSIS

When we study a particular subject, say mathematics, a particular part of the brain is more active than the rest of the brain. When we focus on history, the other parts of the brain get activated and the part concentrating on mathematics is put to rest.

By changing the subject frequently, we allow our brain to feel refreshed and prevent ourselves from tiring out.

CONCLUSION

If we concentrate only on a particular subject throughout the day, we stress one part of the brain a lot . This is boring, inefficient and is undesirable. Instead, we must concentrate on a combination of subjects, i.e. after studying mathematics for two hour, switch to geography. Then after an hour take a short break, shift to civics, and so on.

Keyword: **COMBINATION OF SUBJECTS.**

If you could only love enough, you could be the most powerful person in the world.
- Emmet Fox

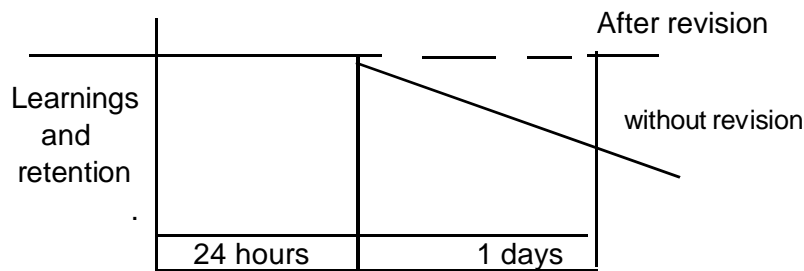
REVISION

Let us accept the fact that revision is extremely important for learning. For best results, let us learn how to use the **Scientific Revision** method

The Scientific revision method

Suppose, I take nearly two hours to memorize a particular topic thoroughly. When should I revise it?

The first revision should be done by the end of twenty-four hours.



On an average, the brain is able to retain fresh information up to 80- 100% only for twenty-four hours. The forgetting cycle speeds up by the end of 24 hours. Hence, the first revision must be done by the end of 24 hours of the learning.

Once the information has been revised after 24 hours, the brain has the capacity to hold it for approximately next 7 days. Then, the forgetting cycles once again becomes faster.

The next revision must be after seven days

Interestingly, if you follow these two time periods, your revision time will be only 10% of your total learning time. You will require only 12 minutes to revise the entire information.

Keyword 24 hours / 7 days

'BREAK' WORKS

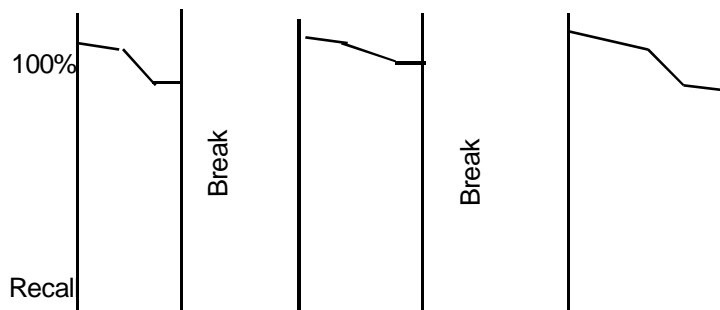
A planned series of learning during a study period, increases the probability of recall. A break after every 40 minutes is optimum and each break could be of about 10 minutes. Moreover, a break should be a complete rest from the kind of work being done. If not done, too many competing and interfering associations are formed, that confuse the memory track laid down in that study period.

During the break you may listen to music, go for a short walk or do some breathing exercises to relax and rejuvenate yourself.

[See chapter: *The deep breaths method*]

Why Break Works:

Zeigarnik, a German researcher, found that interrupting a task in which a person is involved even if the task is going well, can lead to appreciably higher subsequent recall.



Break acts like a pillar which holds the information learnt.

Keyword 45 minutes/10 minutes.

Nothing happens unless first a dream.
- Carl Sandbury

SELF SUGGESTION

One question, I come across frequently:

“How effective are the various memory enhancement pills?”

Do these memory tonics really work? To check out their effectiveness, I performed an experiment. I collected a group of 30 people, all of the same age group and from similar backgrounds. I told them I had a memory tonic which could improve their memory in three months.

Then, I took some short memory tests. I gave 15 people a popular brand of memory tonic and the remaining plain coloured water in the same branded bottle. The entire group took this ‘tonic’ for three months after that I took a memory test.

Result:

There was an equal rise in the memory scores of both the groups.

Conclusion

The reasons were largely psychological. The entire group believed that since they were doing something extra for their brain, their result *must* improve.

It is this conviction, confidence and faith in oneself that helps a person to perform better.

As Herry Ford has said :

“Whether you think you can or you think you can’t --you are right.”

Keyword: *Auto-suggestion.*

We are what and where we are, because we have first imagined it.

- Donald Curtis

HOW MEMORY WORKS?

What is memory? How do we remember the things, we do? What is the feeling of having learnt? Have you ever questioned your mind about your memory?

Memory is a connection of new thoughts, a formation of new associations with those, which are already stored in the brain. We learn new data only when it gets linked or associated with the data already stored in the brain. These connections make up one's memory. For instance, if you visit your school building, immediately your mind will be flooded with experiences around it. Every view will make you recall the associated experiences, people, etc.

The chain method

Let us say you want to learn the following list of words in the same order.

- | | | |
|------------------|--------------|-------------|
| 1 Dog | 2 Shoes | 3 Movie |
| 4 Dragon | 5 Cycle | 6 Telephone |
| 7 Pen | 8 Cold drink | 9 Tiger |
| 10 Tape Recorder | | |

Method -I

One method of memorizing this is by repeating the words till they are learnt. It may take about 25 repetitions to ensure a perfect recall even after 2-3 days

Method- II

The second method is to form a series of associations with the words:

Imagine a DOG wearing SHOES, going for a MOVIE in which there is a DRAGON riding a CYCLE. The CYCLE hits a TELEPHONE BOOTH. Somebody repairs the damaged phone with the tip of a PEN. The PEN is filled with a COLD DRINK and not with ink. The person serves the COLD DRINK to a TIGER. The TIGER begins to dance to a tune played by a TAPE RECORDER .

Do you need to read it again?

Isn't that simple ? Surely, Method II is more effective than Method I, though both follow the chain of association. The only difference being that while in first method, association was sub-conscious. Where as in method II, an attempt was made to memorize the words with conscious associations.

Conclusion

Always try to connect the new information with something else that has been previously learnt.

Key words: *Conscious association.*

*The opinions which we hold of
one another, our relationships
with friends and kinsfolk
are in no sense permanent,
save in appearance, but are
as eternally fluid as the sea itself.*

-Marcel Proust

***IMAGINATION - A PERFECT
RETENTION METHOD***

Each creation is first conceived in the mind . This mental image is nurtured and given full shape, by the imagination and then the image is converted into a reality. The imagination is the potter's wheel which shapes up human ideas. Though,imagination is an intangible force, it is more potent than the biological brain that gives birth to it.

Utilize the power of imagination in learning.

Visualize

Try to convert whatever you read into a picture and visualize it. Our eye memory is 20 times stronger than our ear memory. The nerves that connect the eyes to the brain are 20 times stronger/ sharper than the nerves that connect the ears to the brain.*

The Visualization method can be best used in subjects like history. For instance, if you need to learn all about the Indus Valley Civilization: read, understand and paint a mental picture of the civilization and feel the smallest detail.

Ensure, that you visualize most of the things you read; Visualization has helped me in establishing a National Record in Memory for perfect retention. Always paint a picture in the mind.

Keyword: ***Mental Image / Visualization.***

* Hearing helps us learn but seeing and imagining the same thing helps us store it in the memory for long .

Habit is either the best of servants or the worst of masters.

- Nathaniel Emmons

***ACRONYM -THE SHORTEST WAY TO
LEARN***

The seven most important rules of learning are:

- 1 Concentration
- 2 Interference law
- 3 Spaced learning
- 4 Revision plan
- 5 Seeing/visualization
- 6 Association
- 7 Sleep

To remember these rules, form an acronym with the first letter of each word.

- C- Concentration
- I -Interference
- R-Revision plan
- C-
- U-
- S-Spaced learning
- A-Association
- S-Seeing
- S-Sleep

By just committing CIRCUS ASS to your memory, you can remember all the seven rules of learning.

Do not worry about a couple of unused letters like the second C or U (in this case) because while recalling, your brain will automatically separate the unused letters.

Now form your own acronym for the next seven rules.

- 8 Over learning
- 9 Reintegration
- 10 Incomplete learning
- 11 Mapping
- 12 Latent learning
- 13 Clue method
- 14 Concentration exercise

| | |
|----------------|-----------------------------------------|
| Keyword | <i>First Letter of each word</i> |
|----------------|-----------------------------------------|

***THE REINTEGRATION PROCESS FOR
PERFECT RECALL***

I go all the way to my room to collect something but when I reach there, I am not able to recollect for what I had gone. I have to go back to the same spot where I started from, then the task to be done suddenly flashes!

I rush to the refrigerator to take out something and then forget what it is that I need. The moment, I shut it and move back a couple of steps, it appears in my mind once again. I go back and finally get it.

These are experiences that many people have shared with me
Why does this happen ? How to avoid it?

ANALYSIS

Findings / Research suggest that the brain recollects information more effectively, when it is placed in the same environment where the information has been learnt. Hence, when we go back we instantly recall the matter.

This phenomenon of faster recalling of a particular data in the similar environment, is called re-integration.

Sometimes we are unable to hold information even for a couple of seconds Why?

Our mind is a thinking machine, perhaps at the time of recall (at that moment), you were busy in thinking something else. It is, this, absent mindedness which interferes.

How to Use the Re-integration method in Examinations

If unable to recall a particular answer at the time of examination breathe deeply and do not panic.

Concentrate, mentally retrace your steps to, either your study table or the library or wherever else you learnt the material. Further visualize yourself as you are opening the pages of that book. Try to read the page in your mind. It should not take more than 10 seconds or so to complete this imaginary re-integration process.

| | |
|------------------|------------|
| Keyword : | Revisiting |
|------------------|------------|

CHAPTER -62

THE OVER LEARNING PRINCIPLE

Choose a new topic to learn. Spend 15 minutes repeating until you are able to recollect it correctly, without looking at the content. What do you do then?

According to the law of over learning , we should spend at least $\frac{1}{3}$ rd of the original learning time, repeating the same content immediately after learning. In the above mentioned case, 5 minutes would be the time spent.

Material learnt in this way helps you save a lot of revision time and improves retention considerably.

We really always find ourselves short of time during examinations. This is *not* because of our inability to write fast but because of our difficulty in quick recall. Over learning helps in quick recall.

Keyword : $\frac{1}{3}$ times more

We first make our habits, and then our habits, make us.
- Nathaniel Emmons

SPIDER NOTES

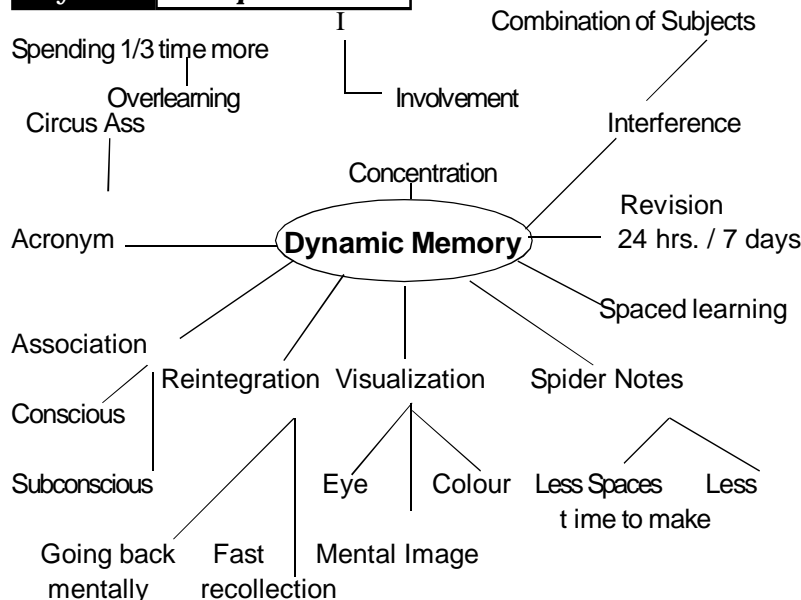
This is one of the most effective ways of notes making. The final notes should be in a condensed form. However, they must include all relevant information so that it helps in each revision and in the final revision before the exams.

In spider notes, *the primary idea* is placed at the center of the page so that the *secondary* and *tertiary* ideas follow quickly. This facilitates a harmonious flow of thought.

Advantages of spider notes over linear notes

- 1) Approximately 65% of the time is saved, only the relevant words are noted down.
- 2) Approximately 90% of the time is saved while reading.
- 3) 90% of the revision time is saved.
- 4) Concentration on the key issue gets more focused.
- 5) Associations between keywords are quick and appropriate.
- 6) Multi dimensional spider notes are visually more stimulating to the brain rather than monotonous linear notes.

Keyword: *Spider notes.*

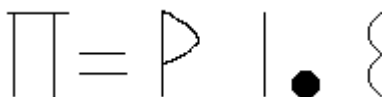


THE Ò METHOD

There's a good reason why most telephone numbers in the world are between six and eight digits. We aren't very good at remembering larger chunks of information. In fact, we have trouble recalling anything more than 7 or more distinct pieces of information at a time. You might remember that there were ten cars parked in a lot, but if they were all different, you would probably not remember each one's colour and its sequence.

Creative Ability

Here your creative ability comes for your rescue. The value of π , can be a perfect example of handling the random digits.

1. 

Now hold the above sign up to a mirror.

2. Let's say you want to memories the value of pie up to six places after decimal.

$$\pi = 3.141593$$

Just remember, "how I wish I could calculate pie".

Here the number of letters in each word equal the digits of π .

3. To remember:

$$\pi = 3.14159265348979$$

Just remember . "how I would like an alcoholic drink of course after the heavy lectures involving quantum mechanics".

Using the advanced mnemonic method, I memorised the value of π up to 4200 digits after decimal and can repeat it in forward, as well as in reverse order and also I can tell which is the digit at 3456th or 2945th place, etc after the decimal (for which my name is there in Limca book of records, 2001 edition).

| | |
|-----------------|--------------------|
| Keyword: | Word number |
|-----------------|--------------------|

***LEARNING LONG THEORIES -
KEYWORD METHOD***

A common problem that students face is how to learn long theories. Students find it difficult to remember anything after the first reading. The mind often gets distracted. Our question is: “How to concentrate?” Or “how to remain focused?”

Ans : The keyword method :-

- Step 1:** Spend a few moments reading the title of the chapter. Try to build your imagination around it. For instance, the term ‘Thermodynamics’ might be completely new to you. However you can associate the term ‘Thermo’ with word heat. Could it mean something about the dynamics of the heat .This exercise helps to build concentration.
- Step 2:** Read each paragraph and under line the important words. These are **keywords** or the essence of each paragraph.
- Step 3:** Proceed for the next paragraph only after identifying the keywords of the previous paragraph.
- Step 4:** List all the keywords and then summarize the chapter.
- Step 5:** Keywords will help you in revising the chapter speedily/ fast.

Keyword : Representative word.

We are what we repeatedly do.
- Aristotle

REMEMBERING SCIENTIFIC DATA

Melting point of Lead is 327⁰C or 237⁰C; of Silver 1950⁰ C or 1590⁰ C? Whether the atomic mass of mercury is 201 or 210 a.m.u.?

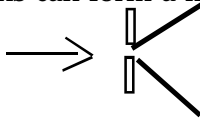

Students often find it difficult and confusing like this. How to learn all the required melting/boiling points, atomic number/mass, valencies or other scientific data?

Phonetic Method

Phonetic Method can help you in dealing with all this and that too perfectly.

In this system, the numerals 0 to 9 are represented by specific alphabets. You just have to learn those alphabets with the hints given against them.

Numerals, Alphabets Hints to memorise

- | | | |
|----|--------|------------------------------------------------------------------------------------------------------------------|
| 1 | t or d | Small “t” or “d” has one down stroke |
| 2 | n | Small “n” requires two down strokes |
| 3 | m | m requires three down strokes or the shape of m is similar to 3. |
| 4 | r | Four in majority of language ends with r. In Hindi, its Char, in Latin it’s Quarter in Russian its Shutter, etc. |
| 5 | l | In Roman “L” means 50, here small “l” means 5 |
| 6 | j or g | The mirror image of j is like 6. The reverse of g is like 6. |
| 7. | k | Two sevens can form a k |
| | | K →  |
| 8 | f,v | the shape of small “f” (in running hand writing) is like 8. |
| 9 | P, b | self explanatory |
| 0 | S | Sun is round like O  |

Spend a few more minutes connecting all these codes to memory. Let’s learn step- by- step that the melting point of lead is 327⁰ C:-

Step I: Replace every number with a corresponding alphabet.

| | | |
|---|---|---|
| 3 | 2 | 7 |
| m | n | k |

Step II: Now think of a word consisting of the sound of 'm', 'n' and 'k' in the same order.

- Your options
- i) MoNKEY
 - ii) MaNeka
 - iii) MoNiKa

Step III: Associate any of the option with lead.

Association: MoNKey writing with a LEAD pencil.

Step IV: Visualize it as perfectly as possible.

Whenever you require the melting point of lead, the word *Mon-key* will immediately flashes in your mind and the conversion of 'monkey' will always be 327° C.

You will ignore the unwanted letters (o,e,y) since they do not represent any number. This complete process should not take more than 30 seconds.

Another example: Silver melts at 1950° C .

| | | | |
|---|---|---|---|
| 1 | 9 | 5 | 0 |
| t | b | l | s |

The conversion: TaBlE s

Association: Silver Tables

Visualization: Imagine your side TableS are made up of silver.

Example: Atomic mass of mercury 201 a.m.u.

| | | |
|---|---|---|
| 2 | 0 | 1 |
| n | s | t |

The Conversion: A NeST

Association: Mercury Thermometer in a NeST.

You can use this method even to memorize house numbers and telephone numbers. For instance, if you wish to memorise this mobile no.: 9811139474

You will first ignore 98 since in most of the cases the starting digits of mobile numbers are 98 only.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 1 | 1 | 1 | 3 | 9 | 4 | 7 | 4 |
| t | t | t | m | p | r | k | r |
| d | d | d | | d | | | |

The final conversion : DDT My PaRKeR.

Association : Visualize yourself filling DDT in My PaRKeR (pen).

Keyword: Number image conversion.

*A wise man associating with the vicious
becomes an idiot; a dog traveling with
good men becomes a rational being.*

- Arabic Proverb

LINK METHOD FOR FORMULAE

“ I often confuse by thinking whether it is \cos^2q or $\cos q^2$ Whether it is a^2b-b^2a or b^2a-a^2b . Whether it is $4\cos^3 A-3\cos A$ or $3\cos A-4\cos^3 A?$ ”

These are some of the common complaints which I usually hear from students. Even the slightest mistake in recollecting a formula may result in a completely wrong answer. The basic question is:

How to avoid all these confusions?

The Formula Method

Step I: Maintain a separate formulae book and try to update it every time you come across any new set of formulae.

Step II: Categorize the formulae.

Type I: Formulae to be learnt by understanding, for example.

$$|Z_1 + Z_2| \leq |Z_1| + |Z_2|$$

$$||Z_1| - |Z_2|| \leq |Z_1 - Z_2| \quad \text{Triangle Inequality}$$

Those who have studied triangle inequality knows that such kind of formulae should be understood and are not to be learnt by rote.

Type II: Formulae to be learnt by rote, for example:

$$\cos 2A = \frac{1 - \tan^2 A}{1 + \tan^2 A}$$

$$\cos 3A = 4\cos^3 A - 3\cos A$$

Step III: Try to figure out the part in a formula where you may get confused.

For example, whether $\cos 2A$ is $\frac{1 - \tan^2 A}{1 + \tan^2 A}$

or $\frac{1 + \tan^2 A}{1 - \tan^2 A}$

or written $\cos 3 A$ is

$$4\cos^3 A - 3\cos A \quad \text{or} \quad 3\cos A - 4\cos^3 A$$

Step IV: Try to make that confusion outstanding.
For example :

$$\cos 2 A = \frac{1 - \tan^2 A}{1 + \tan^2 A}$$

$$\cos 3 A = 4 \cos^3 A - 3 \cos A$$

By connecting it like this, you have given your confusion a visual form.

Keyword: Link confusion.

*You will acquire the vices and virtues
of your closest associates.
the fragrance of their lives
will pervade your life.*
- John Maxwell

***CLUE METHOD — FOR LEARNING
FOREIGN LANGUAGES***

The salesman who speaks the language of his prospective customer has such an enormous advantage over his competitor, who does not know that there can hardly be any doubt about the comparative success of their respective business trips.

What is the easiest way to learn a foreign language?

Answer: The clue method.

For example, if you want to learn that the French word *jeu* means *game*. You can do it simply by thinking of *joy* as a link which is similar in sound of the French word *jeu* and associate by thinking of getting joy out of playing a game.

This kind of thinking is sufficient to recall the foreign word whenever we need it. Moreover, experience shows that after a while the linking word will vanish from our mind and the association between the French and the English word will become so strong that we shall recall the other directly and without the help of the linking words.

Example 1: The French word *lagare* means *railway station*.

We can learn it by simply thinking of *line guard*, which is similar in sound of *lagare*. Now link it to the meaning by thinking of a *line guard of railway station*.

Example 2: The Spanish word *el libro* means *book*

Step I: A similar sounding word for *el libro* could be *library*.

Step II: Connecting the word *library* with the actual meaning *book* by thinking *library* is a collection of *books* in an organized manner for sharing .

Example 3: Latin word *poena* means *punishment*.

Step I: Similiar sounding word-peon.

StepII: Connection— peon got punishment for his mischief .

Some more example from various languages .

| English | Linking word | French |
|----------|--------------|---------------|
| pavement | trot | le trottoir |
| depth | profound | la profondeur |

| English | Linking Word | French |
|----------------|---------------------|-----------------|
| body | corporal | le corps |
| Knife | cut | le couteau |
| foreigner | stranger | un etranger |
| the back | dorsal | le dos |
| father | paternal | le pere |
| mother | maternal | lamere |
| green | verdant | vert |
| horse | cavalry | le cheval |
| flower | florist | la fleur |
| barn | grain | el granero |
| narrow | strait | estrecho |
| sea | marine | el (or la) mar |
| desk | scribble | el escritorio |
| book | library | el libra |
| word | palaver | la palabra |
| ladder | scale | la escalera |
| sky | celestial | el cielo |
| tree | arboreal | el drbol |
| cloud | nebulous | la nube |
| world | mundane | el mundo |
| stone | petrous | la piedra |
| water | aqueous | la agua |
| silver | plate | la plata |

| English | Linking Word | German |
|----------------|---------------------|---------------|
| mirror | speak | der Spiegel |
| medicine | arsenic | die Arznei |
| miracle | wonder | das Wunder |
| short | curt | kurz |
| black | swarthy | schwarz |
| girl | maid | das Madchen |
| chair | stool | der Stuhl |
| piano | clavichord | das Klavier |
| flour | meal | das Mehl |
| desk | pulpit | das Pult |

| English | Linking Word | Latin |
|----------------|---------------------|--------------|
| new | novel | novus |
| land | territory | terra |
| field | acre | age |

| English | Linking Word | Latin |
|---------|--------------|-----------|
| man | human | homo |
| war | belligerent | bellum |
| storm | tempest | tempestas |
| hand | manual | manus |
| head | cap | caput |

*Don't drown the man who
taught you to swim.
If you learned your trade
or profession from the man,
do not set up in opposition to him.*
- C. H. Spurgeon

CHAPTER- 69

CLUE METHOD - FOR VOCABULARY

Vocabulary plays a very important role especially in competitive examinations.

The rules which we have applied to the vocabularies of foreign languages (Read chapter: Clue method for learning foreign languages) can likewise be applied to words in English that are unfamiliar to us. Theoretically speaking, it does not make much difference whether we hear a Spanish word or an English word for the first time. If we do not know a particular word, we must do something about it and the best way to remember it is to find a linking word.

| Word | Meaning | Link |
|-------------|---------------------------------------|------------------------------------------------------------------------------|
| ablution | washing, cleansing | bluing, or lotion |
| helot | a slav | it's a hell of a lot to be a slave |
| hedonism | self-indulgence, devotion to pleasure | plunging head on into pleasure |
| psoriasis | a skin disease | sores |
| litigant | one engaged in a lawsuit | little to gain |
| amanuensis | secretary | manuscript |
| hegemony | leadership, superiority | hedge (first over the) |
| flagellate | to whip | flag |
| conversant | familiar by use of study | conversation (we should hold conversation about things we are familiar with) |
| aver | | to affirm positively verify |
| apophthegm | a brief statement of a | a pop recognized truth |
| exculpate | to clear from the | culprit imputation of a fault |

Keyword: Clue method

CHAPTER -70

MEMORY METHOD FOR GENERAL KNOWLEDGE AND BIOLOGICAL TERMS / DEFINITIONS

You can also memorise industries and their manufactured goods by applying the same technique. It is very useful for biological terms and their definitions. (Must read chapters: *Clue method for learning foreign languages and Clue method for vocabulary* before reading this.) Let's say you want to remember that Sofia is the capital of Bulgaria.

We can link Sofia with Bulgaria by just thinking a Bull(garia) is sitting on a sofa(ia).

| Country | Capital |
|---------|---------|
| Bahrain | Manna |

Association: A man(na) in the (Bah) rain.

| Country | Capital |
|---------|----------|
| Belgium | Brussels |

Association: GM cleaning a Bell with Brush(sels).

| Country | Capital |
|----------|---------|
| Cameroon | Yaounda |

Association: A person with a camera(room), is clicking a picture of (ya) Honda.

| Country | Capital |
|---------|----------|
| Bermuda | Hemilton |

Association: Visualize a (He) melting Bermuda. (More silly the association, better is the retention)

| Country | Capital |
|---------|---------|
| Cuba | Havana |

Association: A cube (a) in Heaven.

| Country | Capital |
|----------|---------|
| Dominica | Roseau |

Association: You are served Domino's pizza with a Rose.

The same clue method is applicable in memorizing through association. For example to learn that the place Katni is known for cement, just visualize a cat's knee (Katni) made up of cement.

Place

Mineral/ Industries

Mysore

Silk

Association: I am wearing a silk saree.

Pimpri

Penicillin

Association: To remove pimples, Penicillin is applied.

This technique is also applicable in learning difficult biological words and their definitions.

1. **Buccal cavity:** Mouth cavity by which food is taken inside.

Association: Visualize yourself buccaling your mouth.

2. **Agglutination:** Clamping together of red blood cells and bacteria as a result of the action of the antibodies.

Association: Clamping very big red blood cells with an egg glue, in a tin.

3. **Cheeta:** Bristle-like structure in some animals like earthworms which they use for gripping the soil during locomotion.

Association: Visualize a cheeta with bristles all over its body and using it for running instead of using legs.

4. **Graft:** Transplantation of an organ or a tissue in animals or plants.

Association: Grafting with organs.

We lift ourselves by our thought; we climb upon our vision of ourselves.

- Orison Swett Marden

*SMART MEMORY FOR
SPELLINGS-I*

“I get confused figuring out whether ‘i’ comes before ‘e’ or ‘e’ before ‘i’? Is it ‘occassion’ or ‘ocassion’ or ‘occasion’? Principle / Principal means refer / head? The person with the ability to spell words accurately is one who has a good visual memory. He knows we ‘read’ one English language and “speak” another English language. In other words he / she doesn’t make the mistake of spelling words the way they sound rather than the way they read.

To correct spelling mistakes, we have to put our vision back to work. I am going to show you how the visualization principle can keep you out of spelling trouble.

Type I:

One wrong letter inserted.

Example: *calandar* instead of *calendar*.

Remedy: Write the word “calendar” five times but when get to the “e”, stop and write it as a capital letter like this *calEnder*, *calEnder*, *calEnder*, *calEnder*, *calEnder*.

Now you have replaced the careless use of “a” by vivid visualization on capital “E”.

You are back visualizing, seeing things as they are with a little flip of exaggeration to make the point penetrate.

Type II:-

Adding an unnecessary letter to the end of the word.

Example: *develope*.

Remedy: Write out the word incorrectly.

Spell it incorrectly but when you finish take your pencil and make a big cross-out mark through the extra “e” like this *develope*, *develope*, *develope*, *develope*.

Again, you have made the error visual, and just like the cross bones on the bottle of poison, you have a visual warning.

Type III:-

Using one of the kind when two are due.

Example: *ocurrence* instead of *occurrence*.

Remedy: Write it out five times. Write the pairs of letters and underscore them. Like this *oCCuRRence*, *oCCuRRence*, *oCCuRRence*, *oCCuRRence*, *oCCuRRence*.

Type IV

Forgetting to link a silent letter with another.

Example : spelling of management without “e”.

Remedy: Write it out and draw a circle linking “e” and “g”
managem^eent, managem^eent, managem^eent.

Type V

Principle means rule while principal means head of an institution.

Memory aid: principleE means ruleE and princiPAL is my PAL.

A Spelling List of some of the Troublesome Words.

| | | |
|------------------|--------------|---------------|
| A | E | mileage |
| accessible | eligible | misspell |
| accommodate | embarrass | momentous |
| accrued | enervate | mucilage |
| acquitted | equipped | N |
| across | especially | ninth |
| allege | exhilarate | noticeable |
| allotted | existence | |
| all right | exorbitant | O |
| apparel | extension | occasion |
| athletics | G | occurred |
| audible | grammar | occurrence |
| auxiliary | H | omission |
| B | harass | omitted |
| benefitted | height | optimistic |
| besiege | hypocrisy | P |
| bookkeeper | I | pamphlet |
| C | illegible | penitentiary |
| calendar | incredible | personnel |
| Cincinnati | inoculate | persuade |
| cite (quotation) | intercede | precede |
| collateral | irresistible | preferring |
| concession | L | prejudice |
| consensus | laboratory | principal |
| counterfeit | legitimate | procedure |
| D | | profession |
| develop | license | pronunciation |
| dictionary | loneliness | Q |
| disappear | M | questionnaire |
| disappoint | mail chute | |
| discipline | maintenance | |
| dissatisfied | management | |
| dissimilar | | |

| | | |
|-----------------|----------------|----------|
| R | | |
| recommend | strictly | Y |
| referring | superintendent | yield |
| repetition | supersede | |
| restaurant | T | |
| S | tragedy | |
| seize | transient | |
| sentinel | typing | |
| separate | U | |
| sergeant | unmanageable | |
| serviceable | W | |
| site (a place) | welfare | |
| | whose | |

*It is the atmosphere created
primarily by the mother
that makes a home worthwhile.*

- J. R. Bookhoff

***MEMORY AID TO IMPROVE
SPELLINGS-II***

This is in continuation to the previous chapter, where we have shared some memory tips to help you to reduce spelling mistakes. We often confuse between *privilage or privilege, drunkenness or drunkeness, truely or truly, seizure or siezure, etc.* Here are some more techniques to improve upon all this:

Technique- I

Step I: Figure out the confusion.

For instance, *repetition or repitition*

Step II: Make an association with the confused alphabet(s).

For instance, *repetition*: To have one *pet*, then another *pet*, and again another *pet*, that is repetition.

Similarly to learn it is *surprise* not *sarprise* think of "He who is *surprised*, *surrenders*."

Some more examples:

coolly: Double the o, double the l. And coolly you will spell.

supersede: Supersede means set aside.

disappear Two partners were disappointed and disappeared.

and

disappoint:

inimitable: The table at the party was set in an inimitable way.

recommend: The Commandant recommends two mariners for promotion.

privilege: Every legacy is a privilege.

incidentally: Whether some one is tall or short is purely incidental.

balloon: The child played with his ball and his balloon too.

discriminate: Discriminate against men who are dishonest.

occurrence: That the current issue of a magazine is sold out is a frequent occurrence.

truly: "I love you truly" does not always mean for eternity.

assistant: Nobody wants an ass as assistant.
comparative: Compared to rats mice are small.
occasion: For the occasion, cocoa was served.
necessary: If you listen carefully, it will not be necessary to say something twice.
grammar: Don't mar your speech by using poor grammar.
principal: If you obey the school rules, the principal will be your pal.
drunkenness: The drunkenness of two nobs lasted two nights.
sacrilegious: What is sacrilegious is also illegal.
parallel: Two lines were run a long way together.
proceed: Proceed with speed.
pronunciation: Nuncios and nuns must have good pronunciation.
seizure: Seizure of enemy installations.
receive: Receive exclusive informations.
conscience: Justices of the Supreme Court have good consciences.
embarrassed: Two robbers were embarrassed when they were given two-year sentences.
friend: End comes at the end.

The only way to discover the limits of the possible, is to go beyond them into the impossible.

- Arthur E. Elarke

FIGURATIVE THINKING

If you are studying the functions of the heart, one method is to make notes to describe each function, while another is to make diagrams. This is known as the imaginative method.

Imagine, that the circle represents the heart and two oval shapes represents the lungs, inside a larger figure representing the body.

Now, show the blue arrows, (impure blood) coming out of the heart and going to the lungs, where oxygen is taken in and the carbon dioxide is expelled. Then draw the red arrows (pure blood), back to the heart and from there to the body. If you want to illustrate it, further you can break the circle in to four parts showing left and right upper auricles and lower ventricles.

The same thing can be done with maps and charts etc. The idea is to begin with the most simple bits of details and add step by step on to it; no matter how you lay out the information or what shape you assign.

Think in the form of dots and lines or circles and arrows, instead of thinking in words or phrases.

Keyword: Sketch.

*When parents do too much
for their children,
the children will not do much
for themselves.*
- Elbert Hubbard

CHAPTER -74

IMPORTANCE OF AN UNFINISHED TASK

According to Freud, “A failure makes one more inventive. It creates a free flow of associations, and brings ideas when success is there, a certain narrow mindedness or thick mindedness sets in.”

How to apply this method to studies :

To get maximum advantage of an unfinished task, arrange to give a break to your work just before you come to the end of the chapter. When this is done, you remember the content better when you get back to work later.

Keyword : Incomplete / unfinished task.

The best effect of fine persons is felt after we have left their presence.

- Ralph Waldo Emerson

CHAPTER -75

LATENT LEARNING ENSURES SUCCESS

“Great athletes acknowledge that 60-90% of success in sports is due to the mental factor”. (Charles Garfield-*Psychologist*). This is true in every field. A positive attitude and self suggestion leads us to our goal much faster.

How to use Latent Learning in Exams:-

A day before your exam, take five minutes for latent learning. Do these following steps.

1. Close your eyes and visualize yourself walking towards the examination hall. Visualize finding your roll number, your seat and finally sitting down to take the exam.
2. Imagine the invigilator walking towards you, handing you the answer sheet and the question paper. Make sure you visualize everything in bright- light clearly.
3. Mentally go through the question paper. Read the instructions and questions carefully.
4. Imagine yourself answering all the questions well and finishing them in time.

This method of rehearsing in the mind helps you in improving your performance, counters anxiety and builds confidence.

Keyword: Mental rehearsal.

A foolish consistency is the hobgoblin of small things.
- Ralph Waldo Emerson

POTENTIAL STUDY TIME

As regards the time of going to sleep and getting up, people have different levels of alertness at different hours. The person who goes to bed very late and is a late riser, is mentally sharp at quite different times than the fellow who is early-to-bed, early-to-rise .

Depending upon how much good sleep you get at night, when and what you eat during the day and also your activity level, the peak time of alertness as well as its length may vary.

Each person has his own cycle of alertness. If you want to make full use of your potential, you must find your own peaks. All you have to do is to jot down the timings when you feel fresh and invigorated, and also the period when you are most sluggish.

Take note of it for a few days. You will observe a pattern between your clear-headedness and muddle-headedness. You will find it easier to do any mental or creative work or to perform some memory task effortlessly when your energy reserves are at their highest. You can, re-schedule your work accordingly to take maximum advantage of your capacity.

Optimize memorization by figuring out maximum alertness.

Keyword: Peak alertness time.

If we all did the things we are capable of doing, we would literally astound ourselves.

-Thomas A Edison

CHAPTER -77

EFFECTIVE SLEEP FOR EFFECTIVE STUDY

Should I study late in the night or should I develop an early morning study habit? How many hours of sleep is sufficient for a student? Is cutting down of sleeping time really helpful during exams? Should I go for an afternoon nap?

To know effective answers to the above questions. It is very important to consider the following points to understand the importance of sleep:-

Sleep Produces Necessary Protein

All parts of the brain are not at rest during sleep. Electrical activity, oxygen, consumption and energy expenditure in certain parts of the brain increases and during this extra neural activity, proteins are manufactured by nerve cells. These proteins help store cellular memories.

It is important that you get enough sleep time to allow such protein production to occur because the continuous breakdown of the cellular proteins is a part of the wear and tear of daily life. If the protein of the brain is not replaced, all memory would gradually be lost. Sleep thus serves to retain memory through protein replacement which counteracts the continual wear and tear.

Sleep Reorganizes Information

Sleep helps us sort out the load of recent information we have acquired during the day. Everything we see, hear, smell, taste or touch bombards us with an immense wealth of information. Sleep processes the information that we have gathered throughout the day into a convenient plan of neural storage. Do not compromise with the amount of sleep.

One must have an appropriate amount of sleep. The required amount of sleep varies from individual to individual and depends on the amount of physical and mental activities one had during the day and also the amount of food intake. Generally, the amount of sleep lies between 6-8 hours for students. Also remember that by losing sleep, we lose much of our ability to transfer the day's information into long-term memory

Afternoon Nap

An afternoon nap means two fresh mornings in 24 hours.

After you have done your morning's writing and the brain is swimming with facts, a nap of 30-45 minutes is required to recharge the brain. Even if the nap leaves you physically out of touch for a while, your mind is sharper and more capable of redirecting your efforts.

If you have a job in which an afternoon nap is not possible all is not lost. That's because you actually may not need to blank out to take the benefits of the afternoon nap. A brief meditation or a quiet period of time away from the normal influx of information may allow your brain to do the necessary filing to sharpen your memory.

Overcoming Sleeplessness

A few simple guidelines are effective, if you have trouble of getting sleep at night.

1. **Evaluate your caffeine intake:** A cup of coffee or tea after dinner or late at night is a serious offender. Increased consumption of caffeine during the day can also build up levels that your body may not remove during bed time.
2. **Avoid high protein food:** If you have sleeping trouble avoid consumption of high protein food shortly before going to bed. The proteins break down and release amino acids that competes with tryptophan and prevent its entry into brain and rob you of natural brain relaxation process. (Tryptophan relaxes the brain and helps you sleep.)
3. **Maintain fixed sleep routine:** Sleeping problem may arise on frequently changing the sleeping time. Maintain a particular time of getting in and out of bed.

Ends Are More Productive

It is the characteristic of the brain to retain the first and the last information better than the information given in between. When we are attending a lecture or a seminar, we remember the first information and the last much more clearly than that in between. Similar is the case while watching the movies. The last one hour before the sleep and an hour just after getting up from the bed is the most productive time. Always use those two productive times of the day for studies. Preferably if you have something to revise, utilize the last one hour of the day (one hour before the sleep). The brain is fresh to accept any new thought. So to learn any new topic, use the first one hour after getting up.

Keyword : Protein, afternoon nap, reorganize, fixed routine, ends.

***THE FINAL CHECKLIST
FOR EXAMS***

You might see the examination sheet on the noticeboard or your teacher might refer to the examination paper they are preparing. No matter what the stimulus, you are likely to respond by quickly counting the number of weeks or days before the beginning of the exams.

When you consider the pre-examination revision period, you are really confronted with the issue of how to use your remaining time most effectively. That time will go flying by, so it is imperative to get your revision into the top gear as soon as possible. Consider the following steps:

Organize Yourself

Organize your revision on several different time plans. That is, work out a weekly study plan for each of the final weeks, a daily plan for each of the days and finally, a study session plan for the next few hours. With this three time plan, you can see how each day's progress relates to your overall task.

Time Effectiveness

Most students know that when they function at peak effectiveness. Some people are morning workers, while others find they are most effective in the evening or the night. Given that you are probably going to study at any available hour of the day before your examinations, you might want to consider what subjects you will be studying in your high and low periods. Use your high and low periods of the day to gain and maintain momentum.

Stop Worrying

In spite of your positive starts, you may find worries sneaking into your learning effort. If this is the case, stand up and turn away momentarily from your desk, take a few deep slow breaths

and then return to your study. While standing and breathing deeply - be sure to breathe slowly.

Think Positively

Assert your positive attacks upon your revision by working on a card with the words: ***Yes I can do it!*** Place the card in front of your book and notes so that you can see the words every time you glance up.

Study Breaks

Take frequent but short breaks from your studying, as mental and physical fatigue will begin to wear you down. While you are trying to absorb a lot of work, your mind will need these short rests so that you can maintain the pace. Just getting up from the desk, walking around the room several times and then sitting down again can be a sufficient break.

Focused Reading

Focus upon the major points in your revision. Time is very limited and you will have to be very selective about how you are spending it. There is no time for learning minute and trivial details. At the eleventh hour, you can expect to master or revise only the major points.

Avoid Excessive Stimulants

Beware of stimulants such as coffee, tea and stay-awake tablets. You will find that your nervous system is already in the top gear and last thing you need is additional stimulation. Too

The human body is the best picture of the human soul.

-Ludwing Wittgenstein

much caffeine in your body under tense cramming conditions can produce negative effects.

Keyword: Checklist.

Don't find fault, find a remedy .

- Henry Ford

PART -III
G E N E R A L

AGE

Must we accept a decrease in our efficiency, as we grow older?

This question which confronts me a dozen times a day is usually asked by people who have passed their fiftieth birthday. Younger people are not much concerned about the future of their brain cells, and they do not realise that their own memory will not always remain so reliable as it is today.

Memorising is partly a physiological and partly a psychological process; and this dualism is responsible for the innumerable varieties of ways in which our memory works.

In the physiological sense memory rests on pathways connecting our brain cells, and both the quantity and the firmness of these pathways are decisive for its functioning. As we grow older, these brain-paths become less firm, and there comes a time when the process of forgetting proceeds more quickly than the process of learning.

While such unwelcome reversal invariably happens near the end of a lifetime, there is much we can do to delay its occurrence. It is certainly not coincidence that many people who use their brain more than an average person, keep their retentive and productive ability up to an extremely old age.

Think of Bernard Shaw, of Goethe, of the Thomas Edison. It would be a fallacy to think that in order to take proper care of our brain cells we should spare them every effort and preserve them unused. Just the contrary holds true. You can train your brain as you train your muscles, and you can prove this to your satisfaction by simple tests while you go through the exercises described in this book. You will see that experiments, which call for effort when tried for the first time, become easy when you repeat them, and after a while you can hardly understand why they had required so much effort at all.

It is not enough to have a good mind; the main thing is to use it well.

-Rene Descartes

If we realise that memory can be developed like a muscle, we must also accept the truth that its efficiency will slacken like a muscle if it is not properly used. We all know that after an illness, which keep us in bed for several weeks, walking is very difficult. The muscles of the legs forget how to move, and we have to relearn walking as a little tot first masters the skill.

Why, then, should we be astonished when the same thing happens to our memory- when it loses its reliability if we do not use it? And yet the average adult is always afraid to trust his memory. There are notebooks and calendars, appointment books and telephone list, memorandum slips and desk notes all destined to unburden our memory and therefore all working in the wrong direction.

Thorndike, who devoted much time to tests concerning memory and age, found that there is no natural reason for a decline, as we grow older except in the latest years of our lives. If our memory weakens before that time, we must blame ourselves. Let us admit that after we have left school we usually haven't bother very much about learning anything- that is, learning in the actual sense of the word, not just reading, which is merely passive and receptive.

In practical adult life, except in acting and similar occupations ,there is neither inducement nor a motive for learning anything word to word. That in itself involves the loss of good memory techniques, which are connected only with steady practice. Still, this would not be decisive if we a balanced it, at least, by remembering all little things which occur in our daily business and social life. But, as I stated before, we are too much afraid to "burden our memory" and many of us consider it a waste of time to remember names and addresses, telephone numbers and appointments, which are so "much easier" jotted down and looked up in notebooks.

Give me a lever long enough and a prop strong enough. I can single handedly move the world.

-Archiemdes

People take daily walks when it would be “much easier” to use the car or take a bus, because they know that walking is healthier and they wish to increase or at least keep up their muscular strength. On the other hand, they write down every little reminder, thus steadily decreasing their powers of memory.

If they try to remember something once in a while, they are apt to forget it. As a consequence, they distrust their memory still more and they write down still more. In the end, they are astonished to find their memory failing them entirely, and they do not realise that they have only themselves to blame for this steady downward trend of memory and efficiency.

All this, apart from physiological reasons, clearly explains the fact that older people often forget important things which happened last month or even last week, while they remember perfectly every detail, even of unimportant events which took place thirty or forty years ago.

*Among those whom I like,
I can find no common denominator,
But among those, whom I love,
I can; all of them make me laugh.*

- W.H. Auden

INTEREST-KEY TO REMEMBERING

If we think back of all the things that we learned at school, isn't it appalling to realise how little we remember? We devoted years and years to mathematics but with exception to those who became mathematicians or engineers we are stunned if someone does not ask for help in solving a simple equation.

If you still go to school, you can not apply this statement to yourself; but ask your parents whether it is correct in their case, or think of something you studied several years ago and which you have not repeated in the meantime.

However, there are some subjects which we remember very accurately, and we remember not only the lesson but very often the way in which it was presented, the voice of the teacher, his instructions and examples, and sometimes even the answers given by our classmates.

And what are just stated for school, holds true for everyday life, business or social. For instance, there is one day of a certain holiday which still stands out clearly in our mind while the rest of the holiday is shrouded in fog. There is one conversation with Miss Tina of which we remember every word; and there are hundreds other conversations, most of them more recent, more important, more significant and yet their content is entirely forgotten.

Why? For all this there must be reason. It is the same brain that is working, it is the same mind that received all the impressions, and there is nevertheless so much differences in remembering!

Of course, there is an answer. But this answer is not as simple as you and I wish it were. It is rather complex and instead of one reason we must accept scores of different reasons some of them working in the same direction, others working in opposite

directions and still others without any visible connection at all.

Let us start with the object we wish to remember. Although this object is obviously the last thing to blame for our remembering or forgetting it. The lake, surrounded by mountains and trees, which we passed last year in our car remains the same in spite of the fact that Raj remembers it in minute details and Kumar has forgotten all about its existence.

So, it is not the object itself that can be blamed; it must be something, which is subjective- that is in our minds although of course in some way connected with the object in question. This something may be called "interest". It is interest, which compels us to give undivided attention to certain objects and to concentrate on the exclusion of other thoughts that might interfere.

Thinking back to school days again, you will realise that there were some objects, which interested you very much and which you, still remember. There are others, which did not interest you at all, and you have forgotten almost everything you ever knew about them.

It is the same in everyday life after school. If somebody makes you a proposition that may be vital to your career, you listen very carefully, your mind does not wander to other things, and you concentrate on the issue in question.

Whether or not you accept it, you will remember it for years to come. From all this we can draw the conclusion that one of the most important fundamentals of memory and memory training must be the creation of interest. To concentrate on something without being interested is very difficult for everybody and then, impossible for many.

If you are honest with yourself, you must admit experiences like this. You read something that does not interest you very much, and your mind starts wandering around while your eyes still follow the letters and the lines. When the chapter comes to an end, you have only a vague idea about its content; perhaps

you may even have no idea at all.

Then, as a contrast, think of yourself being virtually interested in horse races. You go to the races and you bet a fairly high sum on horse no.7. The race starts and your horse is far behind. He catches up and after the first lap there are only two horses ahead of him. Then he falls back, then catches up against. He outruns the third horse, the second and finally the first. You collect a considerable amount of money and you and your family have a grand time. I am sure you agree that such an incident will be remembered for a long time. The main reason, of course is the concentration, the undivided attention with which you followed the race and the interest monetary and otherwise-that you took as the outcome.

Therefore, before we go further make it your rule to stop reading this book the moment your interest begins to flag. All the experiments described in the following chapters require your full concentration, and only undivided attention will lead to success. There is no point in going further if you fail in any one of these exercises. It may be necessary for you to repeat an experiment two or three times, but do not skip anything or go ahead without mastering any chapter as you go along. It will do you no good to skip or jump.

If you proceed slowly, each new experiment will hold your interest, you will watch the improvement of your memory faculties with keener concentration than the horse race, and you will make the most out of every new chapter.

*The formula for achieving a successful
relationship is simple:
you should treat all disasters
as if they were trivialities,
but never treat a triviality as if
it were a disaster.*

-Quentin Crisp

MEDICINE AND MEMORY

In our day to day life we come across numerous advertisements tablets, capsules and tonics, claiming they can improve your memory. Many of my students asked me about the effectiveness of these medicines. The most common question is whether these medicines in any way improve the memory? The one word answer could be yes. I carried out a small experiment to know the effectiveness of the medicine, the same I will share with you.

I collected ten persons engaged in almost same field and between the age group of 23 or 27 years.

I told all these 10 persons that I am having a tonic, which can double their memory if they take it daily for 3 months. Before commencing the experiment I took a memory test(similar to one in 4th chapter) of all these persons. Out of 10, I provided five of them with a popular brand of tonic for memory development and the rest five with just coloured plain water. It continued for three months and at the end of three months, a memory test of a similar kind was repeated.

Guess what could be the result? The result was that all of them got scores more than that of the previous test and on an average the increase in percentage of those who had taken the popular tonic was almost same as those who had taken only plain coloured drink.

After a little more analysis I concluded that the memory improvement in all of them could be due to just psychological reason. All the ten persons during the three months gave message to their brain that they are doing something extra for the brain and their brain is getting better every day.

So one of the effective methods of developing the brain is to give the message to the brain that, “My brain is better than any computer of this world and every day it is becoming better.”

MECHANICS OF REMEMBERING

The object itself and the interest in the object are of greater importance for our memory, but equally important are the means of reception. We must distinguish among eye-minded, ear-minded and motor-minded persons and for any kind of learning and memorizing it is of utmost importance to know the types to which one belongs.

We call a person “eye-minded” if he remembers best the things, which he hear, the stimuli, which are conveyed, to his brain cells by means of his eyes.

We call a person “ear-minded” if he remembers best the things, which he ears, the stimuli, which are conveyed, to his brain cells by means of his ears.

We call a person “motor-minded” if he remembers best the things, which are connected with a certain motion either a motion that he carried out himself like writing or playing an instrument or a motion that is directed against the surface of his body, like the prick of a pin, or a sting of an insect.

It goes without saying that an eye-minded person profits most by learning from books, because his memory retains the printed words, sentences and paragraphs.

If he goes to the cinema, he will remember actions and incidents he saw on the screen, while the spoken words become hazy and fades away.

In contrast to him, the ear-minded persons profits more by lectures than books, since his memory retains everything picked up through the ears. He may be able to repeat a conversation almost verbatim and at the same time have difficulty in describing what the person with whom he conducted this

conversation looked like. If he attends a cinema, the sound of words and music will stay with him, while the actions are very soon forgotten.

Motor-mindedness refers to the remaining senses, which are touch, smell and taste. With most of us they rank far behind sight and hearing, but of course there are exceptions. A blind person, being deprived of sight usually develops all the other senses to a remarkable degree. This fact is important because it shows without the help of complicated tests that every sense can be developed and can be improved.

It must be understood that no human being is 100 percent, eye-minded, ear-minded, or motor-minded. We usually have all these qualities, and the only question is which of them is the prominent in a single individual. We know that three quarters of all human beings are eye-minded anywhere between 60 and 80%, while the balance is divided between hearing and remaining senses.

Among the people who are preponderantly ear-minded, musicians are foremost, especially those who are able to repeat a composition, which they have heard but whose score, they have never seen?

It is interesting to note that the same types occur among animals. The eagle, for instance, relies for his survival entirely upon his marvelous eye, which enables him to detect his prey from an altitude so high that from it you or I could hardly distinguish a city from a forest. The deer's survival rests mainly on his ear, which catches the slightest shaking of a thing. Whereas the dog has developed a sense of smell which far surpasses his sight and hearing.

Although our way of learning and memorising any given material depends to a large extent on the type to which we belong, astonishingly, a few persons are really aware of their type. It is quite natural that a person who is preponderantly eye-minded should try to learn as much as possible from looks and that a student who is preponderantly ear-minded makes better use of his time if he attends as many lectures as possible and listens to his professor's voice. However as I said before, nobody is 100% eye or ear-minded, therefore it is an advantage for the student who learns from books and reads aloud. If he does his ear will come to the aid of his eye, and he opens two channels to his brain instead of only one.

The motor-minded person will do best if he writes down as much possible. If he is eye-minded and motor-minded he may copy from his books. If he is ear-and motor-minded he should take notes while listening to the lecturers. At any time, it is an advantage to know one's type and to arrange one's learning and memorising accordingly.

As I mentioned before, there are not too many persons who are aware of their types as far as receptions are concerned. Ask a musician who plays a composition by heart how he does it, and in most cases he will answer that he does not know. However if you insist that he examine what is going on in his mind while he is playing, you may hear all varieties of answers.

One pianist will tell that he sees or imagines the score before his mental eye while he is playing. He is eye-minded type and he would be able to tell you without difficulty when the page should be turned. In contrast, the ear-minded musician follows his ear and it is quite possible that he has never seen the score

or that he would not be able to read it if he had, because he does not know musical notation. Finally the motor-minded pianist would be able to play the composition even if the piano was mute. He relies neither on the score nor the melody. What he remembers best is the improvement of his hands. The mechanical part of the pianist is at work.

I have often been asked how we can check our type if we don't know it. There are two procedures which I can recommend. One of them works better if you wish to test yourself, the other work better if you wish to test somebody else, for instance your friend etc.

If you wish to test yourself select two paragraphs of equal length from a book. Each of them may cover perhaps half a page. Read the first of these paragraphs silently to yourself. Check the exact time you need for reading it. Then write down on a piece of paper what you remember.

Having done this, ask somebody else to read the second paragraph for you to listen. The time needed for the reading must be exactly the same as the time, which you spent in reading the first paragraph, this is important. When your friend has finished his reading, write again on one piece of paper whatever you remember. Then compare your two papers and see whatever you remembered more of the paragraph you yourself read or the paragraph you listened to.

This experiment should be repeated at least three times. With each new experiment the material used should vary in length. If you used half a page first time, choose a full page the second time and two pages the third time. Naturally the material used in one test reading and listening must always be of equal length.

The conclusion will be easy for you. If you find that you remember more of those paragraphs, which you read for yourself, it means that you are preponderantly eye-minded, if you remember more of the paragraphs you listened to, it means that you preponderantly ear-minded.

If you also wish to test whether or not you are motor-minded, copy the paragraphs in paper for an additional test.

It is somewhat easier to test someone else, especially if he does not know in advance what the test means. I am giving you a list of ten words, which you might read to him. Tell him only to write on a piece of a paper the first word, preferably noun or verb which comes to his mind when he hears a word that you call out to him. Here are the ten words: Wall, cake, book, noise, file, river, letter, bird, flag, and hat. Then look at the words, which your contestant wrote generally speaking, there are two possibilities

A. He may have written words like these:

1. Picture, paper, ceiling
2. Flour, sugar, icing
3. Page, illustration, test
4. Propeller, music, serene
5. Paper, drawer, box
9. Cloth, mast, signal
10. Ribbon, straw, felt

B. He may have written words like these:

1. Hall, ball, value, volt
2. Make, bake
3. Look, hook, bug

4. Poise, choice, moist
5. Pile, mile, fine, fire
6. Liver, ringer
7. Latter, ladder, ledger, lecture
8. Flirt, hurt, birth
9. Bag, drag
10. Bat, chat, flat

Of course, all these words are only examples, and the variety of words, which your contestant may have written in response to the words called out to him, is almost unlimited.

But whatever his response is, a survey of his answer will show whether more words are similar to Group 1 or whether words are similar to Group 2.

As you see the examples which I gave in Group 1 contains words which somebody with a vivid imagination may see, if he thinks of wall, cake, book, and so on. The examples given in Group 2 indicate words, which are similar in sound to the words, which you called out to him. Therefore, if you check your contestant's papers, you must compare the words, that you gave him with the words that he wrote down. If you find more words, which belong to Group 1, your contestant is preponderantly eye-minded, if you find more words which belong to Group 2, he is preponderantly ear-minded. By checking the number of words belonging in each of these two- Groups, you can even find the approximate percentage of his eye or ear-mindedness.

You can also see, why it is an advantage for your contestant not to know in advance the purpose of the Test. If he knows it in advance he will become too conscious of the association, which he forms. He will watch to see whatever he tends more to visual or to auditory associations, and such watchfulness is detrimental to the purpose of the test.

USING ALL THE SENSES

According to Dr. Bruno Frost, on an average we remember.

- ◆ 25% of what we read
- ◆ 35% of what we hear
- ◆ 50% of what we see
- ◆ 60% of what we say
- ◆ 75% of what we do
- ◆ 90% of what we read, hear, see, say and do.

That's why, **TRY TO USE MORE OF YOUR SENSES.**

Synesthesia

The Russian Journalist Soloman Veniaminovich Shereshevskii (known as Mr. S) is a perfect example of a person who utilized all his senses to the optimum. His memory was so perfect that, if asked to recall a particular event of a particular day, 15 years back, he would enquire the time it happened. As soon as the data was provided (the time) he could narrate the entire incident perfectly including the colour of the clothes of those present at the moment.

His secret was Synesthesia: the ability to express a memory generated by ones sense, in terms of another-sound expressed as colours. Information can be encoded in our minds with rich associative images.

The result of this is vivid, highly interactive and imagery. The more sensory channels you engage, the better your learning, Start with a visual image, link it to sound, feeling, smell and taste. The more the association, the more are retrieval clues for fast recall.

Keyword : Sight, Smell, Taste, Touch.

The human body is the best picture of the human soul.

-Ludwing Wittgenstein

MEMORY POWER OF SMELL

“To preserve the vivid memory of an experience, link it to a scent”

Think of scent as a memory preservative. Having a specific odour repeatedly in a same setting will help to tap, it into your brain’s powerful capability to make links and association.

Smell is our most potent sense when it comes to memory. Certain neural pathways run straight from your nose to the hippocampus, the center of learning and memory in your brain.

Unlike other senses, which have to go through a bunch of relay stations in the brain, smell has a direct line. It is like the red telephone in the U.S. President’s office which is directly linked to Moscow.

You can tag events in your life by tying them to a fragrance. For example, bake the same buns when you’re having the family over for Christmas every year. Peel an orange right before you dial a friend’s phone number. Light a vanilla scented candle whenever you do crossword puzzles.

By invigorating, your odour universe and linking smells to experiences, you can send them straight to your long-term memory.



Smell memory

In a full heart there is room for everything, and in an empty heart there is room for nothing.

- Antonio Porchia

MEMORY FOR NUMBERS

Do you want to remember a phone number without looking it up? It may be as simple as thinking of your anniversary or your grandmother's birthday.

You can remember numerical sequences of any length by using catchy reminders. If you want to remember a three digit number, for instance, think of it as time. So, 235 becomes 2:35 p.m. Then, to further hardwire it into your memory, associate that number with what you are generally doing at that time of day, such as taking a coffee break or watching your favourite talk show.

Break down a longer number into smaller, more memorable parts. So, 402,111 becomes 40,21,11, which could be your age, the legal drinking age in your state, and your lucky number. You can also translate a number into a word using your telephone keypad. So 56,425,377, for instance, becomes “knickers.”

Keyword: Number association.

*A friend can tell you things you
don't want to tell yourself.*
- Frances Ward Weller

LEARN THE MNEMONIC WAY

A well-crafted acronym can help you recall the most insignificant item on any shopping list.

Take the first letter from the name of each item you are trying to remember and then arrange those letters into a word. If you need to buy hamburger, tomato, onions, ketchup, olive oil, cabbage, and radishes, you have the letters K, T, O, K, O, C, and R to work with. It does not seem too promising, does it? Rearrange them a little, and you just have to remember to buy HOTROCK while at the store. The same can be done with errands you need to go on (pay for the PEC- power, electricity, and cable) or things you have to remember at work (do FIRE-filing, invoicing, reading and e-mail).

If you do not have enough letters to make full words then you see a close-matching substitute. LIMPS, for example, is a good substitute for LMPZ because it will probably jog your memory well, if not better, than an unrelated cluster of consonants (find more in the book).

Keyword: Mnemonic way.

*Sometimes it's worse to win
a fight than to lose.*

- Billie Holiday

WHAT'S YOUR NAME

Yeah ! I know you are working with TELCO and of course we met at the INDIAN HABITAT CENTER just the other day.

Oh ! Excuse me.....I can't remember your name.

This even happened to you?

It is difficult to remember every name you came across but would be nice if you could remember all of them.

How do I Remember the Names?

If I am introduced to anybody called Sanjay, I carry out the following mental process.

Step 1: I identify the person I know already with this name .

For instance the actor Sanjay Dutt.

Step 2: I associate the known person with this new person. This is done by visualizing, engage them in some different activity together. The entire process does not take more than 2-3 sec. This exercise uses three principles of memory :

- a) Association
- b) Activity (Motor) in some activity
- c) Visualization

To remember the name of a person, apply the following principles.

- 1) Get the name clearly.
- 2) Repeat it immediately after being introduced.
- 3) Repeat it to your self several times.
- 4) Find the meaning of the name.
- 5) Connect it with a face.

Keyword: Attention

If you're going to play together as a team, you've got to care for one another. You're got to love each other.

- **Vince Lombardi**

THE MOTOR MIND

You already know that exercises strengthen the muscle and cardiovascular tone, improve your body's abilities to use nutrients and oxygen and make you look great.

While we all know the physical effect of exercising our body few of us stop to consider what mediates those effects-the brain.

Brain Mediates Physical Effects of Exercise

When you exercise any mental function, the brain cells which control that function become active and develop cellular memories of the exercise.

If you are engaged in a physical activity, e.g., playing a piano or cycling or dancing or anything that requires coordinated movement, you will notice that your performance gets better with practice. Your movement becomes quicker and less prone to error.

The basis of your performance was not in your muscles but in your brain. As relevant nerve cells developed their adaptive memories of your physical exercise, the movement they controlled became more fluent and decisive. Obviously, then, the more activities you are willing to try to learn, the more you will increase the neural adaptation of larger numbers of brain cells.

Thus, physical exercise builds not only its own neural adaptation, enabling you to get better at a specific activity in which you are engaged, but it also stimulates the plasticity of brain cells in connected brain system that you can call on for a wide range of uses in the future.

Keyword: Physical exercise.

I don't know the key to success, but the key to failure is trying to please everybody.

- Bill Cosby

MEMORY REFRESHER

Do you know the two most important things for our lives? They are Air and Water.

Water is present in all parts of the body. In certain organs such as lungs and the brain the quantity of water is much higher. Body fluids such as blood, lymph, saliva all contain water.

All these organs along with the brain would function much better if they got the adequate water. The chemical substances provided by the brain are sported to different parts of the body through water. Hence if you want your brain to function well you must drink a lot of water :at least 8-10 glass of waters a day. Do you also feel physically and mentally tired? Do you perspire a lot?. Drinking water would immediately replenish your energy. To briefly list the advantages of this elixir of life.

- a) It maintains the normal volume of fluids such as blood and lymph by diluting them to their required consistency.
- b) It regulates the body temperature and flushes out toxins through urine and sweat.
- c) It makes the skin very supple.
- d) It speeds up the body metabolism thus enabling the digestive system to work properly. All these factors have a tremendous impact on the brain and enable it to function properly. Information is stored and recalled much better and faster.

Keep your water bottle with you always to refresh your self any time- at the study table, in the examination hall etc.

Keyword: Water

*You can't be any closer to God than
You are to the person you love least.*

-Les Giblin

MARKER LANDMARK EVENTS

If you are unable to remember the exact date or month or year when you shifted to your new house, try thinking about the other events going on in your lifetime.

Whatever had happened in your life long back, did not happen in isolation from other events. Try taking some clue or marker for certain events that will help you to focus on your life at that point. Some major political happenings, sports events, hit movies or popular songs at that time may also help in bringing your memory back to a particular time.

All you need to recall is to begin thinking of other details of your life while establishing a certain memory of that period in your mind.

If still unsuccessful, your marker can provide you at least with a time frame that could be used for additional enquiry from family members and friends if necessary.

Use significant events of your life such as getting a degree or job as memory markers.

Keyword: Major events.

*The greast discovery of my generation is that
a human being can alter life
by altering his attitudes of minds.*

-William James

DELIVERING A SPEECH WITHOUT NOTES

How do you feel about speaking in front of a group of people? Like many others you too won't be keen on the idea. The natural response is the fear of forgetting the speech.

One alternative that people go in for is using a manuscript.

What is wrong with using a manuscript and reading these ideas which you have carefully placed on paper?

Everything is wrong with a manuscript. In the first place, the contact between the speaker and the audience, which is most vital for of the success, is missing.

How do you Deliver a Speech without Notes?

Solution: Suppose you have to deliver a speech on "Qualities of leadership".

Step I: You must gather and review your material.

Step II: You must classify this material, and choose when to use introduction, the body of the speech, and the conclusion.

Step III: Select the keywords (also read chapter: *Learning long theory - the keyword method*). Arrange the keywords in the same order as it is in the formal speech.

Suppose, the keywords for the speech are:

1. Unwavering courage
2. Self-control
3. A keen sense of justice
4. Definiteness of plans
5. Definiteness of purpose
6. The habit of doing more
7. A pleasing personality
8. Sympathy and understanding
9. Mastery of details
10. Willingness to assume full responsibility
11. Cooperation

Step IV: Now look/associate these 11 keywords with the first

11 mental storage (Chapter: *how to develop mental storage vault for things*).

For example, let's say, we want to remember the fourth point of the speech "The habit of doing more".

Associate it with the fourth item "Table" (in this case).

This we can do just by thinking that a good leader working round the clock sitting on a Table.

Don't forget that good speaking entails practice and don't expect a perfect speech in the first attempt.

But in this chapter I have given you the basic tools you need.

If you use the "Mental Storage vault method properly, be assured, that you will be able to speak on your own whenever the opportunity arises.

Keyword : Mental Notes.

*Sometimes it's worse to win
A fight than to lose.*
- Billie Holiday

FEELING POSITIVE

Enjoyment makes life worth living. It helps us feel better about ourselves and helps us to gain insight from our experience. According to a Survey /Study, people from various fields such as artists, athletes, chessplayers, engineers, doctors, musicians etc. were asked how they feel while performing an activity they enjoy. Their description of enjoyment were similar despite the fact that their activities were varied.

You often cease to be aware of anything outside the activity you engage in, provided you enjoy it. Self-consciousness and self doubt disappear and you are likely to lose all awareness of time.

It is important to reward yourself to have an enjoyable experience of any activity. Any mental activity that feels good induces positive changes in the brain, ranging from the release of natural opiates to the consumption of more brain enhancing oxygen and nutrients. The memory created by these neural changes make it easier for you to engage in the mental activity the next time you attempt it.

Keyword : Enjoyment.

*Numbers don't mean anything....
Because it's people that count.*

- Will Rogers

THE SLEEP TRICK THAT WORKS

Effective sleep is a must for effective studies. Often, students complain that many times they face the problem of sleeplessness. *Is there a technique to fall asleep as soon as you go into bed?*

To find out the answer I studied numerous book on effective sleep and sleeping habits and also experimented with the suggestions I got. Following are the suggestion:-

Suggestions-

1. Do a little meditation just before sleep.
2. Read a boring book.
3. Visualize black colour (or no colour) in mind.
4. Drink milk just before sleep, etc.

All these suggestion did not work. Then I got the required key from one of the books on sleep. It says: “While in the bed close your eyes after switching off the lights and think that I will not sleep tonight”. Yes, think again, “I will not sleep tonight”, think of it continuously. It will not take more than 5 minutes before you fall asleep but don’t count the time.

The principle which works here may be debatable but one thing is sure that you will definitely have a sound sleep. Many of my students find it beneficial.

So try it the night you are concerned by the problem of sleeplessness.

(Also read the chapter: *Effective sleep for effective studies*)

Keyword: Think opposite.

*A drop of honey catches more flies
Than a gallon of gall.*

- Abraham Lincoln

***BREAK THE NIGHT'S
FAST : HAVE BREAKFAST***

Breakfast improves your work performance efficiency and thinking ability. Several students have shown that in memory related experiments/ tests subjects who had eaten a proper breakfast performed much better than those who hadn't.

Even if in a hurry do not skip breakfast. You could have a glass of milk, juices, dry fruits, biscuits. That will ensure the required glucose level in your blood. This will energize the body and the brain and they will work better.

Thus no matter what, one must have a morning meal every day.

Keyword : Breakfast.

It is well to remember that the entire population of the universe with one trifling exception is composed of others.

-J.A.Holmes

MEMORY FRUIT

Apples are rich in Iron and Boron. Iron and boron are two very important minerals which help to stimulate brain activity. Studies have proved that increasing the intake of boron from 0.25 to 3.5mg daily improves the memory performance. You can get much of it from apples, grapes, peaches, cherries, carrots, potatoes and cinammon.

An apple a day keeps the doctor away and places your memory the right way!

Keyword : Apple

Acquaintance, n. A person whom we know well enough to borrow from, but not well enough to lend to.

- Ambrose Pierce

CAFFEINE-THE MEMORY BLASTER

Small amounts of caffeine intake say, a cup or two of coffee daily may activate your short- term memory. But it will help only when it is taken at a time when you are feeling low and sluggish. It is useful to take it in the morning when you really need to get / going.

If you are already feeling active, do not over stimulate yourself by consuming coffee because that may hamper your memory.

Caffeine affects serotonin, the chemical messenger in the brain which helps to improve the short-term memory.

The source of caffeine is not only coffee but also most of the teas, carbonated sodas such as colas, coffee-flavoured ice-creams and yogurt.

So, one must keep in mind the possible impact these products may have on one's memory before consuming them.

Depending upon what time you are taking a cup of coffee, it may boost or jeopardize your memory.

Keyword: Caffeine.

*I will speak ill of no man
and speak all the good I know
of everybody.*
- Benjamin Franklin

MUNCH BETWEEN THE MEALS

If you feel lethargic and your performance level is going low, try having the afternoon snack. This will improve your performance and memory.

Many times we feel a dip in our enthusiasm to work after a few hours of lunch.

Have some fresh fruits like bananas, apples, oranges or curd juices or try some vegetable salad, yogurt, juices or even snakes or cookies etc. Besides keeping you healthy, it will invigorate your brain.

Your body and brain would feel energetic if you take snacks in between.

Keyword: Snacks.

*The proper office of a friend is to side
with you when you are in the wrong.
Nearly anybody will side with you
when you are in the right.*

-Mark Twain

***BREAK THE INFORMATION IN TO
SEVERAL BITS***

Our brain has a peculiar system to locate a particular information. Any information that is passed on to the brain by breaking it into various sensory stimuli-visual, auditory, etc. is likely to be glued for a longer period and that too with its vivid details. It is so because each sense stimulus is stored in a specific part of the brain.

Allow your senses to interact with as many of senses as you can. Use your sense of sight, sound, smell, touch, taste (wherever possible) and also body movements and positions.

You can also make emotional connections. It is likely that Mr. Rajan's face or name reminds you of your primary teacher. Using this method of association, one is more likely to remember things. You can also help plant the name in your brain by addressing him by name during your conversation. You can say, "Pleased to meet you, Mr. Rajan".

Breaking the information into lots of bits and recalling it with a wholistic approach will help tremendously.

Keyword: Bits.

*Genius is 1% inspiration and 99% perspiration.
- Thomas A. Edison*

SELF TALK

In order to avoid the mind from getting distracted, it is essential to keep ones thoughts focused. Try talking to yourself, it helps to focus thus making things easier to recall. For example. while parking your car near a market place, get out of the car and talk to your self as you walk through the lane. Tell yourself where you have put the car keys. What your shopping list is, the shops you have walked past....

When you are through with your jobs, repeat the exercise in reverse. You will easily locate your parking slot.

It is easy to recall the place where you have kept something important provided you consciously keep your mind aware.

This will enable you to remember activities like whether you have taken your medicines, kept your papers etc much better. It is important to verbalize your action so as to remember them.

Keyword : Verbalization.

*Be wiser than other people
if you can, but do not tell them so.*
- Lord Chesterfield

THE WEAKER SIDE

Using your nondominant hand to open the door to your house might unlock a stifled memory.

Have you ever tried to write your signature with your nondominant hand? Remember how hard you had to focus to get even your first name down on the page? By struggling through an activity that normally comes very easily to you, you are activating under used pathways in your brain that are just waiting to be tapped.

Pick any activity that you naturally do with one hand or the other like brushing your teeth, buttoning the shirt, tying your shoes, playing cards. When you do it with the opposite hand, the brain registers the immediate contrast to your normal *modus operandi*. Opposing brain hemispheres, normally unchallenged when doing this task, are activated by the sensory and motor information sent by that different hand or foot, which means major gains in brain circuit development.

Try to incorporate several nondominant hand tasks into your daily habits. Like any life style change, you may not feel immediate results, but they will gradually accrue over time.

Naturally, though this challenge is just for risk-free tasks, be a little cautious about using your nondominant hand for certain things. You don't want to cut steaks or use power tools or chain saw.

Keyword: Left hand.

The man who goes alone can start the day. But he who travels with another must wait until the other is ready.

- Henry David Thoreau

GO OUT OF ROUTINE

Just about any habit can get a bit mind numbing. In order to keep your wits sharp, it's crucial to shake up your brain a little bit.

You don't have to quit your job every year or move across the country to get the change of pace your brain is hungry for. A few alteration a day can give your brain enough stimulating charge to brighten that light bulb in your head. By changing your routine you are moving away from relying on a set of well-worn mental path. Always looking for refreshing new opportunities to dampen the daily humdrum like rearranging your furniture, driving a new route to work, wearing your watch on the opposite wrist. The visual change will shift your mind out of automatic mode and help forge new connections in the brain.

These changes may not help you remember 50 names instantly or prompt you to recall a huge text but they do enhance an overall brain fitness. Varying routines allow you to have a larger repertoire of possible avenues for information to flow through your brain. You will have a larger network to rely on for greater powers of association , greater creativity, and more flexibility in the ways you think.

Keyword **Out of routine.**

*No matter how much work you can do,
no matter how engaging your
personality may be; you will not
advance for in business if you cannot
work through others.*

- John Craig

***CHARGE YOUR BRAIN BY
VISITING A NEW SPOT***

Seeking out and visiting a special spot in nature can improve your memory by helping you to increasing your focus, to relax, and to sharpen your observational skills.

One issue with memory is 'divided attention'. If you take time in nature to recharge your batteries, you will feel clear and your memory is likely to increase.

Find a spot in nature that you connect with preferably within walking distance of your home or work.

The spot you choose could be on a rock near a lake, in a small stand of woods, or even in a quiet park. Try to spend at least half an hour there once a week, and do not take anything that might distract you, such as a book or a personal stereo.

Let your senses deliver message to you by using 'soft eyes', not focusing too strongly on any one element. Think about how perception is sharpened, as you spend more time in your spot; do you notice the sweetness of honey suckle, the colour of sunlight through leaves, or the harmony of the singing birds?

'Emotional old business' will fade away and you will become more focused and alert. Memory is tied into being grounded and centered and living in your body. Immersion in nature helps to create a profound sense of balance and physical awareness."

Keyword: New place

WHERE DID I KEEP MY KEYS

“I am unable to locate my book which I kept somewhere only yesterday. I could not find the pencil or the spectacles.”

Almost every day, we spend some part of our precious time in searching for our belongings. It is a very common memory problem and we would definitely like to get rid of it.

Why it Happens

This is called absent-mindedness, i.e., absent mind. Look at the problem from a logical angle.

While you were keeping your keys, possibly your mind was thinking of something else. At the very first place, the mind has not registered at all the placement of the key. So why should you expect to recall something which you have never learnt?

The absent-mindedness problem is more likely to happen when you are overburdened with work or when you are trying to do too many things in a little time or when you are tensed or worried about something. In all the above cases, the mind is preoccupied and hence is unable to register the body’s physical movement (like moving of hand towards table to keep the keys, etc.)

Solution

You can save yourself from absent-mindedness by following these steps:

Step I: Try to avoid all the above situations which may result in absent-mindedness and always be systematic and practical.

Step II: Stop worrying (Read chapter: *The 2- minute stress buster chart*).

Step III: At that moment, when you are unable to find a particular thing, stop panicking and instead, with open mind, visualize back (like reverse movie) in a step-by-step manner. Imagine what you did just before and after placing that particular lost object.

This exercise will automatically bring you closer to the place where you have kept that particular thing.

| | |
|----------------|----------------------------|
| Keyword | Present-mindedness. |
|----------------|----------------------------|

PLACEBO - THE DUMMY PILL

It is well known that physicians regularly use placebos, sugar pills or pills with absolutely no real medicinal properties. The patients, however, are told that the pills are powerful medicine. Countless studies have proved the high effectiveness of these “mind only” medications.

In a 1979 study, patients with severely bleeding ulcers were split into two groups. One was told that they were taking a new drug that would bring immediate relief. The second were told that they were taking an experimental drug, but not much was yet known about its effects. The same drug was administered to both groups: 75 percent of the first group improved and 25 percent of the second group.

The only difference was the patient’s expectations. At Harvard University, Dr. Beecher researched pain in postoperative patients. Some were administered morphine and some a placebo. The morphine controlled the pain in 52 per cent of the patients who received it, the placebo controlled the pain in 40 per cent of the patients. In other words, the placebo was 75 per cent as effective as the morphine.

The brain, expecting the pain relief, actually triggered the production of endorphin, the naturally produced opiate chemicals that block the neuro transmitters which allow the sense of pain to register on the brain.

Mind Mechanism

Many researchers are now convinced that a good proportion of the benefit derived from real medication is received from the placebo or “halo” effect. Since everyone, including the doctor, knows that extensive testing goes into new drugs, when one is released for use, the doctor expects it to work, the

patient expects it to work-and it does work. A placebo works because the subconscious mind finds ways of bringing about what you imagine and believe will happen.

Because of the undoubted power of the mind to produce healing or, indeed, sickness in the patient, doctors worldwide are more and more moving towards holistic medicine. Holistic merely means (w) holistic - treating the whole patient- not just his body, but his mind too.

In one of the most dramatic proofs of the power of mental attitude over recovery rates, 152 cancer patients at the Travis Air Base in California were rated by their doctors. Without exception the patents with positive expectations had far more successful recovery rates. In fact, only two out of the negative attitude patients showed any response to treatment at all, so much so that the physician in charge was able to state that “a positive attitude toward treatment was a better predictor of response to treatment than was the severity of the disease”.

The above examples illustrate the power of imagination to suggest behavioral and attitude changes. In some instances, the power was brought about by autosuggestion; the mind voluntarily created its own reality. In other instances, the suggestion was from an external source. Someone had ‘put the idea in the subject’s head.’

Keyword: Dummy pill effect.

*You can't be any closer to God than
You are to the person you love least.*
-Les Giblin

***YOUR IMAGINATION CAN
MAKE IT HAPPEN***

The subconscious mind cannot differentiate between what is real and what we believe is real .

I have collected several true stories to support the above statement.

Proof 1

“Man freezes to Death in Refrigeration Car.” The 1964 headline was hardly startling, but the circumstances were .

A man had become trapped inside the refrigerator car as the door accidentally slammed on him . When he was found , he had all physical symptoms of having frozen to death. Yet the refrigeration unit was switched off and at no time had the temperature been at or even close to freezing . He believed he was going to freeze---and his mind had produced the physical effects to create hypothermia and freeze him to death.

Proof II

Dr. Cheureul, a researcher, spoke quietly to his subject, who was holding a pendulum over a straight line on a piece of paper . “Keep it as steady as you can ,” he instructed , “although you will find that the pendulum is bound to swing up and down the line because of earth’s gravitational pull.”

After a few minutes, the pendulum began to swing quietly, although the reason Cheureul gave was abosoutely bogus. There was no reason for the pendulum to swing other than the subconscious suggestion that it would .

Proof III

Dr. Rosenthal , a California psychologist, administered IQ tests to a public school class. He totally ignored the results, but nevertheless divided the class into two groups. The first group, he informed the teacher, was considerably brighter than the second. There was in fact no difference.

The children were never told about his conclusion and the teacher was told to treat all the pupils the same .

Eight month later, the grades of the two arbitrarily classified group

were compared . The first group had grades 28 percent better than the second group and their IQ actually measured higher ! Without one word being said, the teacher had managed to communicate, quite subconsciously, a higher expectation from the first group and a lower expectation from the second group, all without the subjects even knowing of it . The teacher had created a better learning environment for the favoured group, and it worked.

Proof IV

Students in a class were asked to memorize a poem. Another identically matched class was also asked to memorize the same item, but this time they were told that the poet was famous. The second group remembered 60 per cent more than the first group, in the same time period. The authority of the poet suggested it was important to learn.

We act not according to what things really are but according to what we expect them to be, believe them to be, and imagine them to be. "Imagination", said Napoleon, "rules the world," He should have known, for he actually rehearsed every battle he ever fought in his mind weeks before the event, going over his own tactics, visualizing the enemy defenses, their reaction, and the terrain. Napoleon was 105 years ahead of his time.

So, if you really want to make it (your goal) happen, first make it happen in your imagination.

Try to rehearse the whole process as clearly and as often as possible.

Keyword: Mind power

Ninety percent of the art of living consists of getting along with people you cannot stand.

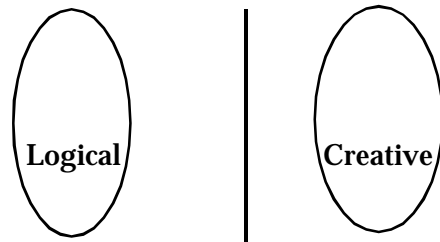
- Samuel Godlwyn

PART -IV

EXERCISES

THE CREATIVE SIDE

Our brain is divided to two parts :the left side is the logical part while the right side is the creative part.



As students, teachers, professionals we are logical most of the time and use the *left* side of the brain to carry out our activities. Infact, we are hardly creative most of the time.

Neglecting one part of the mind will lead to poor performance. For a healthy mind it is imperative to tap your creativity also.

Exercise 1.

As quickly as possible, check out every possible use of a clip. Do this exercise for two minutes and check your result.

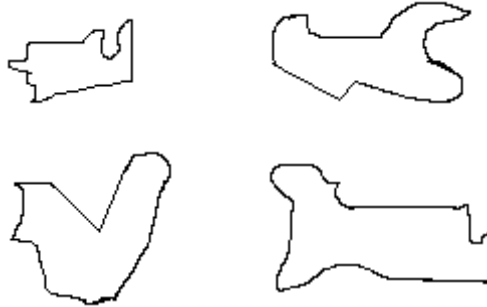
Scores

| | |
|--------------|--------------------|
| 3 to 5 | Average creativity |
| 7 to 8 | Good brainstormer |
| 12 and above | Exceptional |

Open up your mind

Observe the direction 'Every possible *use* of a paper clip'. A rigid mind will restrict the term 'use' to a standard application of a clip, will assume the clip is made of a standard size or and material. The creative, flexible mind will be far imaginative and generate more ideas and images. A paper clip of any size,or any material will be transformed into any shape. It could be converted into a rod chain by a creative mind. Experiment the same with a glass, a pen or even a telephone set.

Exercise 2:



Concentrate on each of the randomly drawn figures and try to think of an object or a thing which it resembles.

Keyword: Break boundaries.

You cannot shake hands with a clenched fist.
- Indira Gandhi

CONCENTRATION

Concentration is like a donkey. The more you push and pull it in any one direction, the more it opposes. Similarly, the more you try to concentrate on any particular subject, the more difficult it will seem.

The best way to focus/concentrate is not by putting pressure on yourself. Do not resist because thoughts will persist. Let them be, just get interested in the subject.

Boost your Concentration

- 1) 1st week : Place a clock on a T.V while watching the news or a T.V, serial. Focus your attention on the movement of the second's hand of the clock, for five minutes. Do not allow yourself to get distracted by the television. Practise this exercise for one week.
- 2) 2nd week : Divide your attention between the second's hand of the clock and the number series 3,6,9.. Juggle with both of these in your mind. If you lose track often a while, start all over again. Do the exercise for five minutes for one week. Each time change the value of the series, for eg. 4,8,12,16 or 3,7,11,15...,
- 3) 3rd week : Concentrate on the motion of the second's hand with $\frac{1}{3}$ of your attention. With $\frac{1}{3}$ concentration sing a song and with the remaining, focus on a number series. Do the exercise for a week.
- 4) 4th week : You can now invent your own concentration exercise.

| |
|----------------------------------|
| Keyword : Clock exercise. |
|----------------------------------|

***HOW TO DEVELOP MENTAL
STORAGE PLACES FOR THINGS***

Given below the names of 20 objects found in most homes. Think of the ones in your own home and imagine them in the following order:

| | |
|---------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| In your kitchen 1. Sink 2. Stove 3. Utensils 4. Table 5. Refrigerator | In your bathroom 11. Bath-tub 12. Lavatory 13. Shelf 14. Mirror 15. Towel |
| In your living room 6. Telephone 7. Easy chair 8. Lamp 9. TV set 10. Poster | In your bedroom 16. Bed 17. Book Rack 18. Waste-bin 19. Curtain 20. Alarm clock |

Read this list over and mentally see each one of these familiar objects in your own home. Next, associate them in a sequence. For example, in your kitchen, there are 5 items. In your living room also there are five items, numbered from 6 to 10. In your bathroom, the bath-tub stands for number 11, the shelf stand for number 13, and the towel stands for number 15. In your bedroom, the bed stands for number 16, the curtain stands for number 19, and the alarm clock stands for number 20.

Now, I am going to show you how to use your imagination to associate images of things on a shopping list with the pictures of those things in your home which are so familiar to you. When you follow these instructions, you will prove to yourself that

you do have an imagination and that you do have the ability to remember.

Here is a shopping list. I will now explain how to remember it by associating each item on this list with the object in your home.

- | | |
|-------------|--------------------|
| 1. Pen | 11. Juice |
| 2. Soap | 12. Onions |
| 3. Pencil | 13. Lock |
| 4. Flower | 14. Knife |
| 5. Cassette | 15. Cream |
| 6. Paint | 16. Cycle |
| 7. Torch | 17. Shirt |
| 8. Potato | 18. Washing Powder |
| 9. Belt | 19. Playing Cards |
| 10. Bag | 20. Match Box |

Please follow my instruction carefully. I want you to see each of these picture in your imagination. It may sound bizarre, but do this exercise. It is of tremendous importance in developing your memory.

1. You are storing a **pen** in your kitchen **sink**. See it now!
2. You are washing the dirty **stove** with **soap**. Visualize it.
3. See yourself using **pencil** instead of fork kept among the **utensil** while eating food.
4. Visualize a **table** and see yourself engaged in its decoration with colourful **flowers**. Have a look at it.
5. See the deep fridge of the **refrigerator** full of **cassettes**.
6. See you are **painting** your old black **telephone** instrument into glittering red. See it now!
7. Visualize, see that you are replacing one of the broken legs of the **chair** with a yellow coloured big **torch**.
8. Mentally, see that you are placing a **potato** instead of a bulb in the bulb-holder of the **lamp**.
9. Visualize that you are buckling with a **belt** the expensive **TV** set of your house and a bed so that it may not be taken away by thieves.
10. Visualize your school **bag**. When you open the bag in the school, you find the bag full of **posters** instead of books.

Look at it now!

11. See yourself bathing in the ***bath-tub*** with lemon ***juice***. Try to feel the taste of it!
12. Your ***lavatory*** is filled with ***onions***. You're peeling them there and your tears fill the bowl. Look at it now!
13. ***Lock*** your ***shelf*** mentally with a gigantic lock. See it colourfully.
14. See yourself cutting the ***mirror*** into different designs with a big and sharp ***knife***. See the handle of the knife in your right hand.
15. See your ***towel*** covered with ***cream***, shelf dripping with Cream! See it now!
16. You are scared of the road. So you are learning ***cycling*** on the ***bed***. Visualize it!
17. Picture that you are placing ***shirts*** of different colours in the book ***rack*** since there is no space in the cupboard.
18. Your ***waste-bin*** is filled with ***washing powder***. See it now!
19. To prevent others from knowing that you have a passion for ***playing cards***, you are covering the room all over with ***curtains*** before beginning the game.
20. Visualize your ***alarm clock***. Now see a ***match-stick*** instead of the hour and the minute-hands of the alarm clock.

Now write down what you saw with each of these items:

- | | |
|-----------------------|-----------------------|
| 1. Sink _____ | 11. Bath-tub _____ |
| 2. Stove _____ | 12. Lavatory _____ |
| 3. Utensil _____ | 13. Shelf _____ |
| 4. Table _____ | 14. Mirror _____ |
| 5. Refrigerator _____ | 15. Towel _____ |
| 6. Telephone _____ | 16. Bed _____ |
| 7. Easy chair _____ | 17. Book Rack _____ |
| 8. Lamp _____ | 18. Waste-bin _____ |
| 9. TV _____ | 19. Curtain _____ |
| 10. Poster _____ | 20. Alarm Clock _____ |

Stop now and think for a few minutes about what you have just done. At first this probably seemed strange to you. However, you have succeeded in associating a picture representing an object on your shopping list with a picture of something you could not forget because of your familiarity with it.

This method of associating pictures representing items of shopping list with items in your household may also be applied to memorising the points in a sales talk or a speech. Think of how much more confidence you will have when you know you can not possibly forget what you want to say on any occasion! Incredibly simple, isn't it?

Keyword: Permanent storage place

*Never speak of yourself to others,
make them talk about themselves
instead; therein lies the whole art of
pleasing. Everyone knows it
and everyone forgets it.*

- Edmond and Jules de Gondcourt

STRONG OBSERVATION SKILLS

‘So often I get confused between one lane and another.’ ‘I am unable to recall the colour of the shirt my friend wore yesterday.’ ‘O God! Where I have kept my watch?’ ‘Where is the journal section in the library?’

We are often faced with similar situations.

Remedy / Solution:

We need to develop strong observation skills. Let us do the following mental exercises:-

1. Look at the shop window and without counting, try to estimate the number of articles on display.
2. Estimate the weight of subjects like a pen, a glass, a book or some food also.
3. Close your eyes and touch these various objects. Try to identify their shape, the material they are made of and other features.
4. Train yourself to estimate the number of steps it takes you to reach your house from the bus stop, the nearest tree, the lamp post etc. Now, check the actual number of steps. If you are wrong, do better next time.

Keyword : Estimate.

*I don't know the key to success,
but the key to failure is trying
to please everybody.*

- Bill Cosby

CHAPTER-110

DEVELOPING RETENTION POWER

Students often complain that they are not able to retain what they learn on a long term basis. If the volume is large, they get even more confused.

In everyday life, we are not able to retain even a six or seven digit figure like a telephone number-we should immediately pen it down!

The following mental exercises can be of help:-

Mental Exercise I

Mentally recite (without using pencil or pen) the following number series:

Down by 2, up by 2: 100-2, 98-4, 96-6,.....2-100.

Every time you do the exercise, just change the initial values of the numbers, e.g., Down by 3, up by 2: 99-2, 96-4,.....3-66.

Mental Exercise II

Recite a triple ascending series :

Up by 2,3,4: 2-3-4, 4-6-8, 6-9-12, 8-12-16,.....48-72-96.

Mental Exercise III

Recite a triple alternating series:

Down by 2, up by 4, down by 3: 100-4-99, 98-8-96.....52-100-28.

Mental Exercise IV

Recite a quadruple series:

Up by 2,3,4,5: 2-3-4-5, 4-6-8-10, 6-9-12-15,..... 40-60-80-100.

Keyword: Number series.

First, convince him that you are his sincere friend.

- Abraham Lincoln

CREATIVE DEBATING GAME

Ask any friend of yours who is willing to debate on some current controversial issue to write down as many points as possible either in favour of or against the issue. You write down the arguments opposing him. Now discuss both sides of the arguments giving reasons.

If you try to argue both the side of a particular controversy, it will strengthen and improve your logical thinking. During this process, you exercise your mind and hence make it sharp and focused.

To help improve your long term memory you can call your friend again and discuss the same issue once again but this time do it from his perspective without looking at those written points. This will also benefit you in improving your verbal skills.

Strengthen your logic and sharpen your memory by entering into a reasoned argument and debate both sides of any issue.

Keyword: Debate

*The most important single ingredient
in the formula of success is knowing
how to get along with people.*

- Theodore Roosevelt

MEMORY SIGNALS

An age old method of reminding yourself about something by tying a thread around your wrist still holds goods. But, if you don't have a thread at hand then you should use other techniques described below.

Some people turn around their wedding rings, if they are unable to write down the desired taste due to some exigency.

You can set an alarm clock at home or at office at a particular hour. You can also write one on the mirror with chalk or leave yourself a reminder on your telephone answering machine.

Keyword : Reminders.

*There is a rule in sailing
that the more maneuverable ship
should give way to the less
maneuverable craft. I think this is
sometimes a good rule to follow in
human relationships as well.*

-Dr. Joyce Brothers

MEMORY PUZZLE

Ask your friend to make some puzzles by jumbling letters in the words. For examples, *ppéal for apple, wrces for screw, ptrace for carpet, tpanl for plant, trekoc for rocket*. Now arrange meaningfully these jumbling words within a limited time span.

Another method is asking your friend to make up a random block of letters and numbers like the one shown below.

ODS2KG8A2Y1L39PcJM7FH
BJA4VKNOAECNAM34LZ514S
PYTQ9XLPROPNM3F02UNIVE
ZXTR5IRS2PHSDL9KDP8JLF
ST20LJMNDU378J7DNEPQRS
NDS5L8SGMLCHANCL52PON

One can use as many sets of letters and numbers. Ask him to set a time limit within which you have to pick several letters or numbers or a combination of both. For example, you may circle every H within 10 seconds.

Circle the chosen figures with the pencil so that it could be erased and the same grid could be used again after a few days, looking for a different set of combinations this time.

One should try to create a new chart of numbers and letters to exercise with, so as to improve one's concentration. This exercise should be done at least twice a week.

Provide your mind with a mental work out by solving the jumble to improve your attention span and memory.

Keyword: Puzzle.

*If you are suffering from a bad man's
Injustice, forgive him
Lest there be two bad men.
- Augustine*

THE DEEP BREATH METHODS

In case you are nervous, take a few deep breaths to cure your distracted mind. This technique is generally used just before going upto the stage by performing artists, actors and public speakers.

METHOD

Sit in a comfortable position. Loosen your arms and legs, neck and shoulders. Keep your mouth closed. Inhale deeply without making a hissing sound from your nose until your lungs are completely filled with air. While doing this bulge your stomach out to give full space to the lungs. Now, let the air remain in for a little while. Then exhale slowly through your nose until all of the air is expelled and your lungs are completely empty. The ideal ratio between inhalation-retention-exhalation is 1:4:2. But one can change it according to one's capacity, e.g. 1:2:1. This technique is called 'pranayam'.

It is a known fact that memory is at its best when the mind is relaxed. To achieve this relaxation, pranayam or deep breathing is recommended. *Pranayam* will surely help you to recall names, faces, places and other vital information in a better way.

Keyword: Pranayam

*Don't use your people to build
a great work; use your work
to build great people.*
- Jack Hyles

THE 2 -MINUTE STRESS BUSTER CHART

Six Steps for Instant Relief from Stress

Stress reduces our efficiency and badly affects our studies. Next time you are stressed, consider these six points for instant relief:-

- 1 According to research, worrying makes you tense and nervous and affects the nerves of your stomach. It actually changes the gastric juices of your stomach and often leads to stomach ulcers.

“Those we do not know how to fight worry, die young.”

- Dr. Alexis Carrel

- 2 One of the worst features of worry is that it destroys our ability to concentrate. When we worry, our mind runs haywire and we lose all power of decision. However, when we force ourselves to face the worst that and accept it mentally, we then eliminate all these vague imaginations and put ourselves in a position in which we are able to concentrate on our problem.
- 3 ***Do this*** :Analyze the situation fearlessly and honestly and figure out the worst that could happen as a result of failure. After that calmly devote your time and energy in improving upon the worst which you have already accepted mentally.
- 4 Carefully read the sentence given below :

A man is not hurt so much by what happened, as by his opinion of ‘what happened’. Now follow this unique technique of changing our opinion and mood instantly. ***Action seems to follow feeling, but actually action and feeling go together and by regulating the action which is under the more direct control of***

our will, we can indirectly regulate the feeling, which is not .

So, act as if you are happy, speak and walk cheerfully as if you were already cheerful, if possible, even dance for a moment .

Remember the words of Abraham Lincoln; “ *Most folks are about as happy they make up their mind to be .*”

5 *I had blues because I had no shoes, until upon the street,I met a man who had no feet .*

Read this every morning and you will never have worries for the things you do not have.

6 **Visualization technique:** Keep a mental account of the *happier moments* of your life you have experienced. Next time you are tense, go back to your happier days by visualizing yourself in that moment .Try to feel the pleasant atmosphere and music of appreciation of your happier moment .

We are not what, we are but what we think, we are.

So next time you are stressed, just refer to this for instant relief.

Keyword: Stop worrying

*It is one of the most beautiful
Compensation of this life
That no man can sincerely try to help
Another without helping himself.
- Ralph Waldo Emerson*

PART V

**HOW HE
MEMORISED A
DICTIONARY?**

HOW HE MEMORISED A DICTIONARY?

I welcome you to the world of words, this section is specially useful for the people who are preparing for competitive exams like MBA, GRE, GMAT, or any other examination where communication plays an important role or in general for any body, who is interested in increasing his memory bank for words.

The technique given in this section is **THE FASTEST** way to learn words, almost 20 times faster than the usual method. The result of the technique is appreciated even by the officials of Oxford University. This technique has helped one of our student, Mr. Mahavir Jain to have outstanding hold on words. Now, with the given technique not only he has memorized all the 80,000 words of the Oxford Advance Learner's dictionary but he also remembers precisely the exact location of every word with page number. Before going any further I suggest you to go through the chapters called "Clue Method" for learning foreign language.

Clue Method for Vocabulary and Memory Method for General Knowledge ,Biological terms / Definations.

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| 1. | <p>Word : Affront (n) Meaning : <i>insult; offense</i> Key : FRONT Memory link : We should not insult anybody inFRONT of somebody else. Usage : His speech was an affront to the members.</p> |
| 2. | <p>Word : Alacrity (n) Meaning : <i>Cheerful; promptness; eagerness</i> Key : A LAC (RUPEE) Memory Link: There was sudden promptness in his work, the moment he got ONE LAC RUPEES. Usage : He accepted her offer with alacrity.</p> |
| 3. | <p>Word : Ambivalence (adj) Meaning : State of not able to decide because of emotional attitude. Key : Balance Memory Link: I was not able to decide how to BALANCE my professional and personal life. Usage : Whether to go or not-an ambivalence situation.</p> |
| 4. | <p>Word : Arrack (v) Meaning : Strong alcoholic drink Key : A RACK Memory link : My brother hides alcoholic drink in A RACK. Usage : Arrack is a special kind of alcoholic</p> |

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| 5. | <p>Word : Asinine (adj) Meaning : <i>stupid</i> Key : ASS NINE Memory link : Those NINE ASSES are doing <i>stupid</i> things. Usage : <i>Asinine behaviour.</i></p> |
| 6. | <p>Word : Apprise (v) Meaning : to inform. Key : PRIZE Memory link : The boy informed his mother when he won the PRIZE in the competition. Usage : <i>Why didn't you apprise me about your plan?</i></p> |
| 7. | <p>Word : Anchorite (n) Meaning : <i>a saint.</i> Key : ANCHOR (ANCHOR TOOTH-PASTE). Memory link : <i>A saint</i> was cleaning his teeth with <i>ANCHOR</i> toothpaste. Usage : <i>He was an anchorite.</i></p> |
| 8. | <p>Word : Accede (v) Meaning : <i>to agree</i> Key : SEED Memory link : Every farmer <i>agreed</i> with the new variety of SEEDS. Usage : They will not accede to his demand.</p> |

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| 9. | <p>Word : Appal (v) Meaning : shocked. Key : A PAL Memory link : When I saw my best PAL talking bribe, I was <i>shocked</i>. Usage : It appalls me to see how to big it is!</p> |
| 10. | <p>Word : Belabour (v) Meaning : to explain excessively Key : LABOUR Memory link : The teacher was doing excessive LABOUR to explain his point. Usage : I don't to belabour this point again.</p> |
| 11. | <p>Word : Bizzare (adj) Meaning : <i>Very different; unusual</i> Key : BAZZAR Memory link : The BAZZAR was full of different & unusual goods. Usage : This was a bizzare experience of my life.</p> |
| 12. | <p>Word : Bibulous(n) Meaning : <i>A drunkard person.</i> Key : BABULAL Memory link : BABULAL is a <i>drunkard person</i>. Usage : His idea of a farewell was more than a bibulous gathering.</p> |

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| 13. | <p>Word : Blight</p> <p>Meaning : <i>To spoil or ruin something.</i></p> <p>Key : LIGHT (ELECTRICITY)</p> <p>Memory link : Our all the efforts on computer became <i>spoiled</i> when the LIGHT went off.</p> <p>Usage : A career blighted by poor decision.</p> |
| 14. | <p>Word : Bluster (n)</p> <p>Meaning : to speak in a noisy manner.</p> <p>Key : BLAST</p> <p>Memory link : After the bomb BLAST, people started <i>to speak in a noisy manner.</i></p> <p>Usage : It was just bluster. I was not able to understand anything.</p> |
| 15. | <p>Word : Cadence (n)</p> <p>Meaning : <i>cat dance</i></p> <p>Key : RHYTHM, BEAT (MUSICAL)</p> <p>Memory link : On the <i>musical beat</i> my cat started to DANCE.</p> <p>Usage : Recite poetry with slow cadence.</p> |
| 16. | <p>Word : Celerity (n)</p> <p>Meaning : <i>speedily</i></p> <p>Key : CELEBRITY</p> <p>Memory link : Crowd appreciated for his ability to give autograph <i>speedily.</i></p> <p>Usage : With a great celerity, he ran away.</p> |

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| 17. | <p>Word : Circumspect (adj)</p> <p>Meaning : cautious</p> <p>Key : SIR-COME-SPECS</p> <p>Memory link : Sir is keeping SPECS continuously since it is very costly.</p> <p>Usage : Having a circumspect approach during election.</p> |
| 18. | <p>Word : Cliche (adj)</p> <p>Meaning : phrase repeatedly used</p> <p>Key : CLUTCH</p> <p>Memory link : Avoid using phrase in the speech repeatedly like CLUTCH in an automatic.</p> <p>Usage : Don't use cliche in your speech.</p> |
| 19. | <p>Word : Coerce (v)</p> <p>Meaning : to compel; to force</p> <p>Key : COURSE</p> <p>Memory link : My father compelled me to do the computer COURSE.</p> <p>Usage : Don't coerce me for the marriage.</p> |
| 20. | <p>Word : Copious (adj)</p> <p>Meaning : plenty. Too much</p> <p>Key : COPY</p> <p>Memory link : Plenty of COPIES of this book are available in the library.</p> <p>Usage : Copious flowers/tears.</p> |

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| 20. | <p>Word : Conflagration (n) Meaning : <i>A wild fire</i> Key : FLAG Memory link : National FLAG caught <i>wild fire</i> on Independence Day. Usage : Aconflagration during the war.</p> |
| 21. | <p>Word : Cynosure (n) Meaning : <i>a centre of attention or interest.</i> Key : DINOSAUR Memory link : Dinosaur was the centre of attention in Stephen Spillberg's Jurassic Park movie. Usage : She was cynosure in the party.</p> |
| 22. | <p>Word : Cogitate (v) Meaning : <i>meditate; to think deeply</i> Key : COCK-IT-ATE Memory link : It is that COCK which meditates after EATING. Usage : My mother was cogitating on this issue.</p> |
| 23. | <p>Word : Commiserate (v) Meaning : <i>to sympathies; show pity for</i> Key : POLICE COMMISSIONER Memory link : The POLICE COMMISSIONER sympathhised with the pick-pock-teres & allowed them to go. Usage : I commiserated with her on the on the death of her son.</p> |

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| 24. | <p>Word : Colander (n)</p> <p>Meaning : <i>a special utensil</i></p> <p>Key : CALENDER</p> <p>Memory link : A shopkeeper gave a free CALENDER alongwith a special utensil on Diwali.</p> <p>Usage : The woman used the colander to train the tea leaves.</p> |
| 25. | <p>Word : Cower (v)</p> <p>Meaning : <i>shrink as from fear</i></p> <p>Key : COW</p> <p>Memory link : When the cow saw the lion, she <i>ranknout of fear</i>.</p> <p>Usage : The child cowered in one corner when her mother scolded him.</p> |
| 26. | <p>Word : Digress (v)</p> <p>Meaning : <i>to leave the main subject/work.</i></p> <p>Key : GRASS</p> <p>Memory link : The gardners who was cutting the GRASS <i>left his work</i> when he saw a beautiful girl paasing by the garden.</p> <p>Usage : The speaker digressed from the topic during his presentation.</p> |
| 27. | <p>Word : Diligence (n)</p> <p>Meaning : Careful; hardworking</p> <p>Key : DELHI- GENTS</p> <p>Memory link : The GENTS OF DELHI are very careful & hardworking.</p> <p>Usage : She shows great diligence in her school work.</p> |

TEST

I. Write down the meanings of the following words:-

1. Arrack -----
2. Asinine -----
3. Appal -----
4. Accede -----
5. Belabour -----
6. Bizzare -----
7. Bibalous -----
8. Blight -----
9. Celerity -----
10. Copious -----

ANSWERS :-

1. Strong alcoholic drink 2. Stupid 3. Shocked 4. To agree 5. To explain excessively 6. Very different; unusual 7. A drunkad person 8. To spoil or ruin something 9. Speedily 10. Plenty, too much.

II:- Tick the right answer of the following words which is closest to the word.

1. Blight

- (a) Light (b) A disease
(c) Increase (d) Understanding

2. Bizzare

- (a) Feeling of disappointment (b) Unusual
(c) Principle (d) Explanation disappointment

3. Bibulous

- (a) Noisy manner (b) A drunkad person
(c) To intimidate (d) Blast

4. Ambivalence

- (a) State of not able to decide because of emotional attitude
(b) Tough (c) Stupid (d) Appropriate

5. Asinine

- (a) Stupid (b) Wealth
(c) To lessen (d) Artificial

6. Affront

- (a) Cheerful (b) To calm
(c) Insult (d) Noisy manner

7. Cadence
 (a) Cat dance (b) Candy
 (c) immature (c) a group of people (c) Some (d) Cool
8. Copious
 (a) Plenty (b) Lot
9. Colander
 (a) An utensil (b) Short
 (c) Wealth (d) Abundance
10. Damage
 (a) To spoil (d) damage
 (c) Slow & stupid
 (d) To speak in a noisy manner

Answers:-

- (1) b (2) b (3) c (4) c (5) a (6) c (7) a (8) a (9) a (10) d

III.- Please find out whether the sentences written below are true or false.

- (1) When you acclaim something, you try to prove energetically & aggressively True/False)
- (2) An drunkad person shows total obstinence from Liquar. (True/False)
- (3) A bibulous person abstains from Liquar. (True/False)
- (4) A conflagration on Independence Day. (True/False)
- (5) Mr. Chowdhury was Cynosaure in the seminar. (True/False)
- (6) Swami ji was Cogitating on this issue. (True/False)
- (7) Rushmi Cowered in one corner when her mother scolded him.(T/F)
- (8) Mrs. Ranu used the colander to strain the tea leaves. (True/False)
- (9) His speech was an affront to the members. (True/False)
- (10) Arrack is a special kind of drink. (True/False)

ANSWERS:-

- (1) T (2) F (3) F (4) T (5) T (6) T (7) T (8) T (9) T (10) T

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| 28. | <p>Word : Detrimental (<i>adj</i>)</p> <p>Meaning : <i>harmful</i></p> <p>Key : MENTAL</p> <p>Memory link : MENTAL People can be harmful for you.</p> <p>Usage : His new activities are detrimental to our policies.</p> |
| 29. | <p>Word : Diabolical (<i>adj</i>)</p> <p>Meaning : <i>devilish; very bad</i></p> <p>Key : DIA-DIAMETER, BALL</p> <p>Memory link : The children were playing with a small BALL. Suddenly the DIAMETER of ball increased to an enormous size and a <i>devil</i> came out from it.</p> <p>Usage : The film was diabolical.</p> |
| 30. | <p>Word : Diffidence (n)</p> <p>Meaning : <i>lack of confidence; shyness</i></p> <p>Key : DEN</p> <p>Memory link : When I asked my friend to enter in the DEN he <i>lost his confidence</i>.</p> <p>Usage : He showed diffidence during the interview.</p> |
| 31. | <p>Word : Encumber (v)</p> <p>Meaning : <i>to become burden</i></p> <p>Key : AN Cube</p> <p>Memory link : This cube is very heavy. It feels like a <i>burden</i> on me.</p> |

IV. Write down the key of the following words. For example :-

| | Agis | Age |
|-----|-------------|------------|
| 1. | Arrack | ----- |
| 2. | Affront | ----- |
| 3. | Apprise | ----- |
| 4. | Anchorite | ----- |
| 5. | Accede | ----- |
| 6. | Belabour | ----- |
| 7. | Bizzare | ----- |
| 8. | Bibulous | ----- |
| 9. | Cadence | ----- |
| 10. | Celerity | ----- |

ANSWERS :-

1. Rack 2. Front 3. Prize 4. Anchor 5. Seed 6. Labour 7. Bazaar 8. Babulal
9. Rhythm 10. Celebrity.

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| 32. | <p>Word : Ebullient (adj)</p> <p>Meaning : <i>energetic; enthusiastic</i></p> <p>Key : BULL</p> <p>Memory link : He was very walking slowly. The moment he saw a crazy BULL, he became <i>energetic</i> & run away.</p> <p>Usage : An ebullient director of a local firm.</p> |
| 33. | <p>Word : Felicity (n)</p> <p>Meaning : <i>great happiness; the quality of well designed, well planned</i></p> <p>Key : WIDESPREAD</p> <p>Memory link : Two cities are spread, So I am feeling <i>great happiness</i>.</p> <p>Usage : She illustrated her point with great felicity.</p> |
| 34. | <p>Word : Fatuous (adj)</p> <p>Meaning : <i>stupid & silly; foolish</i></p> <p>Key : FAT</p> <p>Memory link : That FAT <i>stupid</i> person was eating in a silly manner.</p> <p>Usage : A fatuous look/remark.</p> |
| 35. | <p>Word : Gourmand (n)</p> <p>Meaning : <i>a person who like to eat too much</i></p> <p>Key : GOVERNMENT</p> <p>Memory link : The greedy officials of GOVERNMENT <i>like to eat and drink too much</i>.</p> <p>Usage : My friend Rajiv is a gourmand.</p> |

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| 36. | <p>Word : Homily (n)</p> <p>Meaning : <i>long sermon/ religious talk</i></p> <p>Key : HOMELY</p> <p>Memory link : A HOMELY mother generally passes <i>long religious talk</i> to her girl.</p> <p>Usage : Deliver homilies to their children</p> |
| 37. | <p>Word : Hortatory (adj)</p> <p>Meaning : <i>advising</i></p> <p>Key : HEART</p> <p>Memory link : after the HEART transplantation, the doctor <i>advised</i> him not to move fast.</p> <p>Usage : Hortatory talks to the employees.</p> |
| 38. | <p>Word : Horology (n)</p> <p>Meaning : <i>The science of measuring time or mking pieces.</i></p> <p>Key : HOROSCOPE</p> <p>Memory link : OROSCOPE is based on the <i>science of measuring time.</i></p> <p>Usage : “Have you ever studid Horology?” asked the teacher.</p> |
| 39. | <p>Word : Imminent (adj)</p> <p>Meaning : <i>likely to happen anything wrong</i></p> <p>Key : EMINENT</p> <p>Memory link : One of the EMINENT astrologer forcasted that <i>something wrong</i>, likely to happen in near future.</p> |

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| 40. | <p>Word : Insipid (adj)</p> <p>Meaning : <i>tasteless; dull</i></p> <p>Key : SIP</p> <p>Memory link : I took a SIP of fruit bear. It was quite <i>tasteless</i>.</p> <p>Usage : An insipid performance.</p> |
| 41. | <p>Word : Japonica (n)</p> <p>Meaning : <i>an ornamental bush with red flowers and green fruits.</i></p> <p>Key : JAPAN</p> <p>Memory link : “<i>This decirative ornamental bush of red flowers id from JAPAN. My sister sent it to us yesterday.</i>” My aunty said in a boasting manner.</p> <p>Usage : Rare japonica in the lush garden of South Africa.</p> |
| 42. | <p>Word : Killjoy (n)</p> <p>Meaning : <i>person who destroys other people’s enjoyment.</i></p> <p>Key : KILL JOY</p> <p>Memory link : We were enjoying the party but our lecturer KILLED all the JOY. He is really a killjoy.</p> <p>Usage : He behaves like a killjoy.</p> |
| 43. | <p>Word : List (v)</p> <p>Meaning : <i>lean over</i></p> <p>Key : LIST</p> <p>Memory link : Students were <i>learning over</i> the LIST issued by admission cell of the college.</p> <p>Usage : Bus was listing badly.</p> |

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|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 44. | <p>Word : Latitude (n)</p> <p>Meaning : freedom to behave or take decisions without restriction</p> <p>Key : LATE ATTITUDE</p> <p>Memory link : “You always come LATE in the office. This is an ATTITUDINAL problem with you. You are not allowed to take your own decision”, the boss rebuked at the officer.</p> <p>Usage : They allow their children for too much latitude. I think this is not good for their future.</p> |
| 45. | <p>Word : Loopy (adj)</p> <p>Meaning : <i>crazy</i></p> <p>Key : LOOP</p> <p>Memory link : My friend made a LOOP of rope, put it round his neck & attempted to suicide. What a <i>crazy</i> person he is!</p> <p>Usage : It sounds a loopy idea to me.</p> |
| 46. | <p>Word : Machination (n)</p> <p>Meaning : <i>a secret and complicated plan</i></p> <p>Key : MACHINE</p> <p>Memory link : Dawood Ibrahim purchased MACHINE guns for & some explosion under a <i>secret & complicated plan</i>.</p> <p>Usage : Political machinations.</p> |
| 47. | <p>Word : Militate (n)</p> <p>Meaning : <i>work against</i></p> <p>Key : MILITANT</p> <p>Memory link : The MILITANTS always work against the country.</p> <p>Usage : Pakistani soldiers militate against India.</p> |

| | |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 48. | <p>Word : Ostensible (adj) Meaning : <i>on surface; clear</i> Key : TENSION Memory link : TELEVISION was clear on the child's <i>Surface</i>. Usage : There was an ostensible anxiety on his face.</p> |
| 49. | <p>Word : Occident (n) Meaning : <i>west</i> Key : ACCIDENT Memory link : A brutal ACCIDENT in the WEST Delhi- 200 people died. Usage : News from the accident.</p> |
| 50. | <p>Word : Puerile (adj) Meaning : childish Key : PURE Memory link : A child is always PURE. Usage : He was behaving in a puerile manner.</p> |
| 51. | <p>Word : Ratify (n) Meaning : <i>verify</i> Key : RAT Memory link : My mom was <i>verifying</i> the place where the RAT died. Usage : The police ratifying the situation.</p> |

| | |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 52 | <p>Word : Rankle (v)</p> <p>Meaning : <i>to irritate; to cause angry feeling</i></p> <p>Key : RANK-UNCLE</p> <p>Memory link : When I secured low RANK in the class, my UNCLE became so <i>irritated</i> on me.</p> <p>Usage : This incident happened twenty years ago, but it still rankles in my mind.</p> |
| 53. | <p>Word : Rubicund (adj)</p> <p>Meaning : <i>high coloured (of a person's face or complexion)</i></p> <p>Key : RUBY</p> <p>Memory link : Ruby Bhatia's face is of high coloured.</p> <p>Usage : His rubicund face shows that his health is good.</p> |
| 54 | <p>Word : Tyro (n)</p> <p>Meaning : <i>beginner</i></p> <p>Key : TYRE</p> <p>Memory link : My younger brother does not know how to change the TYRE of the car.He is <i>beginner</i>.</p> <p>Usage : He is tyro in this export business.</p> |
| 55 | <p>Word : Thwart (v)</p> <p>Meaning : <i>to oppose a plan / an attempt</i></p> <p>Key : THE WAR</p> <p>Memory link : In THE WAR, Pakistan was opposing our every attempt to destroy their buildings.</p> <p>Usage : Difficulties thwarted my all plans.</p> |

TEST

1. Write down the 'link words' of the following words :-

| Word | Link |
|----------------|----------------------------|
| Disport | This port (Airport) |
| 1. Detrimental | ----- |
| 2. Diabolical | ----- |
| 3. Diffidence | ----- |
| 4. Encumber | ----- |
| 5. Ebbulient | ----- |
| 6. Fatous | ----- |
| 7. Fealty | ----- |
| 8. Gourmand | ----- |
| 9. Homily | ----- |
| 10.Imminent | ----- |
| 11. Insipid | ----- |
| 12.Japonica | ----- |
| 13.Killjoy | ----- |
| 14.Loopy | ----- |
| 15.Militate | ----- |

ANSWERS :-

1. Harmful 2. Devilish; very bad 3. Lack of confidence; shyness 4. To become burden 5. Energetic 6. Tupid & Silly; Foolish 7. Loyalty 8. A person who like to eat too much 9. Long Sermon/religious talk 10. Likely to happen anything wrong. 11. Tasteless;dull 12. An ornamental bush with red flowers and green fruits 13. Person who destroys other people's enjoyment 14. Crazy 15. Work against.

II. Match the following words of table 1 with table 2.

- | | |
|-------------|---------------------------------------------------|
| 1. Tyro | (a) To irritate; to cause angry feeling. |
| 2. Rankle | (b) Children |
| 3. Puerile | (c) Beginner |
| 4. Occident | (d) person who destroys other people's enjoyment. |

- | | | |
|-----|-------------|------------------------------------------------------------------|
| 5. | Militate | (e) Crazy |
| 6. | Machination | (f) West |
| 7. | Loopy | (g) a risky action |
| 8. | Japonica | (h) Work against |
| 9. | Gambit | (i) an ornamental blush with red flowers and green fruits. |
| 10. | Killjoy | (j) A secret and complicated plan. |

ANSWERS :-

- (1). (C) (2). (A) (3). (B) (4). (F) (5). (H) (6). (J) (7). (E) (8). (I) (9). (G) (10). (D)

III. Mark 'True' or 'False' for the given sentences:

1. It is good to pass an homolies to our Children. (True/False)
2. True success can be achieved in a graduated manner. (True/False)
3. Ravi's opening gambit at the debate was excellent. (True/False)
4. We can not eat insipid food happily. (True/False)

IV. Tick the correct meaning which is closed to the given below words:-

1. Diabolical

- (a) Baneful (b) Devilish
(c) Healthy (d) Relation

2. Ebbulient

- (a) Understand (b) Confuse
(c) Charge (d) Energetic

3. Fatous

- (a) Stupid & Silly (b) Loyalty
(c) Trouble maker (d) nervous and
little excited

4. Horology

- (a) Novel (b) True
(c) catch word (d) a science of
measuring time

5. Imminent

- (a) Likely to (b) Happened in
(c) Horrible happened advising part

6. Loopy

- (a) Scheme (b) Calm
(c) Free (d) Crazy &
stupid

7. Rankle

- (a) Change (b) Confuse (c) Applause (d) To plead

- (1) (b) (2) (d) (3) (a) (4) (d) (5) (a) (6) (d) (7) (a)

Write down the keyword of the following Phrase/Words.

- (1). Diabolical -----
- (2). Ebbulient -----
- (3). Fatous -----
- (4). Gambit -----
- (5). Graduated -----
- (6). Hartatory -----
- (7). Homily -----
- (8). Insipid -----
- (9). List -----
- (10). Latitude -----

- 1. Diabolical 2. Bull 3. Fat 4. Game 5. Graduation (B.A./
- B.Com)6. History 7. Homely 8. STEP 9. List
- 10. Late Attitude

PART -VI
FREQUENTLY ASKED
QUESTIONS

FREQUENTLY ASKED QUESTIONS

Hand Brake

Q. 1. I was suffering from migraine and was in a great deal of pain. I drove my car to my family doctor. Then I reached home parked the car, went inside and started talking to my sister, unaware of the fact that I had forgotten to put the hand brake on. When my sister reminded me, I rushed back towards car but to my surprise my neighbour had put the hand brake on.

Ravi, Patna

Answer: Pain often causes distraction and leads to memory lapse. In such a condition, we pay extra attention to medication and often avoid other activities. The best way out is to avoid driving, etc. and even if you cannot avoid driving yourself, be extra careful to check your car when you park it.

Forgetting Shoes

Q. 2. Ten years ago, I bought a costly pair of shoes. In the same period, I had to attend a seminar in New Delhi. Accordingly, I took my new shoes which I valued a lot and also a second pair of shoes and packed them among other essential things and departed for my seminar. I wore the new shoes during my lecture on the first day. I was so charmed by the shoes that I kept them under my bed in the room where I was staying. Then the seminar ended and I returned. Next day, my wife enquired about the new shoes. After a few moments, I remembered that I had left the shoes under the bed and forgotten to take them on my return.

Akash, Lucknow

Answer: Instead of putting these shoes in the appropriate place, you kept them under the bed which is not normally done. Secondly, you were so anxious to go home that you did not check the room before you left.

This is a common experience that you forget to pack things when you leave your temporary stay in a hotel. It is advisable to make a checklist of all the places you use inside the room such as bathroom, drawers, wardrobe, bed, etc. It is better to make use of few places as it will be easier to remember them.

Reaching Early

Q. 2. Once I along with my wife, brother and my sister-in-law decided to have a holiday in Jaipur. Accordingly, we booked our tickets and my wife kept them in a safe place. On the appointed day when we reached the hotel where we had made an advance booking, the clerk told us that we were a day earlier. All our holidaying was spoilt. For a few minutes,

we started blaming one another. It was only later that we realized that my wife had arranged the booking and she had forgotten the exact date.

Anand, Meerut

Answer: Sometimes, over-confidence and too much dependence takes us to such a situation. Prior to your visits, each of you should have the exact information. You relied heavily on your wife and that was a mistake. In any situation when more than two people are involved, it is imperative that each one should share responsibility. You should have the habit of checking everything whenever you make plan an outing. In such cases, making a timetable will make your trip balanced and enjoyable.

House Keys

Q.3. Once we were invited to our friend's house, almost 40 km away from our residence. We hired a car and on the way, we went for shopping. In the car, I had arguments with my friend on some trivial issue. After attending the party, we came back in the evening. We were also under the influence of alcohol. In our friend's house, we enjoyed ourselves very much. After a few hours, we decided to return. We did not stop to check who had the house keys before we left. We had also made usual checks before we left.

When we reached our home we were shocked to find that we had left the keys on the dining table of our friend's house. Now my friend, anyhow opened the main gate and was in search of a suitable brick to break into the room. To my surprise, I had left the back door unlocked. Thank God, nothing unfortunate happened.

Answer: As you were distracted by your own personal problems and arguments, you could not make proper checks before leaving. Secondly, under the influence of alcohol, you even forgot to take the keys which you had left on the dining table.

This incident illustrates the multi-faceted nature of memory relapse. Over-indulgence and too much argument over trivial issues also played a part. Domestic arguments often disrupt social process and deviate your attention from even fundamental things. Moreover, being aware of those factors which distract, can help you in future whenever you face such a situation.

Coat

Q.4. Sunil Bhatia invited me to lecture on Personality Improvement at JNU. Since it was a chilly morning, I put on my coat. On arrival, I hung my coat on a hook in his office.

I lectured for a couple of hours and afterwards, took some snacks and coffee. By then the weather had warmed up. After thanking Bhatia for inviting me, I went to catch a train to return home. I forgot to take my coat.

Later on, Bhatia arranged to get my coat back.

Anu, Bangalore

Answer: This is a classic example of multi-casual memory failure. You forgot because you could not remember the cues.

Change in weather from cold to warm eliminated your need for coat. You were so engrossed in your conversation and lecture that you almost forgot every other thing.

This memory failure again refers to vanishing cues. This situation comes when the factor of reminding disappears from your memory. By putting your coat on hanger in the office, the cue vanished. Better you should have made a mental reminder to ask for the coat before you left. Certain possessions like umbrella, coat etc. are more likely to disappear from your memory sight.

Instant Reply

Q. 5. As a PRO, I have to deal with people from different walks of life. On one such occasion, I had to interview a designer for the required post in my organisation. I asked him about his last important assignment. After the interview finished cordially, in a jovial mood, he repeated the same question to me. To my surprise, I could not reply instantly and escaped the question. But I am still feeling frustrated over my failure to recollect that query.

Mahinder, Madras

Answer: It is a paradox that even a professional, who is appreciated for his devotion to his job, fails to get retrieval of his personal information. This "absent-minded" situation puts him in an awkward situation. It is well known that anxiety often causes memory loss. The best is to relax as much as you can. Of course your single-minded devotion on what you are doing is important. With more preparation and confidence, you can easily stave off anxiety and then reallocate your attention.

Self Confidence

Q. 6. I am a 65-year old man working as a part time manager with an export house. In the last two years, I have been making a few mistakes which can be avoided. Do I suffer from Alzheimer's disease or am I losing self confidence?

Bhupinder Singh, Chandigarh

Answer: Sometimes, occasional failures shake your confidence. This may happen due to memory loss. In such situations, one often loses one's self reliability. The fact is that all of us, on some occasion or another, commit failures on trivial issues. It is simply not sensible enough to worry about. This is particularly true when we become older but that does not mean that persons are inflicted with a deadly disease like Alzheimer's. Of course, as we grow older our memory is not as good as it was.

So, no need to take this seriously. Such occasional memory lapses as you mention, do not restrain you from socialism and neither do they create a health problem for you.

Missing Laptop

Q.7. I am a software savvy executive and often visit places of business interest. Whenever I leave for an important assignment, I carry with me a palmtop computer to aid memory.

Once I had to present my views on computer and modern technology. The conference was organised in Mumbai. I booked my flight and reached the hotel room and then I moved towards my destination. In the conference hall, I was in deep discussion with a systems analyst. After half an hour, I remembered that my palmtop was not with me. This electronic device is not only very useful but also costly. Anyhow I managed to get it later on.

Harjinder Singh, Ludhiana

Answer: This is yet another case of distraction caused by being involved in other activities. You forgot your palmtop because you were occupied with your engagement and conference. Failure to check properly also added to your woes.

Again, it highlights that every distraction appears due to negligence on the part of checking which is essential. Devices like palmtop should be kept in pocket after use.

Birthday

Q.8. I have just started my academic career in a central university, far away from home. Just four days back I happened to be in my home I went to see my best friend Vineet who was putting on an expensive coat. I commented on this to him. He replied that he had got it as a birthday present. At this point, I realized that I could not remember his birthday although he was very close to me.

Bhupinder, Moga

Answer: Forgetting birthdays, anniversaries, etc. of a friend or loved one is a common but a major problem. It is also an indication that you do not care as much for your near and dear. Of course, it will be helpful if your friend starts giving hints about important days and discusses presents on such occasions. Few people deliberately avoid mentioning birthdays or anniversaries and expect their friend to know in advance. The best way is to keep a record in your diary and always refer at the beginning of each month to see whether it has some important day or not. Also try to memorise important dates using Phonetics method.

Umbrella Problem

Q.9. Vivek, Mohit and I had just moved into a flat in Ranchi. We had to present our research papers in HRD, HEC, Ranchi. As it was raining, I took my umbrella and went out for lunch with Mohit. Vivek had taken his raincoat. We took our lunch and discussed important issues. Meanwhile, it had stopped raining.

We went to present our research paper and then followed a serious discussion with other distinguished people who had come there. Now, the weather was good but after two days rains started again. Then suddenly, I looked for my umbrella which I had forgotten to collect. After much search we were unable to find it.

Please give suitable explanation about my memory loss.

Gaurav, Ranchi

Answer: This is another case of missing the cues. Once the weather changed, you forgot about the umbrella. Had it been raining continuously, you might not have forgotten your umbrella. Vanishing of cue('rain') was also supported by the lack of mutual social reminder. Mohit failed to even remind you.

Vanishing cues are serious causes of memory lapse, and it can happen to anyone. However, it is important to make a mental note of cues because once it has vanished little can be done.

Finding the Photographs.

Q.10. Before going abroad for an important assignment, I had to send a set of photographs/ drawings of historical figures to a publisher who was to publish my first book.

For two days, I picked up photos and prepared an envelope so that I could send it to him. But when I decided to send them, I could not find them anywhere.

As expected, I panicked and after searching for hours, I went to the photographer and begged him to provide new sets. When I returned from abroad I found the photos in a folder. I Was Shocked at the loss of my memory.

Answer: You forgot where you put the photographs because you made the mistake of not keeping them in a 'safe' place. It is common practice that a valuable should be kept in a safe place.

You need to get benefit from a well-organized filing system or storing items in convenient places you can easily remember.

Watering the Plants

Q.11. I love greenery around me and like plants. But I rarely remember to water them before they are dried-or worse. Why does this happen? Please suggest.

-Kapil, Delhi

Answer: Although you love plants, you pay little attention to them as they are not in your priority. Loving and caring are two different aspects. As the intervals between are long and vary from plants to plants, it makes it difficult to remember them.

This type of forgetfulness is insidious. By the time the reminder cue surfaces, it is too late. Sometimes lack of motivation to care for them also is a causal factor. There are many people who are devoted to their plants and also manage them successfully.

Double Lunch

Q. 12. Once we were invited to dinner by my friends. On the scheduled day, my wife and I ate a full meal, unaware of the invitation. After some time my friends telephoned us and as a result we had to take a meal again.

Subhash, Agra

Answer: Lack of communication break the relationship. Surprisingly even your wife could not remind you, neither your friend talked to you. Such forgetfulness is a common incident. On the fixed date your friend should have talked with you. For such a reminder you can keep a calendar or personal date dairy which will keep you abreast with your official and unofficial engagements.

Office Building

Q.13. On several occasions, when I was new to the job, I found it difficult to leave the escalator of my office building and turning left when I should have turned right and vice versa. Of course, I was correct most of the time but such error in judgement put me in an embarrassing situation. However, there are other people who often make similar mistakes. I tried my best to recollect the exact position but failed to do so because the foyer on every floor was exactly the same.

Answer: Like other people, you too failed to remember whether you had taken the east or west elevator. In such a situation, the only solution is, to realise its insidious nature and pay more attention to which elevator you are taking. Of course this is not a common problem.

But then, a few have the knack of committing errors even if they are not supposed to do so.

Signing the Credit Card

Q.14. These days, I suffer from a certain kind of forgetting which is embarrassing and annoying. I use my credit cards on several occasions. I hand the credit cards and talk to the assistant waiting for my cards status. Some stores give their own receipt and also need the credit cards

slip to be signed by the cards holder. On some occasion after receiving the slip unless the store keeper says “you have to sign your credit card slip”. Depending on how one looks at the event it may appear that I am trying to get away without paying the bill. My behaviour looks suspicious although I do not have any intention to do so.

Sunil, Bangalore

Answer: There may be two important reasons for the failure. While buying things your mental activity makes you forget the credit cards transaction. Secondly, because different stores follow different methods for credit card holders, you may forget signing the slip.

It would be helpful if all stores used the same system. Then everyone would get into the same routine. Now you may use a visualization method to overcome this problem. Close your eyes and see the whole event, visualize yourself signing the slip and taking the card back. Try to do this exercise 5 to 10 times (it will take around a minute for a single exercise). Now by doing so you have highlighted your memory problem and next time whenever you are in a shop, this exercise will come as an automatic reminder.

Forgetting the Suitcase

Q.15. Sujata and I had booked a weekend break to Shimla, some eight hours’ drive from my residence. Sujata as usual, had packed all the needful things in a suitcase. We along with our children departed on our journey. When we were halfway, through I asked her if she had put the suitcase in the car. To my shock, she replied in the negative. Again we had to drive back and restart our journey. Why do such careless situations occur?

Anuj Panday, Delhi

Answer: Communication between you and your wife may have broken down for sometime. You were too much dependent upon your wife and thought that she would have surely carried the suitcase. You never reminded her during the packing about things to be done. Had you put the suitcase in the proper place, you might have noticed it when you started for the journey. It is yet another case of missing physical cues that led to memory failure. You should also have exchanged conversation that might have paved the right way.

Locking the Car

Q.16. Locking the car is a common practice by car owners. One day, I put the key in my overcoat pocket instead of my trouser pocket. After some time I decided it was too warm to wear the overcoat, so I unlocked the car and threw my coat into the back seat and shut the car door. I arrived at the place after my work, I looked for my keys and realized that the keys were inside the car.

Lokesh, Agra

Answer: Such a thing is one of the most common instances of memory failure. Although it is a regular practice, this time you put your keys in your overcoat pocket.

An additional or spare car key is needed to avoid such a situation. A little bit of distraction stops your attention from checking where actually you put your items. So always make a habit of putting keys in your pocket or purse.

Things on the Car Roof

Q.17. It has become almost a habit that whenever I drive to work I take a cup of coffee with me. My mug has a wide flat bottom and it can easily be kept on the dashboard. Usually, I put the mug on top of the car when I open the backdoor.

One day, I put my cup on top of the car and then found out that my wife had just parked her car nearby. After throwing my car in first and second gear I searched my coffee mug when I found that it was not on the dashboard. A little later I found the cup was still on top of the car. A little annoyed I looked both sides to see if any passersby had noticed it.

Subhash, Bombay

Answer: This is also a case of distraction. Maybe your wife's sudden appearance with her car near you worked as a distracting agent. So instead of blaming your wife, make her happy so that in future you will avoid annoying yourself. Lack of proper checking of items you carry, often disturbs concentration.

Water Tap

Q.18. One day, when I was working in Mumbai, the water supply was turned off at 7 am. (when I was taking bath). After my bath, I left for the day. One my return I saw my flat flooded with water.

Himani, Srinagar

Answer: This is a good example of missing the reminder, physical cues. Had the water been running, you would have turned off the taps.

This is one of those things which need no real solution. Never leave the bath taps running in case you feel distracted. Similarly if you have finished cooking turn off the burners. Almost everyone has had such experiences. It is not an exact case of memory failure.

However, make a habit of being alert while leaving your flat and also double check important things like taps, burners, windows, lights, etc.

Speech

Q.19. Three years ago, I together with my colleague, Ramanuj, agreed to present a lecture, to the Psychology department, Patna University. All went smoothly until the very last line when I went completely blank as I could not remember the whole point of the paper. I had gone there without any notes. Even my colleague could not help me as he was quite busy in other activities.

Upma, Kanpur

Answer: Over-confidence and failure to come with complete preparedness led you to such a messy affair. However, this problem is one of the easiest to solve. Whenever you give a special speech, no matter how prepared you are always keep short notes of the main points in your pocket or purse. Too much dependence upon your memory system, ironically leads you to decapitation and such an embarrassment.

Road Map.

Q.20. During my academic days, I used to attend regular class at a premier institute. The institute follows a haphazard design, due to which, I often forgot the way from the entrance to the classroom. Please help me.

Ragini, Mathura

Answer: This often happens when driving a car on a road which is familiar, but where you have to turn off at some junction which is not unusual for you. Some people have great difficulty in learning the routes, even if they regularly pass through them. They rarely take trouble to learn the map of the route. It is yet a common experience when, someone fails to remember even familiar directions, routes and buildings. This is probably because most people assume that they will remember and consequently do not make the effort to work out the layout of a route or building. Often, forgetting a route is not a great problem because you can easily ask the way. On occasions, it can be serious when you end up in a bad or disturbed area.

One should be aware of the problem and make a conscious effort such as remembering landmarks, map and writing down directions.

Appointment

Q. 21. For more than two decades, I have been taking tutorial classes for students and job-seekers. As far as I can remember, I never failed to turn up at such tutorials. Last year the system was changed to make it more efficient. Tutorial times were rearranged by the administrator. Surprisingly, this year, I failed to turn up on at least three occasions.

Madhu, Calcutta

Answer: The change in environmental set-up leads to memory failure. Change in time created an atmosphere of confusion and even a regular fellow like you missed on some occasions.

Remembering something also depends on how you arrange your daily routine. Using a diary, though not a foolproof mechanism, can solve this problem provided you regularly consult your diary.

Reverting to the older system may again resolve the problem.

Christmas Card

Q.22. As a true professional and a Christian, I make it necessary to exchange Christmas cards with my secretaries. One year Bessy joined as a secretary and I forgot to give her a card. In a hurry, I got out to get the card, forgetting to remove my spectacles, without which I cannot read. I signed the card and presented it to her.

She read the card and then handed it to other secretaries who after seeing the cards, started laughing. Because I had forgotten my spectacles, I could not realize that the card was obscene and an inappropriate Christmas gift. It put me in embarrassment.

Mini, Goa

Answer: It has been observed that Christmas time is peak for memory failure. And such a mishap can happen to anyone. Because of your initial embarrassment at having forgotten to give a card, you rushed to rectify the situation and forgot to ensure that you had spectacles with you. There is no real solution to this kind of problem. How could one know that forgetting one's spectacles would lead to the selection of an obscene card on a religious occasion like Christmas? It has nothing to do with memory failure.

Briefcase

Q.23. I and my friend Manoj went to lunch at a restaurant near Osmania University. After lunch, we discussed various aspects of business for the Sociology Department and for University. We returned to the office at the university. Later, after 2 hours I received a call from the owner of the restaurant telling me that I had left my briefcase and that I could pick it up at my convenience.

After one year, we again lunched there and as usual discussed important issues. I sat down and put my briefcase by my side. We paid and left. As we were a few steps ahead, the owner of the restaurant came running out and shouted that I had left my briefcase.

Answer: Due to your engagement which required socialisings and indepth discussion, you could not put significance to your briefcase. Had you carried a bigger item, it would have been harder to forget.

It is yet another common phenomenon. Forgetting an item like a briefcase-which may not be carrying important documents is often reported from individuals who are related to academic activities. Keeping the briefcase in your line of vision is one way of solving this problem. (Also read the chapter on absent-mindedness in the book).

Names/ Faces

Q. 24. One day, a women, working in another part of the office and a little bit known to me, met me and we exchanged words. I thought I had met her earlier and she was Sangeeta, although I noticed her resemblance with yet another women named Neha. After some time while returning from Mumbai, I encountered her again and called her 'Sangeeta', When I was just few steps past her, I realised that she was Neha. I felt embarrassed and apologized for my mistake.

Answer: Calling people by wrong names is out of etiquette, partly arising from comparing two people who look similar. Over-confidence is another significant factor in this case and occurs regularly with those who are less efficient in checking and have a history of memory failure.

If you are not sure about the person's name, identify and confirm before calling him/her. Also use the technique given in this book to learn names and faces.

Waiting for a Friend

Q.25. I and a host of friends arranged to go out to a bar on a Saturday night. At last moment, one of them came and said that he was going out to get food and requested us to wait for a few minutes. After a few moments we all rushed towards the bar forgetting that we had left that fellow behind us, who later on made sarcastic remarks at me.

Krisnu, Surat

Answer: This is the result of “out of sight out of mind” syndrome. As your friend disappeared to get food, he was not there to remind you of his presence.

It is useless to expect your friend to wait for you if you go off when others are about to set out to enjoy themselves. This is certainly not a case of memory failure, so no need to worry. When we are engaged with several people in a jovial mood, we often forget the one who had left in between. In such a situation even as a host you forget to remind others about someone. Social integration demands energy and a wider perspective.

Historical Dates

Q.26. I am an Arts graduate and preparing for IAS examination I have opted for History as one of the subjects. My biggest problem is memorising historical dates. I always confuse between the dates. I revise the dates several times periodically by writing and also by reciting them. Nothing helps. I would be thankful to you if you suggest to me some methods for committing them perfectly to memory.

Aman, Banaras

Answer: The only and foolproof way of learning any thing is through association and visualization as I have already suggested in the book. The things learnt just by rote learning without association or with very weak association are lost easily. Let us take some examples to understand how to learn the dates perfectly.

1. 1921: Gandhiji assumed leadership of Congress Party.
2. 1933: Hitler became Chancellor of Germany.
3. 1922: Mussolini marched to Rome.
4. 1927: T.V. demonstrated for the first time.

Exercise 1: (1921) Gandhiji assumed leadership of Congress party. Close your eyes and visualize Gandhiji addressing a party meeting as a leader. Now associate the mental picture with 21. We can link it easily if we think that Gandhi ji is standing on 2 and holding 1 with his one hand. The sketch below will give you a little idea on how to visualize it.



Exercise II: (1933) Hilter became Chancellor of Germany. Visualize a clear picture of Hilter. For Germany we can further visualize that Hitler is surrounded by **Many Germs**. Here we have broken Germany phonetically so that we may have perfect picture for Germany. Now connect the visualized picture with the shape of 33. Imagine the shape of 33 as a big moustache being replaced by Hitler's the shape of 33 as a big moustache being replaced by Hitler's original small one.



Exercise III: (1922) Mussolini marched to Rome. For 22 we can easily visualize two ducks (see sketch below). Now connect those ducks with Mussolini. For Mussolini we can think of MUSLIMS (phonetic conversion). Visualize two Burkha (for MUSLIMS) wearing ducks marching.



Exercise IV: (1927) T.V. demonstrated for the first time. Visualize a television. Try to see it as clearly as possible. Now imagine you are connecting the television wire to a lamp-post. Refer to the sketch given below for clarity.



PART VII

HEALTH SECTION

WALK YOUR WAY TO A HEALTHY LIFE

Walking is an enormously positive activity and can influence your life in many positive ways. The list of benefits you can reap from walking is definitely impressive, consider:-

- (1) Together with a healthy diet, walking can be instrumental in helping you lose weight. A 45-minute walk every other day for a year can burn 18 pounds of fat.
- (2) Walking reduces the risk of colon cancer.
- (3) Walking is the perfect exercise for promoting a healthy back.
- (4) Walking boosts the defense system.
- (5) Mild exercise such as walking after eating moves food through the stomach more quickly, helping to relieve minor indigestion.
- (6) It helps increase the strength and efficiency of your heart and muscles.
- (7) Walking reduces hypertension (high blood pressure) and aids diabetics.
- (8) Walking, like any other exercise, promotes better sleep.
- (9) Walking, like other exercises, increases, both energy level and stamina. Overall strength, flexibility, and balance are also improved.

BREATHING - THE FIRST KEY TO HEALTHY LIVING

The foundation of health is a healthy bloodstream, the system that transports oxygen and nutrients to all the cells of your body. If you have a healthy circulation system, you're going to live a long healthy life. That environment is the bloodstream. What is the control button for that system? Breathing. It's the way you fully oxygenate the body and thus stimulate the electrical process of each and every cell.

Let me share with you the most effective way to breathe in order to clean your system. You should breathe in this ratio: inhale one count, hold four counts; exhale two counts. If you inhale for four seconds, you would hold for sixteen and exhale for eight. Why exhale for twice as long as you inhale? That's when you eliminate toxins via your lymphatic system. When hold four times as long? That's how you can fully oxygenate the blood and activate your lymphatic system. When you breathe, you should start from deep in your abdomen, like a vacuum cleaner that's getting rid of all toxins in the blood system.

How hungry do you feel after you exercise? Do you want to sit down and eat a big steak after you've just run four miles? We know the fact that people don't. Why not? Because through healthy breathing your body is already getting what it needs most. So here's the first key to healthy living. Stop and take deep breaths, in the above ratio, at least three times a day. What's the ratio? One count inhale, four counts hold, two counts exhale. For example, starting in the abdomen, take a deep breath through your nose while counting the seven (or pick a larger or smaller number based upon your ability). Hold your breath for a count four times that of your inhalation, or twenty-eight. Then exhale slowly through your mouth for a count two times the length of your inhalation, or fourteen. You should never strain yourself. See what numbers you can build up by slowly developing greater lung capacity. Take ten of these deep breathe three times a day, and you'll experience a dramatic improvement in the level of your health. There is no food or vitamin pill in the world that can do for you what excellent breathing patterns can do.

UNDERSTANDING THE WATER

Proportionally about 70% of the earth is water and approximately same is the ratio in human body. Water plays a great role in maintaining a good physical and mental health. So lets understand the lesser known fact about drinking water.

(I) WHEN TO DRINK

1) It is a lesser known fact that we must drink water 30 min before the meal. This is good for health Yes, it's best to drink water up to 30 minutes before a meal. Wait an hour after a meal before drinking again. The only time not to drink water is during a meal. Water dilutes the digestive juices in the mouth, makes the food mix in the stomach too thin, and impairs digestion. Stomach enzymes work best in a concentrated, undiluted mixture.

One more reason to avoid drinking during a meal is that people who take a lot of water with their meals tend to chew less. They wash food down instead of chewing it, and bolting down food is a causative factor in overeating.

2) You are not suppose to count alcohol, colas, coffee, and other drinks for your total water intake. Forty -five percent of Americans drink coffee as their primary liquid intake, and 78 percent have turned to soft drinks. This figure exceeds 100 percent because some people drink both. If you think drinking alcohol will contribute to your water intake, you might be surprised to learn that you need eight ounces of water to metabolize one ounce of pure alcohol.

3) If you are fighting a cold or flu, or even a headache, drink a glass of water every ten minutes for an hour. The theory here is that a hydrated body is best able to assist the immune system to help itself. Note: This recommendation is for one hour, not longer. Even when drinking water, moderation is an important health principle. Don't throw you body chemistry out of balance by drinking too much.

(II) WHY DO WE NEED WATER?

We have seen that most people don't give much consideration to water because it's so readily available.

But drinking insufficient water can cause you

- (a) bad body odor and bad breath.
- (b) difficulty in keeping cool in hot weather because you don't have good insulation.
- (c) The risk of kidney infections and kidney stones.
- (d) Irritability and sufferings from minor depression.

(III) WATER HELP US IN

- (a) **Digestion**: Water helps enzymes in the stomach digest food.
- (b) **Respiration**: Water in the nasal passages moistens air on its way to the lungs.
- (c) **Circulation**: Water helps maintain blood consistency. Blood draws water from the cells around it. We need to replace that water in the cells.
- (d) **Lubrication**: Saliva lubricates food; fluid bathes our eyes, lungs, and air passage.
- (e) **Nourishment**: All nutrients reach cells in a fluid state.
- (f) **Temperature control**: We have two million sweat glands that continually moisten our skin. Evaporation from the skin helps cool the body to maintain an even temperature of 98.60F. Water enables us to perspire freely.
- (g) **Filtration**: Through the skin and kidneys, we excrete body poisons. The more water we drink, the less work our kidneys must do to eliminate body wastes. Water also helps prevent constipation.
- (h) **Shock absorption**: Fluids in the joints cushion bones.

Drink atleast 12 glass of water every day.

FRUIT CONSUMPTION

Fruit is the most perfect food. It takes the least amount of energy to digest and gives your body the most in return. The only food your brain can work on is glucose. Fruit is primarily fructose (which can be easily converted into glucose), and it's most often 90-95 percent water. That means it's cleansing and nurturing at the same time.

The only problem with fruit is that most people don't know how to eat it in a way that allows the body effectively to use its nutrients. You must always eat fruit in an empty stomach. Why? The reason is that fruit is not primarily digested in the stomach. It gets digested in the small intestine.

Fruit is designed to go right through the stomach in a few minutes and into the intestines, where it releases its sugars. But if there is meat or potatoes or starch in the stomach, the fruit gets trapped there and begins to ferment. Did you ever eat some fruit for dessert after a big meal and find yourself burping the uncomfortable aftertaste for the rest of the evening? The reason is, you didn't eat it properly. You must always eat fruit on an empty stomach.

WOULD YOU STILL DRINK SOFT DRINKS?

As per the research, 80% of the adult population of India drink some kind of beverage that contains caffeine. If you're an Indian, you probably use up 300 mg of caffeine everyday, which you can achieve with only three cups of coffee or tea. At least 20% of Indians use more than 350 mg daily, a level that constitutes physical dependency.

HOW MUCH CAFFEINE

Tea and most of the soft drinks contain 30 to 65 mg caffeine per cup.

HOW DOES CAFFEINE AFFECT YOU?

Although there are no positive effects of caffeine, temporarily, you get an extra energy. You should better call it borrowed energy, because you get it now but you have to pay for it later with interest in the form of lower energy level. You can take more coffee or tea to put off this payback, but gradually like all big debts you have to pay heavily for it.

When you take caffeine it doubles the level of adrenaline in your bloodstream and it shocks your system and makes the liver promptly dump glucose into your blood stream.

In short I am giving a summary on how caffeine affects your body-

- 1) Elevates blood sugar.
- 2) Increases blood pressure.
- 3) It causes irregular heart beats.
- 4) It increases urinary calcium and magnesium losses, which eventually decreases bone health.
- 5) It increases stomach acid secretion which can aggravate a stomach ulcer.

- 6) It causes irritability and nervousness.
- 7) Disrupts sleep and causes insomnia.
- 8) Increases anxiety and depression.
- 9) Caffeine may make some people more talkative by increasing flow of thoughts, but it also makes some more impulsive and they have difficulty in listening.
- 10) Caffeine only provides an illusion of getting rid of fatigue. When the effect of caffeine is over we feel more tired and depressed.

GET RID OF THIS NOW

If you decide to kick the caffeine habit, water can be a good ally. Caffeine overly stimulates the kidneys and causes an excess excretion of water. However, if you drink a large amount of water ,it can help to flush the caffeine residues from your system and reduce the period of withdrawal symptoms.

Of course, you may feel dizziness, sleepiness during the day and may even have mild depression but these symptoms will disappear within 24 hours. After that you'll feel better because you'll be taking the control over your health, your life.

EFFECTIVE FOOD COMBINATION-I

Do you wake up tired in the morning, even after six or seven or eight hours of sleep? Know why? While you're sleeping, your body is working overtime to digest the incompatible combinations of food you've put in your stomach. For many people, digestion takes more nerve energy than almost anything else.

When foods are improperly combined in the digestive track, the time it takes to digest them can be as much as eight, ten, twelve, or fourteen hours, even more. When foods are properly combined, the body is able to do its job effectively, and digestion lasts an average of three to four hours. So you don't have to waste your energy on digestion.

The two major food groups we eat are proteins (meat, chicken, eggs, fish, and dairy) and starches (potatoes, rice, bread, pasta). Both proteins and starches are very concentrated foods requiring a significant energy output of digestion. Fruits and vegetables are not concentrated and so require far less energy for digestion.

When a protein enters the stomach, an acid-based digestive juice is required for digestion. When a starch enters the stomach and alkaline based digestive juice is required. Ever take a chemistry class? Do you know what happens when an acid and an alkaline come into contact with one another? They are neutralized. So, as an example, if you were to eat meat and potatoes, or fish and rice, or chicken and pasta, at the same meal, all combinations of a protein and a starch, the digestive juices are neutralized, causing the digestive process to be dragged out far too long.

Ever have a stomach ache? How about acid indigestion or acid reflux? Or what about heartburn or gas pain? Or how about the heavy, bloated feeling after eating? All of those problems are the result of food not being efficiently digested in the stomach. Rather, because they are forced to stay in the stomach for a prolonged length of time, the food starts to spoil, causing the above-listed discomforts.

*Also read the chart on perfect food combination given in the book.

PERIODIC MONODIETING : ULTIMATE WAY OF MAINTAINING A GOOD HEALTH

Periodic monodieting is the eating of fresh fruits and /or vegetables and their juices, uncooked, for a length of time that ranges from one day to several weeks. Before explaining the rationale of monodieting and the benefits that can be expected from it, let me give you three examples of possible monodiets:-

1. Drinking only fresh fruit and vegetable juice for 1 to 3 days.
2. Drinking only fresh fruit and vegetable juices and eating whole fruits and vegetables for 3 to 5 days.
3. Drinking only fresh fruit and vegetable juices and eating only fresh fruits and vegetables and salads for 1 day to a week to 10 days.

In other words, periodic monodieting is the taking of any combination of any raw, fresh fruit or juice for whatever length of time you wish.

The reason that all food during a monodiet must be in its natural, raw state. It is quite simple, and crucial to the cleansing of the digestive lymph system.

The purpose of monodieting is twofold. The first purpose is to use as little energy as possible on digestion so that energy can be freed and directed toward the cleansing and rejuvenation of the digestion system. The second purpose of monodieting is to obtain the maximum amount of fuel and nutrients from the food being eaten. Raw food fulfills these two purposes of monodieting better than cooked or processed food. Raw food demands less energy to digest and provides the most nutrients

because it is in its purest state, its natural state. Any cooking of food removes or denatures some nutrients. Bear in mind that human being are the only species that eats cooked food, and humans are the only that suffer from indigestion diseases. Remember : The extent to which you use periodic monodieting is up to you; there are an unlimited number of ways to use it, and there are no specifically prescribed regimens. Some people have an all-juice or all fruit day once a week. Some eat only raw food one day a week. Some have three straight raw days every month.

The traditional approach to healing focuses solely on after the fact treatment. But the only way to prevent disease depends entirely upon what you do before such treatment is necessary. Periodic monodieting is the cornerstone of before the fact treatment, and therefore of a vibrant, healthy life.

If you have never eaten highly cleansing food exclusively for a few days, you may experience a side effect that is uncomfortable but quite valuable; diarrhea. It is not something to worry about if it is not lasting beyond 2 days, since you eating a cleansing food.

EFFECTIVE FOOD COMBINATION-II

| Group I | Group II | Group III | Group IV | Group V | Group VI |
|----------------|---------------------------------------------------|-----------------------|---------------------------|----------------|--------------------------------------|
| Proteins | Non-Starchy Vegetables (High water content foods) | Starchy Carbohydrates | Mildly Starchy Vegetables | Fats & Oils | Fruit (Fruit is the water-Rich Food) |
| Cheese | Beet greens | Banana | Carrots | Butter | Bananas |
| Coconut | Cabbage | Beans | Corn | Corn | Dates |
| Eggs | Celery | Breads | Beets | Cream | Dried fruits |
| Fish | Endive | Cereals | Peas | Nut | Grapes |
| Meat | Escarole | Grains | Cauliflower | Raddish | Lemon |
| Milk | Green beans | Potatoes | | Shallots | Blackberries |
| Nuts (raw) | Mushrooms | Pumpkin | | | Grapefruit |
| Nut butters | Sweet Pepper | | | | Lime |
| Olives | Tomatoes | | | | Orange |
| Seeds | Turnips | | | | Pineapple |
| Soya-beans | | | | | Strawberries |
| | | | | | Cherries |
| | | | | | Grapes |
| | | | | | Apple |
| | | | | | Mangoes |
| | | | | | Papaya |
| | | | | | Watermelon |

- Group I + Group II = Excellent
- Group II + Group III = Excellent
- Group I + Group V = Poor
- Group II + Group V = Excellent
- Group IV + Group III = Good
- Group V + Group III = Good

GROUP VI - DO NOT EAT FRUIT WITH ANY OTHER FOOD.

After eating a properly combined meal, one must wait at least three and half hour before ingesting any other foods. Also, it is important to note that the drinking of fluids at meals dilutes the digestive juices and slows the digestive process.

REMEMBER TO REMEMBER

There is a vast difference between failure and temporary defeat-

Every defeat is temporary unless you give up and allow it to become permanent. In fact, temporary defeat often makes us stronger and more capable. Every time we try and fail, we learn something that helps, prepare us for eventual success.

Smile

Smile and world will smile with you. For next few weeks, spend a minute five times a day in front of the mirror doing nothing but giving yourself a full and bright smile. It may feel a little silly awkward at first but you will consistently be sparking off feeling of happiness and spontaneity and feel good even physically, take a step ahead now....

Association

The only way to learn, is to connect the new information with something we already know.

Action may not always bring happiness, but there is no happiness without action-

Procrastination is the bad habit of putting off until the day after tomorrow what should have been done the day before yesterday.

Day dream your goal

Day-dreaming gives needed rest to those parts of your brain which have been doing analytical and repetitive work. Exercising your projective and imaginative thinking gives you a necessary chance to integrate your thoughts and helps you in reaching closer to your goal.

Quicker decisions usually denotes an alert mind

Successful people are decisive. They don't agonize over decisions and miss out on a great opportunity. They gather

relevant information, discuss alternatives with advisers whose opinion they repeat and then make a decision and get on with it.

Think Positively

Assert your positive attacks upon studies by working on a card with the words. 'Yes I can do it!' Place the card in front of your books and notes so that you can see the words every time you glance up. "Self trust is first secret of success."

Revision

Scientifically you must revise within 24 hrs ,and then after a week for perfect retention.

100% Concentration

Hear the things you want to learn and also see them through your mind's eye.

Study Breaks

Take frequent but short break from your study, as mental and physical fatigue will begin to wear you down. While you are trying to absorb a lot of work, your mind will need these short rests so that you can maintain the pace. Just getting up from the desk, walking around the room several times and then sitting down again can be a sufficient break. On an average a break of 10 minutes is recommended after every 50 minutes of learning.

HOW TO CONCENTRATE

No to Worries

While studying or listening to lectures some unwanted background thoughts keep on distracting us. And to avoid those worries, read even louder, interact even better with the subject, be mentally alert by asking questions like why, what , who, when, how.....etc.

Water

Proportionately more than 70% of our body is water, frequent and regular intake of water helps in recharging the brain and allows you to concentrate for longer hours at a stretch.

Ridiculous Thinking

Anything which is odd, silly, ridiculous, our mind stores it 10 times better. While memorizing give the information a ridiculous angle, for instance; Germany can be seen as germ-many or Malinger as Mali in Ghar. Do it systematically.

Association

Associate the new information you want to memorize with something you already know . You can do so even by associating yourself with the subject, for instance;while memorizing details of HARAPPA civilizations mentally see yourself present in the thought.

Sleep

A good night sleep is very important for concentration as it helps the brain to recharge and refresh itself for next day's activity. A timely routine and optimum sleep helps in recognizing the gathered information throughout the day into convenient plan of neural storage.

Eye Memory

What we see physically or mentally, we retain 20 times better than what we hear, whatever you want to learn or concentrate upon convert it into equivalent mental picture. For instance, if you want to learn functioning of a steam engine, visualize mentally a vivid, exaggerated picture of it while reading about it.

STEPS FOR INSTANT RELIEF FROM STRESS

According to research, worrying makes up tense and affects the nerves of your stomach. It actually changes the gastric juices of your stomach and often leads to stomach ulcers. "Those who do not know how to fight worry, die young"- says Dr. Alexis Carrel

One of the worst feature of worry is that it destroys our ability to concentrate. When we worry, our mind runs here and there and we lose all power of decision. However, when we force ourselves to face the worst and accept it mentally, we then eliminates all these vague imaginations, and put ourselves in position in which we are able to concentrate on our problem.

Do this- analyze the situation fearlessly and honestly and figure out the worst that could happen as a result of failure. After that calmly devote your time and energy in improving upon the worst which you have already accepted mentally.

Carefully read the sentences given below

A man is not hurt so much by what happened, as by his opinion of what happened.

Now follow this unique technique of changing our opinion and mood instantly. Action seems to follow feeling, but actually action and feeling go together and by regulating the action which is under the more direct control of our will, we can indirectly regulate the feeling which is not.

So, act as if you are happy. Speak and walk cheerfully as if you were already cheerful, if possible, even dance for a moment.

Remember the words of Abraham Lincoln "Most folks are about as happy they make up their mind to be."

"I had blues because I had no shoes, until upon the street, I met a man who had no feet." Read this every morning and you will never have worries for the thing you do not have.

Visualization technique: Keep a mental account of the happier moments of your life you have experienced. Next time you are tense go back to your happier days by visualizing yourself in that moment. Try to feel the pleasant atmosphere and music of appreciation of your happier moment.

"We are not what we are, but what we think, we are? "So next time you are stressed, just refer to this for instant relief".

EIGHT RULES FOR HEALTHY EATING

1. The main part of the food should be of plant origin. Fruit, vegetables and salads , with grain products and potatoes, should be the basis of nutrition. This plant nutrition should take up at least 70 per cent of the entire intake of food. In this way a high fibre content is guaranteed, which is absolutely essential for your digestion.
2. Raw, uncooked food should not be the exception, but an important part of your daily nutrition. When half of our food is of plant origin and is eaten raw, this is excellent for our health. When there is no inflammation of the intestines, more of this kind of food can be eaten.
3. Meat, poultry and fish should, as a general rule, be only eaten once a week. One can give these up for long periods without problems.
4. The proportion of fat in food should be not more than 20-30 per cent. Animal fat should be avoided as much as possible. Instead, plant fats (unsaturated oils] should be used.
5. The more natural the food is[this means not industrially prefabricated], the better it is.
6. You should live completely, or almost completely, without sugar. General rule: use no more sugar than salt.
7. Drink plenty: Water or herb teas are ideal drinks.

PART - VIII

ADVANCED

TECHNIQUES

VIBGYOR METHOD FOR LONG THEORIES

The VIBGYOR method is a system formulated to help students make as well as learn condensed notes in a systematic way. This method is not only a scientific approach but it also has advantages-

- a) It helps to arrange systematic notes
- b) It helps in easy recall
- c) It is easy to revise
- d) It helps in longer retention
- e) It helps in making condensed notes

The Principle of VIBGYOR method

Human mind always learns better in terms of colour and colourful things can be easily recalled also. Keeping this in mind the VIBGYOR technique has been designed to help in effective learning.

Now let us see how the system functions. Have a look at the VIBGYOR chart. It comprises of 7 sections, since our brain learns in chunks of 7. Each section represents a particular colour of the rainbow, namely violet, indigo, blue, green, yellow, orange and red. Let us take a paragraph of history that deals with the Neolithic age.

Neolithic Age (8,000 BC – 4,000 BC)

Polished tools- In the course of centuries, man entered another period of development-the New Stone Age or Neolithic Age. In this age, quartzite, the chief material of the Old Stone Age, was largely replaced by 'trap' rock or basalt. Which had fine grains and contained some iron ore. The new tools made from basalt were harder, and stronger. They were grooved, ground and polished. Polished tools have been found in large numbers in different parts of India including Kashmir, Bengal, Assam, Orissa, central India, Deccan peninsula and at sites south of the Godavari river.

As man settled down to an agricultural way of life, he had to improve his tools to make them suitable for cultivation. Stone

tools were polished and given different shapes, which continue to this day. He made stone blades, sickles, etc. for harvesting and axes for cutting trees. Man also used bones to make needles and spindles.

Animal husbandry and agriculture- Animal husbandry means the keeping of domesticated animals like cattle, sheep, etc. Agriculture means the cultivation of land and growing of crops. Their combination is known as mixed farming. Animal husbandry and agriculture had started in the Mesolithic Age. Man soon realized that some animals like goat, sheep, cattle, etc., were harmless and could be captured and kept alive for milk, or killed when the need arose for meat or skin. It was around this time, that the plough was invented. Later, animals were yoked to it for tilling the land.

Cultivation was probably the biggest discovery of this period. River valleys provided man with a rich supply of food in the form of seeds and grain. In the beginning, crude methods of cultivation were used. But over the centuries man became a food-producer and could produce enough and even more than what he required. He was at last free from the continuous search for food and used his free time for developing new skills.

Food- Man now ate better and tastier food than his palaeolithic ancestors. There were a variety of grains-wheat, barley and rice to choose from. In India. The remains of wheat and barley, which were among the first cereals grown, have been found on the western side of the Indus valley on the banks of the Bolan river. Grain was now ground between two stones and made into flour. Meat, eggs, milk and fruits were now a part of his diet.

Pottery – For keeping surplus grains and for cooking containers were required. Man earlier wove baskets out of wild grass and then applied wet clay around the baskets and dried them in the sun. While these were useful for storing dry grains, they proved of little use for storing milk or water. Over a period, man learnt to make his pottery more permanent and water-proof by baking them on fire. These were later glazed and decorated.

Dress and ornaments- The wheel was perhaps also used in

spinning, which led to weaving. It is difficult to say when weaving actually began. However, once this skill was developed, man used cotton and wool to make cloth. Hence, animal skins and barks and leaves were not the only form of clothing. They may have used ornaments made of shells and bones.

Village settlements-Even in the early Palaeolithic Age, primitive man had understood the importance of cooperation and moving in groups. With the advent of agriculture, life became far more settled and family units came into existence. Such families began to build their own shelters which were mud huts with thatched roofs. A few houses close to one another and surrounded by a common fence of prickly bush or mud wall perhaps, formed the earliest village. The village was usually built on higher grounds than the fields which lay outside the common wall.

The Mud houses had one single room. In the center of this room, a fire was lit on which the food was cooked and round which the family gathered at night. There was simple division of work in the family, depending mostly on age, wisdom and physical strength.

Religion- Soil was regarded as life giver, once cultivated crops became the main source of food. Neolithic man worshipped water, earth and fire, as also natural elements like, the sun, stars, rain and thunder. Similarly, worshipped the cow in thankfulness for the bounty it provided, and the snake in fear.

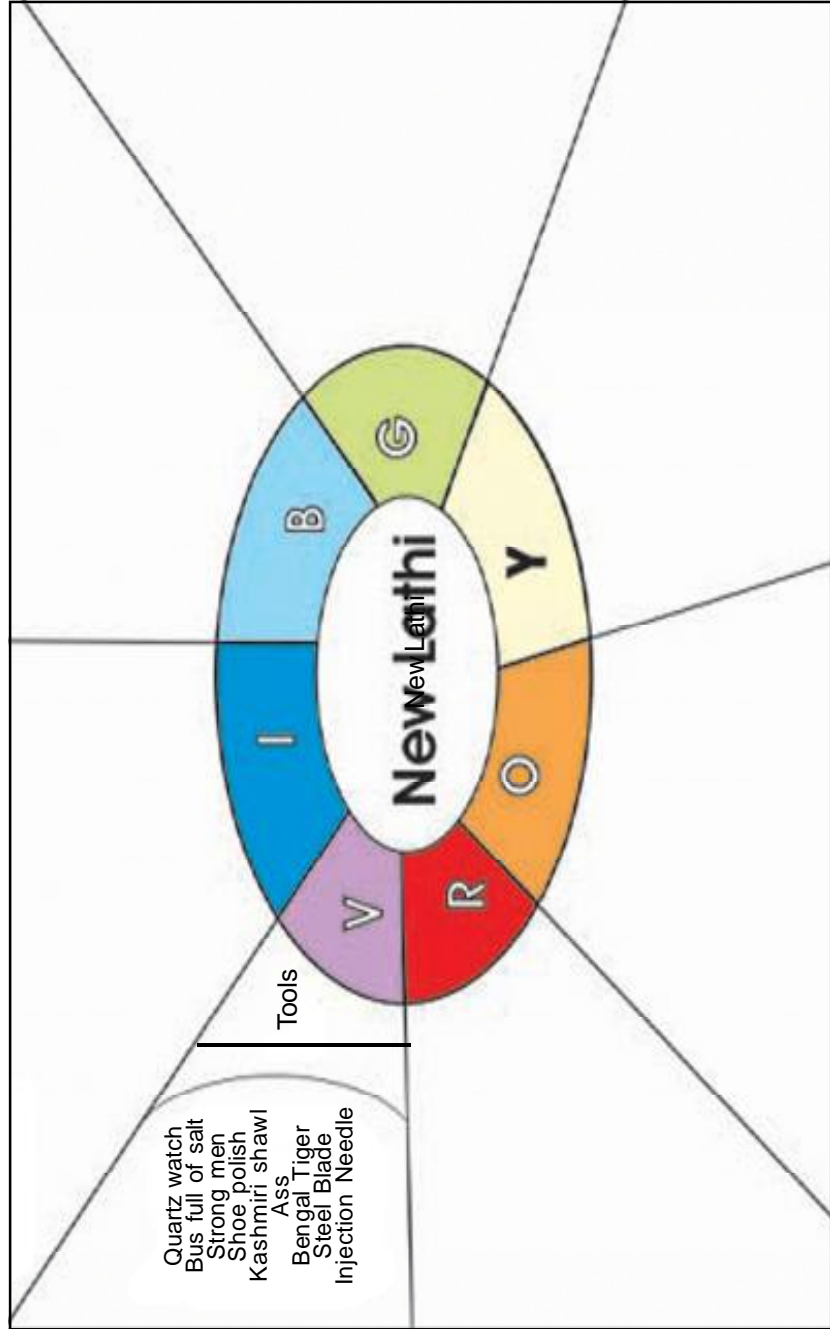
Step I:- Read the paragraph thoroughly and understand it.

Step II:- The answer has 7 sub headings. So on your chart in the middle of the module write a PMS for your main heading. In this case Neolithic age can be "New Lathi". So at the central blank place write new lathi.

Step III:- Now we will deal with the first sub heading- Polished tool. It will be written in the Violet area.

Step IV:- Now find out the keywords of the paragraph and convert them into pictures in this case they are;

quartzite quartz watches



| | | |
|----------|---|-------------------|
| Basalt | - | Bus full of salt |
| Stranger | - | Strong man |
| Polished | - | Shoe polish |
| Kashmir | - | Kashmiri Shawl |
| Assam | - | Ass |
| Bengal | - | Bengal tiger |
| Blade | - | Steel blades |
| Needles | - | Injection needles |

Step V:- Now weave them into a story of your own and see the entire story in violet colour. In this case, it could be as follow:

You are carrying a new lathi and wearing a quartz watch you are going to buy tools by a bus that is full of salt. A strong man comes and starts polishing your shoe with a Kashmiri shawl. You call him an ass and he start roaring like a Bengal tiger. So you hit him with a steel blade and he attacks you with an injection needle.

Once this process is complete move to the second sub heading. Make a list of its key words, find their pictures and weave them into a story. See this story in Indigo colour. Continue the same for all the paragraphs but place each subheading in a different colour.

See the Picture in next page-

Once the process is mastered, learning, retaining and recalling long theories will be a cake walk. This method is equally effective for all subjects including History, Civics and Geography.

A student can design and use the method according to his convenience. If a paragraph have 4 or 5 points, can he put them under a single section. If it has say 21 points, you can place 3 points in each section, but it will work equally in all the cases.

How to recall during exams?

During examination, when you have to recall a particular point, try to remember the colour, for e.g. if you want to remember the tools of the Neolithic age, you have to visualize violate. As soon as you do so, the points will immediately come to your memory.

1000 MEMORY CODES *(For the students of Law, CA, C.S)*

Since you have already been through the lesson on phonetics, (refer to chapter 66 of this book), it is clear to you that we can convert abstract numbers into meaningful images with the help of this method and then use them as pegs for storing specific information of the lesson.

In subjects like Law and C.A or C.S, students are required to learn sections and subsections that can even range upto 800. This section is specially meant for those students so that they can have condensed codes upto 999 that will be of help in their respective subjects. Once the list is learned thoroughly, students will be in a position to remember better. Another advantage of this method is that once a student masters the art, he will be able to formulate and use even his own images. For e.g. 237 is nmk. It is “unmake” but a student can also visualize it as ‘namak’ (salt). This method will help in systematic arrangement of the varied data that this subject entails.

| | | | |
|----|------|----|------------------------|
| 0 | Sea | 17 | Deck |
| 1 | Tea | 18 | Deaf |
| 2 | Eno | 19 | Dab |
| 3 | Ma | 20 | NASA |
| 4 | Ray | 21 | Net |
| 5 | Hall | 22 | Nan |
| 6 | Jaw | 23 | Name |
| 7 | Key | 24 | Nero |
| 8 | Fee | 25 | Nail |
| 9 | Bee | 26 | Nash |
| 10 | Dosa | | <i>Imagine a dog</i> |
| 11 | Dad | | <i>(g) mashing its</i> |
| 12 | Den | | <i>teeth</i> |
| 13 | Dam | 27 | Nag |
| 14 | Dart | 28 | Navel |
| 15 | Doll | 29 | Nib |
| 16 | Dash | | <i>Imagine on inky</i> |
| | | | <i>nib</i> |

| | | | |
|----|----------------------------------------------|-----|-----------------------------------------|
| 30 | Maize | 68 | Chaff |
| 31 | Mat | 69 | Chap |
| 32 | Man | 70 | Case |
| 33 | Mame | 71 | Cat |
| | <i>Imagine someone singing a famous song</i> | 72 | Can |
| | <i>'Mame'</i> | 73 | Camel |
| 34 | Mare | 74 | Car |
| 35 | Mail | 75 | Call |
| 36 | Mash | 76 | Cage |
| 37 | Mac | 77 | Cake |
| 38 | Mafia | 78 | Café |
| 39 | Map | 79 | Cab |
| 40 | Race | 80 | Face |
| 41 | Rat | 81 | Fade |
| 42 | Rain | 82 | Fan |
| 43 | Ram | 83 | Fame |
| 44 | Roar | 84 | Fair |
| 45 | Rail | 85 | Fall |
| | <i>for towels</i> | 86 | Fish |
| 46 | Rage | 87 | Fag |
| 47 | Rack | 88 | Five |
| 48 | RAFA (club) | | <i>Imagine a dice landing on a five</i> |
| 49 | Rap | 89 | Fab 1 |
| 50 | Lace | | <i>Lay Penelope's Car</i> |
| 51 | Lad | 90 | Base |
| 52 | Lane | 91 | Bat |
| 53 | Lamb | 92 | Bun |
| 54 | Lair | 93 | Beam |
| 55 | Lilo | 94 | Bar |
| 56 | Lash | 95 | Ball |
| 57 | Lake | 96 | Batch |
| 58 | Laugh | 97 | Back |
| 59 | Lab | 98 | Beef |
| 60 | Chase | 99 | Babe |
| 61 | Chat | 100 | Daisies |
| 62 | Chan | 101 | Taste |
| | <i>Charlie</i> | 102 | Tarzan |
| 63 | Chime | 103 | Tease em |
| 64 | Char | 104 | Tizer |
| 65 | Gel | 105 | Tassel |
| 66 | Cheese | 106 | Discharge |
| 67 | Cheque | 107 | Desk |

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|-----|---------------------------------------------------------------------|-----|-----------------------------------------------------------------|
| 108 | Doze off | | <i>fist -thinking</i> |
| 109 | Does up <i>Coat buttons</i> | 128 | Turn off <i>Switching off the radio</i> |
| 110 | Daddies <i>sauce</i> | 129 | Tendy <i>seaside</i> |
| 111 | Dad-dad <i>Baby talk</i> | 130 | Thames river |
| 112 | Date on <i>Stamp date on</i> | 131 | Tempt <i>Holding out a cream cake to a dieter</i> |
| 113 | Date him <i>His clothes date him</i> | 132 | Too many <i>Doorman turning people away from a disco</i> |
| 114 | Tartare <i>Sauce</i> | 133 | Dim' em <i>Warning from on-coming driver</i> |
| 115 | Tidal river | 134 | Tamer <i>Lion tamer</i> |
| 116 | Dotage <i>Parent looks at child</i> | 135 | Tamil <i>Guerilla soldier in Sri Lanka</i> |
| 117 | Too thick <i>People choosing not to go out in fog</i> | 136 | Too much <i>Shopkeeper giving a customer some money back</i> |
| 118 | Tooth of <i>Holding up a tooth of an animal</i> | 137 | To make <i>Instruction book</i> |
| 119 | Tot up <i>Cashier totting up money</i> | 138 | Time off <i>Person relaxing at home</i> |
| 120 | Tans <i>Two bather's suntans</i> | 139 | Tamp <i>Pipe smoker tamping down tobacco</i> |
| 121 | Tent | 140 | Tears |
| 122 | Tanning <i>On a sun bed</i> | 141 | Tart |
| 123 | Tan arm <i>A tanned arm, perhaps leaning out of a car window</i> | 142 | Tern <i>bird</i> |
| 124 | Tenor <i>singer</i> | 143 | Term <i>School term</i> |
| 125 | Tunnel | 144 | Ta ra |
| 126 | Tin edge <i>Rough edge of a tin</i> | | |
| 127 | Think <i>A person sitting with forehead on clenched</i> | | |

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|-----|------------------------------------------------------------------|-----|--------------------------------------------------------------------------------------|
| 145 | <i>Northern goodbye</i> Toe rail <i>At foot of a bar</i> | 165 | <i>ales at a pub</i> The chair <i>Electric chair (or use the word teacher)</i> |
| 146 | Tar edge <i>Workman repairing the road</i> | 166 | To church <i>Signpost pointing to a church</i> |
| 147 | Tie rack <i>In a shop</i> | 167 | Two cheques |
| 148 | The ref <i>In boxing</i> | 168 | To save <i>Person going to the bathroom to shave</i> |
| 149 | Tar rub <i>Rubbing damaged skin with tar ointment</i> | 169 | The Ship <i>Name on a pub</i> |
| 150 | Tills <i>Bank of tills in supermarkets</i> | 170 | Tie case <i>Cloth, or cardboard, case for ties</i> |
| 151 | Talons <i>Bird's long claws, or person's long fingernails</i> | 171 | Two cats / Ticket |
| 152 | To let signs | 172 | Token /Ticket <i>Book taken</i> |
| 153 | Tail em <i>A cop following a robber's car</i> | 173 | Two combs |
| 154 | Tailor | 174 | Tucker <i>Tucker bag</i> |
| 155 | Dull ale <i>Cloudy pint of beer</i> | 175 | Tackle <i>Fishing tackle</i> |
| 156 | Tail edge | 176 | Two bags of cash |
| 157 | To lock <i>Arrow on lock</i> | 177 | Teacake |
| 158 | Tea leaf | 178 | Take off <i>Aeroplane taking off</i> |
| 159 | Tulip | 179 | Take up <i>Slowly taking up the slack of a low rope</i> |
| 160 | Tissues | 180 | Toffs <i>Pretentiously snobbish people</i> |
| 161 | T-Shirt | 181 | Two feet |
| 162 | Two chins <i>Double chinned person</i> | 182 | Tougher <i>Soldiers square bashing</i> |
| 163 | Touching <i>People sitting close together on a bus</i> | 183 | Two farms |
| 164 | Two ales <i>Choice of two different</i> | 184 | Two fairs |
| | | 185 | Tefal |

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|-----|----------------------------------|-----|------------------------------|
| | <i>Black saucepan</i> | 206 | No sash |
| 186 | Two fish | | <i>Man in a dress suit</i> |
| 187 | Two forks | | <i>holding his trousers</i> |
| 188 | Two fives | | <i>up because he has</i> |
| | <i>Two fists- bunches of</i> | | <i>no sash</i> |
| | <i>fives</i> | 207 | No sock |
| 189 | Two fabs | | <i>Person with one</i> |
| | <i>Two of Lady Penelope's</i> | | <i>bare foot</i> |
| | <i>Rolls Royces</i> | 208 | Nose off |
| 190 | Taps | | <i>Person having his/</i> |
| | <i>Basin or bath taps</i> | | <i>her nose cut off</i> |
| 191 | Tepid | 209 | Knees up |
| | <i>Testing water tempera-</i> | | <i>a dance</i> |
| | <i>ture with elbow</i> | 210 | Gnats |
| 192 | Tip him | 211 | Natal |
| | <i>Lorry tipping</i> | | <i>Christmas in Portu-</i> |
| 193 | Tap em | | <i>gal (Feliz Natal), or</i> |
| | <i>Railway rail tapper, tap-</i> | | <i>things connected</i> |
| | <i>ping wheels</i> | | <i>with birth</i> |
| 194 | Taper | 212 | Knitting |
| | <i>Cannon lighter</i> | 213 | Natter |
| 195 | Tipple | | <i>Two people leaning</i> |
| | <i>Person drinking whisky</i> | | <i>on the fence talking</i> |
| 196 | Two bushes | 214 | New tar |
| | <i>Person cutting hedges</i> | | <i>Newly tarred road</i> |
| 197 | Two books | 215 | No tail |
| 198 | Two bevies | | <i>guinea pig</i> |
| | <i>Two pints of beer</i> | 216 | Notch |
| 199 | Two pipes | 217 | New book |
| 200 | Nurses | | <i>Wrapping a new</i> |
| 201 | No shirt | | <i>book</i> |
| | <i>Person with no shirt on</i> | 218 | Native |
| 202 | Nissan | 219 | New tap |
| | <i>car</i> | | <i>Replacing a tap on</i> |
| 203 | No seam | | <i>a bath or sink</i> |
| | <i>Imagine seamless</i> | 220 | Nuns |
| | <i>stockings</i> | 221 | New nib |
| 204 | No shore | | <i>Changing a pen nib</i> |
| | <i>Sea going right up to</i> | 222 | Ninian |
| | <i>cliffs</i> | | <i>Ninian park rugby</i> |
| 205 | Nasal | | <i>ground, cardiff</i> |
| | <i>Speaking with a cold, or</i> | 223 | Numen |
| | <i>spraying a nasal spray</i> | | <i>Numen college,</i> |

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|-----|-------------------------------------------------------------|-----|---------------------------------------------------------------------|
| | <i>Cambridge</i> | | <i>head on a handle</i> |
| 224 | Nunnery | 240 | Norse |
| 225 | No nail | | <i>Viking</i> |
| | <i>Imagine a nail-less finger</i> | 241 | Nereid |
| 226 | No nosh | 242 | <i>A centipede</i> |
| | <i>Person peering into an empty sandwich tin</i> | 243 | Neuron |
| 227 | No neck | | <i>A nerve cell</i> |
| | <i>Person without a neck</i> | | No room |
| 228 | New navy | 244 | <i>No Vacancies sign at a guesthouse</i> |
| | <i>Parade of sailors with new stylish uniforms</i> | | No roar |
| 229 | Nine pins | 245 | <i>Lion who cannot roar</i> |
| | <i>skittles</i> | | Narwhal |
| 230 | Numbs | 246 | <i>Arctic mammal</i> |
| | <i>Dentist injection</i> | | Nourish |
| 231 | Named | | <i>A mother feeding a child</i> |
| | <i>Ship sliding down the slipway having just been named</i> | 247 | New York |
| 232 | Norman | 248 | Nerve |
| | <i>Norman soldier</i> | 249 | No robe |
| 233 | New mum | | <i>Barrister looking for a mislaid robe before going into court</i> |
| | <i>Someone being introduced to their father's new wife</i> | 250 | Nails |
| 234 | New mower | 251 | <i>Tin or box of nails</i> |
| | <i>Someone unwrapping a new lawn mower</i> | 252 | Nailed |
| 235 | Normal | 253 | Nolan |
| | <i>A typical family with 2.4 children –absurd, yes</i> | | <i>One of the Nolan sisters</i> |
| 236 | No match | 254 | No lamb |
| | <i>A large and a small boxer in the ring together</i> | | <i>Sign outside a butcher's shop saying no lamb</i> |
| 237 | Unmake | 255 | New lorry |
| | <i>Unmaking a made bed</i> | 256 | <i>Shiny new lorry</i> |
| 238 | Nymph | 257 | Nail hole |
| 239 | New mop | | Knowledge |
| | <i>Putting a new mop</i> | 258 | New lock |
| | | | <i>Someone changing the door lock</i> |
| | | 259 | Nullify |
| | | | No lip |

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|-----|-------------------------------------------------------------------------------------------|-----|---------------------------------------------------------------------|
| | <i>Person with no lower lip</i> | 277 | Knockin(g) <i>Knocking on a door</i> |
| 260 | New shoes | 278 | New coffee |
| 261 | New shirt | | <i>Popping the seal on a new jar of instant coffee</i> |
| 262 | No washing <i>Empty laundry basket</i> | 279 | Notch up / nakab <i>Fighter pilot marking up his hits</i> |
| 263 | No shame <i>Drunk behaving badly</i> | 280 | No face <i>Person with no face</i> |
| 264 | No chair <i>Table laid, but no chair</i> | 281 | No feet <i>Person with no feet</i> |
| 265 | Unshell <i>Peeling a prawn</i> | 282 | No fun <i>Person with a glum face</i> |
| 266 | No choo choo <i>Mother saying this to infant as they look at an empty railway line</i> | 283 | Infamy <i>Sleazy press reports relating to a politician</i> |
| 267 | No cheque <i>Someone going to pay a bill and finding there are no cheques left</i> | 284 | No fur <i>Mangy dog</i> |
| 268 | Unshaven | 285 | Novel |
| 269 | No ship <i>Sailor finding his ship has sailed without him</i> | 286 | No fish <i>Person with empty fishing net</i> |
| 270 | Necks | 287 | Invoke <i>Calling up a spirit, or citing a law or regulation</i> |
| 271 | Nicked <i>Police taking a villain away by the arm</i> | 288 | Unfavourable |
| 272 | Naggin(g) <i>Nagging spouse</i> | 289 | Enfeeble <i>To make weak</i> |
| 273 | New comb <i>Someone buying a new comb</i> | 290 | Neeps Scots for turnips |
| 274 | Knockle / Naukar <i>Door knocker</i> | 291 | New pet <i>A family playing with a new puppy</i> |
| 275 | Knuckle | 292 | Nippon <i>Ant killer-trade name</i> |
| 276 | No cash <i>Someone turning their pockets inside out</i> | 293 | No beam <i>Switching on a torch to find it doesn't work</i> |

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|-----|------------------------------------------------------------------------------------|-----|--------------------------------------------------------------------------------------------------------|
| 294 | Nipper <i>baby</i> | 315 | Metal <i>Lump of iron</i> |
| 295 | Nepal <i>Image of Mount Everest and monks</i> | 316 | My dish <i>Dish with your name on it.</i> |
| 296 | New page <i>Sometime writing and starting a new page</i> | 317 | Mattock <i>Digging implement similar to a pickaxe</i> |
| 297 | No peak <i>Mountain with a flat top</i> | 318 | Motif <i>A badge on the front of a car</i> |
| 298 | Unpaved <i>Section of path with no paving slabs</i> | 319 | Mud pie |
| 299 | Unpipe <i>A tap with no water and person looking underneath to find no pipe</i> | 320 | Many <i>people in a crowd</i> |
| 300 | Muses | 321 | Mint |
| 301 | Miss hit <i>Hitting the ball badly in a ball game</i> | 322 | Morning <i>Sun rising</i> |
| 302 | Mason <i>Stonemason at work</i> | 323 | Minim <i>Musical symbol</i> |
| 303 | Museum | 324 | Minor <i>Morris Minor</i> |
| 304 | Miser | 325 | Manilla <i>Writing paper of a brownish shade</i> |
| 305 | Missile | 326 | Menage <i>Domestic establishment husband, wife and children</i> |
| 306 | Massage | 327 | Munich |
| 307 | Music | 328 | My navy <i>Your own navy, your own personal yacht, the crew wearing uniforms with your initials</i> |
| 308 | Missive <i>Official and serious letter</i> | 329 | Monopoly |
| 309 | Mishap <i>Someone dropping their dinner</i> | 330 | Mimes <i>Several people doing mimes</i> |
| 310 | Mats <i>Set of table mats</i> | 331 | Marmet |
| 311 | Matt <i>Not glossy</i> | 332 | Mormon <i>Going round houses with Bible</i> |
| 312 | Mutton | 333 | My mum |
| 313 | Madam | | |
| 314 | Meter <i>Parking meter</i> | | |

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|-----|----------------------------------------------------------|-----|------------------------------------------------------------------|
| 334 | Murmur | 352 | Mallen |
| 335 | Mammal | | <i>Man with white streak in hair</i> |
| 336 | My match | 353 | My mole |
| | <i>Winning a tennis match</i> | | <i>Pet mole</i> |
| 337 | Mimic | 354 | Molar |
| | <i>Someone mimicking another behind their back</i> | | <i>Back tooth</i> |
| 338 | Mummfy | 355 | Mole hill |
| 339 | Mump | 356 | Mileage |
| | <i>A neck swollen on one side</i> | | <i>mileometer in a car</i> |
| 340 | Mars | 357 | Milk |
| 341 | Mart | 358 | My loaf |
| | <i>Cattle market</i> | | Selecting your loaf from two |
| 342 | Marine | 359 | Mailbag |
| 343 | Marry me | 360 | Midges |
| | <i>Someone down on one knee proposing marriage</i> | | <i>Little flies which bite</i> |
| 344 | Mirror | 361 | Midget |
| 345 | Marl | | <i>Dwarf, or MG midget</i> |
| | <i>Piece of stone</i> | 362 | Mission |
| 346 | Marriage | | <i>A church in jungle setting</i> |
| | <i>Pair of wedding rings</i> | 363 | Mismatch |
| 347 | Mark | | <i>Two garments matching badly</i> |
| | <i>Dirty mark on clean garment</i> | 364 | Major |
| 348 | More of | | <i>High-ranking soldier</i> |
| | <i>Somebody tucking into a second helping</i> | 365 | My shell |
| 349 | Married | | <i>Crab pointing to his shell and telling you it is his</i> |
| | <i>Car with sign on the back just married</i> | 366 | Magician / Maggi |
| 350 | Mills | 367 | Magic |
| | <i>Lancashire mills with smoke pouring from chimneys</i> | | <i>Conjurer with wand</i> |
| 351 | Mallet | 368 | Match fair |
| | | | <i>Imagine a fair where different kinds of matches are sold</i> |
| | | 369 | My chap |
| | | | <i>Lady pointing to her partner and saying 'this is my chap'</i> |
| | | 370 | Marks |
| | | 371 | Marked |

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|-----|---------------------------------------------------------|-----|----------------------------------------------------------------|
| | <i>Someone tattooed all over</i> | 390 | <i>class at school</i> |
| 372 | Mohican | | Maps |
| 373 | Make mac | | <i>Several in a book or case</i> |
| | <i>Someone selling a new raincoat</i> | 391 | Moped |
| | | 392 | My bin |
| 374 | My car | | <i>Several dustbins outside houses, one with your initials</i> |
| | <i>Your car</i> | | Embalm |
| 375 | Michael | | Empire |
| | <i>Barrymore</i> | 393 | Maple |
| 376 | My cash | 394 | <i>Syrup</i> |
| | <i>Taking cash out of your pocket and looking at it</i> | 395 | Ambush |
| | | 396 | Impact |
| 377 | Macaque | 397 | Mop offer |
| | <i>A monkey</i> | 398 | <i>Special offer on mops in a shop</i> |
| 378 | My cave | | Imbibe |
| | <i>Someone pointing to a cave where he or she lived</i> | 399 | Cases |
| | | 400 | Casts |
| 379 | Make up | 401 | <i>plaster</i> |
| 380 | Movies | | Raisin |
| 381 | Muffet | 402 | Resume |
| | <i>miss</i> | 403 | <i>Summing up main points in a speech or lecture</i> |
| 382 | Muffin | | Razor |
| | <i>A cake</i> | | Razzle |
| 383 | My firm | | <i>Lively outing</i> |
| | <i>The office of your employer</i> | 404 | Rose itch |
| | | 405 | <i>Person scratching roses</i> |
| 384 | My fair | | Rusk |
| | <i>You owning a fair</i> | 406 | Raise off |
| 385 | Marvel | | <i>Lifting a weight off the floor</i> |
| | <i>Dried milk</i> | | Rosehip |
| 386 | My fish | 407 | Rites |
| | <i>Someone pointing to their aquarium</i> | 408 | <i>last</i> |
| 387 | My folk | | Rotate |
| | <i>Your family group</i> | 409 | Rotten |
| 388 | My fav | 410 | <i>Apples, for example</i> |
| | <i>My favourite</i> | | |
| 389 | Move up | 411 | |
| | <i>Someone climbing a ladder or going up a</i> | 412 | |

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| 413 | Redeem <i>Become absolved of guilt</i> | 434 | <i>Burr</i> Rumour <i>Someone whispering behind someone else's back</i> |
| 414 | Writer <i>Person with a quill</i> | 435 | Rammle Rowdy drinking session |
| 415 | Rota | 436 | Rummage <i>People rummaging through clothes on a table at a jumble sale</i> |
| 416 | Rattle | 437 | Remake <i>Tailor remaking a suit which doesn't fit</i> |
| 417 | Reading | 438 | Remove <i>Trouble maker being removed from a club</i> |
| 418 | Write off <i>Crashed car</i> | 439 | Ramp |
| 419 | Write up <i>Report of research, for example</i> | 440 | Roars <i>Several lions roaring</i> |
| 420 | Runs <i>cricket</i> | 441 | Reared |
| 421 | Rent <i>In jar for the rent collector</i> | 442 | Rare one <i>Large diamond</i> |
| 422 | Rain in <i>Rain water coming through ceiling</i> | 443 | War room <i>Room where war strategies are planned</i> |
| 423 | Uranium | 444 | We're raw recruits <i>Soldiers protesting their lack of experience to carry out a dangerous attack</i> |
| 424 | Runner <i>marathon</i> | 445 | Rural <i>Country image</i> |
| 425 | Runnel <i>gutter</i> | 446 | Rare rash |
| 426 | Range <i>Cooking range</i> | 447 | Hairy rocks <i>You've found hairy</i> |
| 427 | Rink <i>ice</i> | | |
| 428 | Rain off <i>Cricket or tennis match stopped due to rain</i> | | |
| 429 | Run up <i>Pre election campaign</i> | | |
| 430 | Rooms | | |
| 431 | Remade <i>Remade bed</i> | | |
| 432 | Roman <i>Soldier</i> | | |
| 433 | Raymond | | |

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| 448 | <i>rock</i> Rarefy <i>Beat metal to make it less solid and dense</i> | | <i>getting out of bed and rubbing their eyes while it is still dark</i> |
| 449 | Rarebit <i>Welsh rarebit</i> | 465 | Rush hill <i>Hillside covered with rushes</i> |
| 450 | Rails <i>For railway engines</i> | 466 | Re-judge <i>Judge something again</i> |
| 451 | Roulette | 467 | Raw cheek <i>Someone's cheeks red with cold</i> |
| 452 | Hair loan / Rolon <i>leading some hair to someone who is bald</i> | 468 | Rush off <i>Somebody rushing off to catch train</i> |
| 453 | Realm <i>area</i> | 469 | Reach up |
| 454 | Roller <i>Instruments</i> | 470 | Racks <i>For wine</i> |
| 455 | Rail wheel <i>Train wheel</i> | 471 | Racket |
| 456 | Relish | 472 | Work on <i>Deciding to work on after time</i> |
| 457 | Relic <i>Unearthing ancient piece of pottery</i> | 473 | Requiem |
| 458 | Relief <i>Famine relief food parcels being dropped by parachute</i> | 474 | Way cry |
| 459 | Roll up <i>Hand rolled cigarette</i> | 475 | Oracle |
| 460 | Rushes | 476 | Rickshaw |
| 461 | Hairy shed | 477 | Raw cake <i>Eating cake that has not been cooked</i> |
| 462 | Russian <i>Russian in Cossack hat</i> | 478 | Wire cave <i>Cave made of wire</i> |
| 463 | Rush home | 479 | Rake up <i>Someone raking up mown grass or hoed weeds</i> |
| 464 | Riser <i>Imagine an early riser awakening</i> | 480 | Roofs |
| | | 481 | Raft |
| | | 482 | Rave |
| | | 483 | Revamp <i>Renovate or liven up</i> |
| | | 484 | River |
| | | 485 | Ravel <i>composer</i> |

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|-----|-----------------------------------------------------------|-----|---------------------------------------------------------------------------------------|
| 486 | Ravage | | <i>around hips instead of waist</i> |
| 487 | Revoke | | |
| | <i>Take away a right</i> | 507 | Lusaka |
| 488 | Revive | | <i>Capital of Zambia</i> |
| 489 | Rave up | 508 | Lucifer |
| 490 | Rips | 509 | List |
| | <i>In jeans</i> | 510 | Lots |
| 491 | Roped | | <i>Draw lots</i> |
| | <i>Roped off scene of crime, or dangerous area</i> | 511 | Looted |
| 492 | Ripon | | <i>Shop with broken window and goods scattered by escaping thieves</i> |
| | <i>Horse races</i> | | |
| 493 | Rip em | 512 | Luton |
| | <i>Someone ripping their denim jeans</i> | 513 | <i>Small furniture van</i> |
| 494 | Reaper | | <i>Someone with a lead arm</i> |
| | <i>Grim reaper with scythe</i> | 514 | Lighter |
| 495 | Ripple | 515 | Little |
| 496 | Rubbish | 516 | Old age |
| 497 | Rebuke | 517 | Low dyke |
| | <i>Someone giving a reprimand</i> | 517 | <i>Deep ditch</i> |
| 498 | Rip off / RPF | 518 | Old Turk |
| | <i>Complaining about the cost of a meal</i> | | Low Taff |
| 499 | Rip up | 519 | <i>Low water in the river Taff at Cardiff</i> |
| | <i>Person ripping up paper</i> | 520 | Light up |
| 500 | Laces | 521 | Lanes |
| 501 | Last | | <i>In the road</i> |
| 502 | Loosen | 522 | Linnet |
| | <i>Someone loosening their belt, perhaps after a meal</i> | 523 | <i>bird</i> |
| 503 | Lyceum | | Linen |
| | <i>School in ancient Athens</i> | | Loan M |
| 504 | Laser | 524 | <i>Large letter M on its own, perhaps like the M in the McDonald's fast food sign</i> |
| 505 | Lazily | | Loner |
| 506 | Low sash | | <i>Person drinking alone at a bar</i> |
| | <i>Person with a sash</i> | 525 | Lineal |

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| | <i>In direct line of an-</i> | 548 | Larva |
| | <i>cestry</i> | 549 | Oily road |
| 526 | Launch | 550 | Lilies |
| 527 | Link | 551 | Oil light |
| | <i>Chin link</i> | | <i>On dashboard of car</i> |
| 528 | Lame five | 552 | Ley line |
| | <i>Five lame men</i> | 553 | Lie low aim |
| 529 | Line up | | <i>Soldier laying on</i> |
| | <i>A line of people on</i> | | <i>stomach aiming a</i> |
| | <i>parade</i> | | <i>rifle</i> |
| 530 | Limes | 554 | Oil lorry |
| | Tree full of them | | <i>Oil tanker</i> |
| 531 | Limit | 555 | Low lolly |
| | <i>Speed limit sign</i> | | <i>Ice lolly almost</i> |
| 532 | Lemon | | <i>sucked to nothing</i> |
| 533 | Lame mare | 556 | Low latch |
| 534 | Lima | | <i>On door so low you</i> |
| 535 | Lime ale | | <i>have to sit down to it</i> |
| | <i>Drink made with lime</i> | 557 | Lilac |
| 536 | Eel match | 558 | Low life |
| | <i>Someone matching</i> | 559 | Lullaby |
| | <i>pairs of eels for size</i> | 560 | Lychees |
| 537 | Oily mack | | <i>Chinese fruit</i> |
| 538 | Lymph | 561 | Low jet |
| | <i>Colourless body fluid</i> | 562 | Legion |
| 539 | Lamp | 563 | Oily shammy |
| 540 | Lorries | | <i>Wiping windscreen</i> |
| 541 | Lard | | <i>with a shammy only</i> |
| 542 | Learn | | <i>to leave oily smears</i> |
| | <i>a pupil in school</i> | 564 | Lodger |
| 543 | Leiria | 565 | Oil shale |
| | <i>City in Northern Por-</i> | 566 | All Jewish |
| | <i>tugal</i> | 567 | Logic |
| 544 | Love forever | 568 | Oily shave |
| | <i>wedding</i> | | <i>Shaving with motor</i> |
| 545 | Laurel | | <i>oil instead of shaving</i> |
| 546 | Oil rush | | <i>foam</i> |
| | <i>Rush of prospectors</i> | 569 | Oil ship |
| | <i>to area rumoured' to</i> | | <i>tanker</i> |
| | <i>have oil</i> | 570 | Lakes |
| 547 | Laughs | 571 | Locket |
| | <i>Several people</i> | 572 | Lycca |
| | <i>laughing</i> | | <i>Primitive plant life</i> |

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|-----|--------------------------------------------------------------|-----|-----------------------------------------------------|
| 573 | Locum <i>Temporary doctor</i> | 596 | Lay patch <i>Patching hole in tarred drive</i> |
| 574 | Loco / Locker | | |
| 575 | Local <i>pub</i> | 597 | Lie back <i>Reclining in car seat</i> |
| 576 | Luggage | 598 | Leap off <i>Leaping off cliff</i> |
| 577 | Low kick <i>Football kick low into the goal</i> | 599 | Lap up <i>Cat drinking saucer of milk</i> |
| 578 | Low cave <i>Cave below sea level</i> | 600 | Cheese <i>Imagine several</i> |
| 579 | Lock up <i>Garage or shop</i> | 601 | Chew soap <i>Someone chewing soap</i> |
| 580 | Leaves | 602 | Jason <i>Leader of Argonauts in Greek legend</i> |
| 581 | Leave it <i>Someone who does not like their food</i> | 603 | Chase me <i>Child or dog playing tag</i> |
| 582 | Lovin | 604 | Chaser <i>Whisky with a pint of beer</i> |
| 583 | Alluvium <i>soil</i> | 605 | Chisel |
| 584 | Lever <i>organ</i> | 606 | Jazz show |
| 585 | Lovely <i>beautiful</i> | 607 | Chiswick <i>flyover</i> |
| 586 | Oily fish <i>Herring, mackerel, trout</i> | 608 | Joseph <i>With coat of many colours</i> |
| 587 | Oily fork <i>Fork used for eating oily fish</i> | 609 | Cheese Pie <i>A pie made of cheese</i> |
| 588 | Leaf off <i>Leaf off a rubber plant laying besides it</i> | 610 | Shades <i>sunglasses</i> |
| 589 | Lifebuoy | 611 | Chips <i>10 Us on a spike</i> |
| 590 | Lips | 612 | Cheating <i>Card sharps</i> |
| 591 | Lipid | 613 | Showtime <i>Actors getting ready for show</i> |
| 592 | Lap in (g) <i>water</i> | | |
| 593 | Low beam <i>Dipped headlights</i> | | |
| 594 | Leaper <i>Person leaping</i> | | |
| 595 | Lapel | | |

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|-----|---------------------------------------------------------------------------------------|-----|----------------------------------------------------------------------------|
| 614 | Shooter <i>gun</i> | | |
| 615 | Shuttle <i>Euro-star or space shuttle</i> | 634 | Show mare <i>Prize mare at a show</i> |
| 616 | Chat show | 635 | Show miles <i>speedometer</i> |
| 617 | Shed key | 636 | Show match <i>Show sale with attendants trying to match odd shoes</i> |
| 618 | Shut off <i>Turning the water off</i> | | |
| 619 | Chat up <i>Chatting up member of the opposite sex</i> | 637 | Jamaica |
| 620 | Shins <i>Shin-pads-cricket</i> | 638 | Germ fare |
| 621 | Shanty <i>Sea song</i> | 639 | Jump |
| 622 | Shannon <i>Ireland's principal river</i> | 640 | Shares |
| 623 | Show name <i>People having name badges checked as they enter a conference hall</i> | 641 | Shirt |
| 624 | Shiner <i>Black eye</i> | 642 | Shorn <i>Shorn sheep</i> |
| 625 | Chanel <i>No.5 -perfume</i> | 643 | Chair arm |
| 626 | Change <i>coins</i> | 644 | Shearer |
| 627 | Chunk | 645 | Share ale <i>Two people drinking from a pint of ale with two straws</i> |
| 628 | Geneva | 646 | Charge |
| 629 | Chip up <i>Person holding his head up to give him courage</i> | 647 | Cherokee |
| 630 | Seamus <i>A man of Ireland</i> | 648 | Sheriff |
| 631 | Ashamed <i>Person bowing their head in shame</i> | 649 | Chirp <i>Bird chirping</i> |
| 632 | Shaman <i>Asian Medicine Man</i> | 650 | Shells |
| 633 | Gumm | 651 | Shield |
| | | 652 | Shellin(g) <i>In war</i> |
| | | 653 | Shalom <i>Jewish ritual of salutation on meeting or parting</i> |
| | | 654 | Jewellers |
| | | 655 | Shell oil <i>Sign on service station</i> |
| | | 656 | Geology |
| | | 657 | Shellac <i>paint</i> |
| | | 658 | Shelf |

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|-----|---------------------------------------------------------------------------|-----|---------------------------------------------------------------------------------|
| 659 | Chilli pie <i>Hot spicy pie</i> | 682 | winds Shaven |
| 660 | Judges | 683 | Shave me <i>Sitting in barber's chair and asking the barber to shave you</i> |
| 661 | Judge tea <i>Tea taster</i> | 684 | Shaver <i>electric</i> |
| 662 | Judge in <i>Judge sitting inside</i> | 685 | Shovel |
| 663 | Ash jam <i>Jam made of ash and everyone retching after eating it</i> | 686 | Show fish <i>Showing a fish to somebody</i> |
| 664 | Cheshire | 687 | JFK <i>P r e s i d e n t</i> |
| 665 | Church aisle | 688 | Kennedy Shave off <i>Someone shaving off long beard</i> |
| 666 | Chew judge <i>Chewing up a judge</i> | 689 | Shove up <i>Imagine being asked to move along a bench</i> |
| 667 | Church key <i>Massive key</i> | 690 | Chips |
| 668 | Judge fee <i>Judge being paid fee</i> | 691 | Chipped <i>plate</i> |
| 669 | Shoe shop | 692 | Chopin <i>Pianist / composer</i> |
| 670 | Checks | 693 | Show poem |
| 671 | Check it | 694 | Chopper |
| 672 | Chicken | 695 | Chapel |
| 673 | Check' im <i>Frisk for gun</i> | 696 | Sheepish |
| 674 | Choker | 697 | Shop key <i>Someone taking out key to open shop</i> |
| 675 | Chuckle | 698 | Chop off <i>Tree branch</i> |
| 676 | Share cash <i>Buskers sharing out coins collected in group session</i> | 699 | Chop up <i>firewood</i> |
| 677 | Chuck key <i>Key securing electric drill bit</i> | 700 | Cases |
| 678 | Chekhov <i>The poet</i> | 701 | Casette |
| 679 | Check up <i>Medical check up</i> | 702 | Casino |
| 680 | Chaffs <i>birds</i> | | |
| 681 | Chaffed <i>Sore behind the knees from cold</i> | | |

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|-----|-----------------------------|-----|----------------------------|
| 703 | Chasm | 728 | Convoy |
| 704 | Kaiser | 729 | Canopy |
| | <i>German Emperor</i> | 730 | Cones |
| 705 | Castle | | <i>Several cones</i> |
| 706 | Cow search | 731 | Comet |
| | <i>Villagers searching</i> | 732 | Common |
| | <i>for lost cow</i> | | <i>Common person or</i> |
| 707 | Cossack | | <i>common piece of</i> |
| 708 | Key safe | | ground |
| | <i>Leather wallet de-</i> | 733 | Comemom |
| | <i>signed for keys</i> | | <i>calling mother</i> |
| 709 | Cusp | 734 | Camera |
| | <i>Point at which two</i> | 735 | Colonel |
| | <i>curves meet</i> | 736 | Game show |
| 710 | Cats | 737 | Comic |
| 711 | Kitted | 738 | Connive |
| | <i>Soldier kitted up</i> | | <i>Two people plotting</i> |
| 712 | Kitten | 739 | Camp |
| 713 | Cat home | 740 | Cars |
| 714 | Cater | 741 | Cart |
| | <i>To give</i> | 742 | Corn |
| 715 | Cattle | | <i>Ear of corn</i> |
| 716 | Cottage | 743 | Crum(b) |
| 717 | Coat hook | 744 | Curare |
| 718 | Coat off | | <i>On poison dart</i> |
| | <i>Person taking their</i> | 745 | Coral |
| | <i>coat off</i> | 746 | Crash |
| 719 | Caught up | 747 | Crack |
| | <i>Opponent running to</i> | 748 | Carafe |
| | <i>catch up</i> | 749 | Crop |
| 720 | Cans | | <i>Of corn</i> |
| | <i>Of beans</i> | 750 | Curt |
| 721 | Canape | 751 | Clot |
| 722 | Cannon | 752 | Clan |
| 723 | Can of am | | <i>Represented by tar-</i> |
| | <i>Can full of am (Man-</i> | 753 | <i>tan</i> |
| | <i>goes)</i> | | Calm |
| 724 | Corner | | <i>Calm sea</i> |
| 725 | Canal | 754 | Clear |
| 726 | Comiche | | <i>Empty road</i> |
| | <i>Rolls Royce</i> | 755 | Galileo |
| 727 | Kinnock | 756 | Collage |
| | <i>Rt Hon Neil</i> | 757 | Clock |

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|-----|----------------------------|-----|------------------------------|
| 758 | Cliff | 783 | Caveman |
| 759 | Clip | 784 | Caver |
| | <i>Paper clip</i> | 785 | Cavell |
| 760 | Catches | | Nurse Cavell |
| | <i>Catches in cricket</i> | 786 | Café show |
| 761 | Catch it | | <i>Show pictures in cafe</i> |
| | <i>Catch it toy</i> | 787 | Cave key |
| 762 | Kitchen | | <i>Map of cave systems</i> |
| 763 | Cashmere | 788 | Cry Viva |
| | <i>Luxury wool</i> | | <i>People at celebration</i> |
| 764 | Catcher | | <i>crying Viva-meaning</i> |
| | <i>Rat catcher</i> | | <i>long life</i> |
| 765 | Cudgel | 789 | Crave up |
| 766 | Key judge | | <i>Road abuse</i> |
| | <i>Most influential of</i> | 790 | Capes |
| | <i>panel of judges</i> | 791 | Carpet |
| 767 | Cat choc | 792 | Coupon |
| | <i>Chocolate cat</i> | 793 | Cow poem |
| 768 | Kiss Eve | | <i>Poem about cows</i> |
| 769 | Cap | 794 | Cooper |
| 770 | Corks | | <i>Man making barrels</i> |
| 771 | Cooked | 795 | Cables |
| 772 | Cocoon | 796 | Cabbies |
| 773 | Cook | 797 | Kopeck |
| | <i>Ham on spit</i> | | <i>Russian coin</i> |
| 774 | Cooker | 798 | Cape off |
| 775 | Cackle | | <i>Someone taking</i> |
| | <i>Of hens</i> | | <i>cape of</i> |
| 776 | Corkage | 799 | Cobweb |
| | <i>Bringing your own</i> | 800 | Faces |
| | <i>wine to a pub and</i> | 801 | Face up |
| | <i>paying corkage</i> | | <i>Card turned face up</i> |
| 777 | Kayak cover | 802 | Fission |
| 778 | Cow cave | | <i>Nuclear power sta-</i> |
| | <i>Cave where cows</i> | | <i>tion</i> |
| | <i>sleep</i> | 803 | Fish meal |
| 779 | Kick up | 804 | Fissure |
| | <i>football</i> | | <i>Fold in brain cortex</i> |
| 780 | Cafes | 805 | Facial |
| | <i>Many coffee shops</i> | | <i>Woman being given</i> |
| 781 | Caveat | | <i>facial beauty creams</i> |
| | <i>Legal warning</i> | 806 | Visage |
| 782 | Coffin | | <i>Stern face</i> |

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|-----|------------------------------------------------------------------------------------|-----|--------------------------------------------------------------------------------|
| 807 | Vasco <i>explorer</i> | 826 | Finish |
| 808 | Wave save <i>Estuary barrier for harnessing wave energy to make electricity</i> | 827 | Pfennig <i>Small German coin</i> |
| 809 | Fused <i>Blackened electric bulb indicating that it is fused</i> | 828 | Phone wave <i>Radio waves emitting from mobile phone</i> |
| 810 | Fats <i>Meat fat, together with potatoes on plate</i> | 829 | Phone up <i>Someone phoning</i> |
| 811 | Faded <i>Faded jeans</i> | 830 | Forms |
| 812 | Fatten <i>Cow or pig</i> | 831 | Vomit |
| 813 | Fathom | 832 | Foreman |
| 814 | Future <i>spaceships</i> | 833 | For me <i>Asking postman as he hands you parcel</i> |
| 815 | Fatal <i>Dead person</i> | 834 | Farmer |
| 816 | Footage <i>newsprint</i> | 835 | Female |
| 817 | Fatigue <i>Tired person</i> | 836 | Fame shy <i>Someone who avoids the limelight</i> |
| 818 | Photo of.. <i>Photo with caption box for the owner to fill in</i> | 837 | Farm key |
| 819 | Feet up <i>Person with feet up on chair</i> | 838 | Half move <i>Someone going to make a chess move and changing their mind</i> |
| 820 | Fans | 839 | Fumed <i>Person who got cross</i> |
| 821 | Faint | 840 | Firs <i>Fir trees</i> |
| 822 | Finnan <i>Smoked haddock</i> | 841 | Fought |
| 823 | Venom | 842 | Fern |
| 824 | Veneer <i>High quality outer surface, often stuck onto wood furniture</i> | 843 | Firm |
| 825 | Funnel | 844 | Furore <i>anger</i> |
| | | 845 | Frail |
| | | 846 | Fresh |
| | | 847 | Fork |
| | | 848 | Hoover off <i>Vacuum some crumbs off chair</i> |
| | | 849 | Ford <i>Car</i> |
| | | 850 | Fells |

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|-----|-----------------------------------------------------------------|-----|-----------------------------------------------------|
| | <i>mountainsides</i> | 868 | Fetch food |
| 851 | Felt | 869 | Fish pie |
| | <i>Type of cloth</i> | 870 | Fakes |
| 852 | Fallen | | <i>Fake ten pound notes</i> |
| | <i>Apples on floor</i> | 871 | Fate |
| 853 | Flame | 872 | Wave Cane |
| 854 | Filler | | <i>Someone waving cane</i> |
| | <i>For repairing car body</i> | 873 | Vacuum |
| 855 | Fill well | 874 | Fakir |
| | <i>Filling a well with bucket</i> | | <i>Muslim or Hindu religious person</i> |
| 856 | Hoof show | 875 | Fickle |
| | <i>A show of horses hooves</i> | | <i>Changeable person</i> |
| 857 | Flock | 876 | Have cash |
| | <i>Group</i> | | <i>Realising you have enough cash to pay a bill</i> |
| 858 | Fall off | 877 | For cake |
| | <i>Something falling off lorry</i> | | <i>flour</i> |
| 859 | Fill up | 878 | Have coffee |
| | <i>Car at petrol station</i> | 879 | Fork pea |
| 860 | Fudges | | <i>Spearing a pea with your fork</i> |
| | <i>Several fudge sweets</i> | 880 | Fyfe's |
| 861 | Fidget | | <i>Banana boat</i> |
| | <i>Someone fidgeting</i> | 881 | Furry foot |
| 862 | Fashion | 882 | Five new |
| 863 | Heysham | | <i>Five new members of group</i> |
| | <i>Lancashire village with nuclear power stations</i> | 883 | Heave home |
| 864 | Forger | | <i>Oarsmen being coaxed to heave on to get home</i> |
| | <i>Making counterfeit money</i> | 884 | Fiver |
| 865 | Fudge Hill | | <i>Five pound note</i> |
| | <i>Hill made of fudge, in which your feet sink as you climb</i> | 885 | Half full |
| 866 | Fish shop | | <i>Half full beer glass</i> |
| 867 | Hive shack | 886 | Half fish |
| | <i>Shack looking like a beehive</i> | 887 | Half awake |
| | | | <i>Somebody half</i> |

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|-----|--------------------------------------|-----|------------------------------------------------|
| | <i>awake so goes back to sleep</i> | | <i>Anyone who know of this name</i> |
| 888 | Vivify | 915 | Petal |
| | <i>To animate</i> | 916 | Potage |
| 889 | Half pie | | <i>Plants in greenhouse</i> |
| 890 | Few peas | | |
| 891 | Half pot | 917 | Optic |
| | <i>Half a saucepan</i> | 918 | Put off |
| 892 | Few pins | | <i>Decline to buy goods</i> |
| 893 | Fed' em | | Potted |
| | <i>Chicken farmer returning home</i> | 919 | <i>Potted meat</i> |
| 894 | Feeder | 920 | Pans |
| | <i>Feeder canal</i> | 921 | Paint |
| 895 | Fable | 922 | Pining |
| 896 | Foppish | | <i>Pining dog</i> |
| 897 | Hay pack | 923 | Pin' em |
| | <i>Pack of hay for horse</i> | | <i>Tailor pinning trousers for alterations</i> |
| 898 | Food off | | |
| | <i>The food is off</i> | 924 | Banner |
| 899 | Fed up | 925 | Panel |
| | <i>Sitting looking glum</i> | | <i>Of car</i> |
| 900 | Paces | 926 | Panache |
| | <i>Walking three paces</i> | | <i>Person with style</i> |
| 901 | Passes | 927 | Panic |
| | <i>Car passes another</i> | | <i>Frightened person</i> |
| 902 | Poison | 928 | Wipe knife |
| 903 | Possum | 929 | Pin up |
| 904 | Pizza | | <i>Photo</i> |
| 905 | Parcel | 930 | Pimms |
| 906 | Passage | | <i>The drink</i> |
| 907 | Basic | 931 | Wipe mat |
| 908 | Pass off | 932 | Bowman |
| | <i>Fake goods</i> | 933 | Be mum |
| 909 | Pass up | | <i>Saying which means pour the tea</i> |
| | <i>Let an opportunity go</i> | | |
| 910 | Pets | 934 | Be merry |
| 911 | Petite | 935 | Pummel |
| | <i>Small</i> | | <i>Person beating clothes with stick</i> |
| 912 | Pattern | | |
| | <i>Knitting pattern</i> | 936 | Beam show |
| 913 | Bottom | | <i>Show of dancing beams</i> |
| 914 | Peter | | |

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|-----|---------------------------------------------------------------------|-----|---------------------------------------------------------|
| 937 | Beam hook <i>Hook of beam of house</i> | 956 | <i>pint</i> Pillage |
| 938 | Beam off <i>Car switching headlights off</i> | 957 | <i>piracy</i> Pillock |
| 939 | Beam up <i>Character in film being beamed upto spaceship</i> | 958 | <i>Stupid person</i> Pull off |
| 940 | Bulbs <i>Row of bulbs</i> | 959 | <i>Pulling off sock</i> Pull up |
| 941 | Fort | 960 | <i>Doing pull ups</i> Pages |
| 942 | Bathin(g) <i>Someone bathing</i> | 961 | Paged <i>A person contacted by pager</i> |
| 943 | Bathe arm <i>Someone bathing cut arm</i> | 962 | Pigeon |
| 944 | Bath half <i>Small house, half bathroom and half living area</i> | 963 | Push me <i>Asking someone to push you on a swing</i> |
| 945 | Bee vale <i>Valley with loads of beehives in it</i> | 964 | Pitcher <i>Water vessel</i> |
| 946 | Purge | 965 | Bushel |
| 947 | Pork | 966 | Bushes <i>Several bushes</i> |
| 948 | Be rough <i>Wrestler being rough in wrestling ring</i> | 967 | Be Shook <i>Someone shaking you</i> |
| 949 | Prop <i>Clothes prop</i> | 968 | Push off <i>Telling someone to push off</i> |
| 950 | Pals | 969 | Push by <i>Pushing by people in crowd</i> |
| 951 | Pelt <i>Someone throwing stones</i> | 970 | Picks <i>pickaxes</i> |
| 952 | Plan | 971 | Pickets <i>Picket line</i> |
| 953 | Palm | 972 | Peckin(g) <i>Chickens pecking</i> |
| 954 | Pallor <i>A pale skin</i> | 973 | Pigmy |
| 955 | Pull ale <i>Bar person pulling</i> | 974 | Poker |
| | | 975 | Piccolo |
| | | 976 | Packets |

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|-----|----------------------------------------------------------------------|-----|-----------------------------------------------------------------------------------|
| 977 | Peacock | | <i>Neighbour popping in for a chat</i> |
| 978 | Pakvan | | |
| | <i>Cooked food</i> | 993 | Pop' em |
| 979 | Perk up | | <i>Person squeezing spots</i> |
| | <i>Person suddenly looking happier</i> | 994 | Paper |
| 980 | Paths | 995 | Papal |
| | <i>Several paths leading in different directions</i> | 996 | <i>The pope's robes</i> |
| 981 | Pippup | | Pipage |
| | <i>seesaw</i> | | <i>Lots of pipes around the room</i> |
| 982 | Pavin(g) | 997 | Pop corns |
| 983 | Be famous | 998 | Pipe off |
| 984 | Be fair | | <i>Looking under a sink to see why there is no water and finding pipe removed</i> |
| | <i>A judge</i> | | |
| 985 | Be full | 999 | Pipe up |
| | <i>Feeling full after large meal</i> | | |
| 986 | Bi-Vision | | |
| | <i>Pair of bifocal spectacles</i> | | |
| 987 | Pave Kerb | | |
| | <i>Workman paving kerb at side of road</i> | | |
| 988 | Be favoured | | |
| | <i>Person being treated favourably at work and arousing jealousy</i> | | |
| 989 | Beef up | | |
| | <i>Slow song being played fast</i> | | |
| 990 | Pipes | | |
| 991 | Pipette | | |
| | <i>Laboratory instrument for sucking up small amounts of liquid</i> | | |
| 992 | Pop in | | |

Now that you have a fair idea about coding bigger digits let us implement them practically to get a better idea of their usage in your respective subjects.

For e.g.

- 1) Section 391 of the Indian Penal code is for dacoity. Now, 391 is m; p and d, say moped. So you can visualize dacoits riding mopeds and coming to loot.
- 2) Section 171 of the I.P.C is related to carrying token of public servant for frauding now 171 is t, k and t say ,ticket. So you can visualize a govt. officer selling fraud tickets .
- 3) Section 274 of the I.P.C is related to adulteration of drugs. Now, 274 is n, k and r say, naukar adulterating drugs.
- 4) Section 279 of I.P.C is related to rash driving or riding on a public way. Now, 279 is n, k and b, say nakab. So you can visualize a man wearing a nakab and driving very rashly on the roads.
- 5) Section 295 of I.P.C is related to injuring on defiling any place of worship with intent to insult the religion. Now, 295 is n, p and l say Nepal. So you can visualize lots of temples in Nepal are being broken down by the people of Nepal.
- 6) Section 366 of I.P.C is related to kidnapping a woman to compel her marriage. Now, 366 is m, g and g, say maggi. So you can visualize a kidnapper is making a women eat maggi and then kidnapping her to marry.
- 7) Section 379 of I.P.C is related to punishment for theft. Now, 379 is m k and p, say makeup so you can visualize makeup is being put on a person as a punishment for theft.
- 8) Section 498 of I.P.C is related to a husband of a women subjecting her to cruelty.now, 498 is r, p and f, say RPF police, now, you can visualize a RPF officer cruelly treating his wife.
- 9) Section 452 of I.P.C is related to house trespass after preparation for hurt or assault. Now 452 ,r, l & n say Ralhan. Now visualise Ralhan is trespassing your house.
- 10) Section 340 of the I.P.C is related to wrongful confinement.

Now, 340 is m, r, s say, mars. Now, you can visualize that have been wrongfully confined on the planet mars.

Now, that you have become accustomed to the system, here are some sections for you to try out and make a picture of your own with the help of the codes given.

- 1) Section 374 is related to unlawful compulsory labour (code for 374 is makri)
- 2) Section 355 is related to assault or criminal force to dishonour person . (code for 355 is mall).
- 3) Section 372 is related to selling minor for purposes of prostitution. (code for 373 is makan).
- 4) Section 390 is related to robbery with extortion (code for 390 is maps)
- 5) Section 460 is related to all persons concerned is house breaking where death caused by one of them. (code for 460 is rags)
- 6) Section 511 is related to punishment for attempting to commit offences punishable with life imprisonment. (code for 511 is LTTE terrorists).
- 7) Section 463 is related to forgery. (Code for 463 is rajma).
- 8) Section 450 is related to house trespass in order to commit offence punishable with imprisonment for life. (code of 450 is rails)
- 9) Section 395 is related to punishment for dacoity. (code for 395 is maple)
- 10) Section 421 is related to dishonest removal of property to prevent distribution among creditors (code for 421 is rent).

Dynamic Memory

The New evolution of human mind

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STRENGTHENING YOUR BELIEF

Belief have the power to create and the power to destory. Once accepted, our beliefs become unquestioned commands to our nervous system, and they have the power to expand or destory the possibilities of our present and future. If we want to direct our lives, then, we must take conscious control over our beliefs. There are certain events or evidences that form our beliefs and start directing our actions and life. Our brain always keeps looking for various evidences that can help building new beliefs or disempowering the existing ones. To strenghten your beliefs I have provided in this section of book a lot of evidences that can help you build the empowering beliefs so that you can do anything you wish. Impossible is always possible. The barriers lie only in our beliefs and not in the physical world. Remember, one person with a belief is equal to a force of ninety-nine who have only interest. Anton Chekhov rightly said "Man is what he believes"

Keyword - Belief

*Under all that we think, lives all we believe,
like the ultimate veil of our spirit.*

- Antonio Machado

Now you have the Power to clear any competitive examination using Advance Mnemonic System

IIT, PMT, IAS, PCS, CDS, NDA, X, XII, School exam.

Before you read further let me remind you that this (Advanced memorizing) is the same technique, which our Student Mr. Mahavir Jain has used to memorize complete Oxford Advance Learner dictionary with page number. Our another student Deepak of Palwal has used to memorized 7400 random digits and created a National Record (read Limca Book Of Records 2003).

Now we are CUSTOMIZING the same technique to suit your course curriculum in a step-by-step approach. We are happy to inform you that these specialized scientific mnemonic system will help you in reducing your study time by ½ with 24 working hour time of practice, and hence giving you an edge over other competitors as now you are storing the required knowledge at double the speed of your friends and competitors.

What you can expect out the program.

This product has been created personally by Biswaroop Roy Chowdhury, who is recognized as the strongest memory man of India for last 5 years (read Limca Book of Records 1998,1999,2001,2002,2003)

The little known fact is that in his school and college life he was known as an absentminded. He has created the journey from absentmindedness to a person with the strongest memory in India. Now you have the same power; tap in your hidden potential.

What media says about Biswaroop Roy Chowdhury and Dynamic Memory Techniques:-

"He has got the MANTRA to develop brain."

October 2, 1997, Dainik Tribune

"Biswaroop is a memory genius with a penchant for breaking records."

May 18, 1997, Indian Express

"Today in the arena of cut-throat competition memory development techniques customized by Biswaroop, a pioneer in the field of memory development, can surely rescue the overburdened students."

All India Radio, Yuv Vani (August 4,1999)

"Once you are through the Dynamic Memory Methods, you might well be in the road to a better memory."

Life Positive, August 1999

"Biswaroop , the memory master demonstrated his findings on memory principles by helping audience learn a complex sequences easily."

The Asian Age, January 9, 2003

"The Memory King with a Guinness dream is Mr. Biswaroop Roy Chowdhury".

TRIBUNE (Sunday, Jan,12, 2003)

"Dynamic Memory course is a technique by which one can use the optimum capacity of the Human memory." Explained Mr. Biswaroop Roy Chowdhury.

THE STATESMAN (Saturday, Jan 11,2003)

"Biswaroop Roy Chowdhury, the master of Memory Game".

THE HINDU, Jan,12,2003)

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You can also achieve
what our students have achieved

Through Biswaroop's brain technology Mahaveer Jain could learn / memorise the Oxford Advanced learner's dictionary containing more than 80,000 words even with page numbers.

Asianet, London 22nd Feb 2003

Biswaroop's student Deepak was able to learn the value of Pie upto 7400 place.

The Hindu, 11 Jan 2003

Tarun deep Singh , a student of Dynamic Memory ,could recall the periodic table in 47 second.

The Hindustan Times 23April 2003

Mkbukfed ekejh dsNk= jfo "kdj usjl k; u foKku dh vkorZl kj .kh ds103 rRokadsuke egt 35 l dsM eaukuLVki l qk dj fyEdk cpd vKQ fjdkMZ dsfy, nkok i'sk fd; k gA

Dainik Bhaskar, 7th June 2003

Neerja from Meerut could recollect the exact details of last 6 month issues of India Today.

Hindustan Times 15th May2003

Tanu, a seven year old child could learn faster than ever using Mne-monic Pen.

Zee News, 21 May 2003

Nishita, a 4 year old child could remember the entire shopping list in order and also in reverse using Mnemonic Pen.



World record holder for memorising fast, Biswaroop Roy Chowdhury, with his invention – a pen – which promises to double one's memory.

A pen to double your memory

THIS IS an "abnormal" pen which promises to double your memory. And while it might sound like something that would be on the course list of Hogwarts, it is meant for muggle children and is certainly not magic.

A "breakthrough" invention by Biswaroop Roy Chowdhury, a world record holder for memorising faster, this is what students have been waiting for -- or so the Memory Man claims. For those who could rely on other's directions, the "Mnemonic Pen" will ensure they will never need maps to come to their rescue. This pen "stores" everything and will make sure that you will never lose your way home again.

While this might sound totally absurd, this is what is the strength of the pen. Based on the proven powers of imagination, association and ridiculous thinking, it forces the user to utilise all the mental faculties available to get the best result. It will also help in memorising easily forgettable items like history dates, telephone numbers, lists and the even long boring speeches.

"We are born with three memory senses --

the ear, the eyes and motor memory. All our memory storage is because of the individual or combined efforts of all these three. While memorising a subject we rely more on the ear memory and ignore partially and sometimes totally the other two. It is a scientifically known fact that through imagination we can use more of all the three memories simultaneously and thereby memorise the information many times faster," Biswaroop explained.

Depending on a "systematic" approach, this pen uses the powerful tool of ridiculous thinking to maximise brain power. Besides reducing the time taken to learn, one of the side effects, its inventor claims, is that it reduces stress. If seeing is believing, one can head for Ghalib Auditorium near ITO next Thursday to witness this marvellous creation.

It might be the answer students have been looking for but like all "cures" this one comes at a price too -- Rs. 600 at the moment. And Biswaroop is just hoping that government subsidy will bring it lower.

By Mandira Nayar
Photo: S. Arjeja



दैनिक भास्कर द्वारा आयोजित 'हाउ टू डबल योर मेमोरी' सेमिनार में अक्की याददाश्त के गुर बताते विश्वरूप रॉय।

‘कल्पना को वास्तविक मानकर याद करें’

भास्कर न्यूज, कोटा, 31 जुलाई।

अपने वाक चातुर्य, धारप्रवाह भाषण शैली एवं स्मरण शक्ति के एक से बढ़कर एक कारनामे दिखाकर मेमोरीमैन विश्वरूप राय चौधरी ने आईएल सभागार में आए हजारों दर्शकों को अश्चर्यचकित कर थर-थर काँपाने पर मजबूर कर दिया।

दैनिक भास्कर द्वारा आयोजित दूसरे दिन की 'हाउ टू डबल योर मेमोरी' सेमिनार में उन्होंने बताया कि विज्ञान के अनुसार हम कमजोर स्मरण शक्ति लेकर पैदा नहीं होते। किसी बात को याद रखना एक प्रक्रिया है जिसे वाकप्रवाद सीखना होता है।

स्मृति को भली-भाँति प्रयोग करने की प्रक्रिया को हम सीख सकते हैं, और जब भी हम ऐसा करेंगे तो सामान्य की तुलना में अपनी स्मरण शक्ति में

दस गुणा वृद्धि पाएंगे। दर्शकों से खचाखच भरे सभागार में अपनी आकर्षक शैली में उन्होंने विद्यार्थियों को अनेक प्रकार के सूत्र बताते हुए किसी भी सिद्धांत को एक सुधरी हुई

‘किसी बात को याद रखना हवामाचिक प्रक्रिया है जो सीखी जा सकती है’

शक्ति से याद करना, वृहत् गणना यानी मास्टर कैल्कुलेशन में उपयोगी सूत्रों जैसे प्राणीशास्त्र के पदों, ऐतिहासिक तारीखों और भौगोलिक स्थानों को याद करना, ध्यान केंद्रित करना, अधिक सृजन करना, तीन शब्दों या मिनट की शब्दावली का निर्माण करना, मानसिक डायरी रखना तथा चहरे, टेलीफोन नंबरों, जन्म तिथियों को ज्यादा समय तक याद रखने के गुर भी

बताए। परीक्षा में स्मृति का प्रभावशाली ढंग से उपयोग करने एवं स्मृति को बढ़ाने के लिए भी अनेक उपयोगी टिप्स दिए।

अनेक दर्शकों के प्रश्नों का समाधान करते हुए श्री राय चौधरी ने कहा कि हम कल्पना को वास्तविकता मानकर याद करने की कोशिश करें तो चीजें हमें अधिक दिनों तक याद रहेंगी। अनेक उदाहरण पेश करते हुए उन्होंने कहा कि अक्सर हम नाम भूल जाते हैं परंतु शकल याद रहती है। इसका कारण है कि हम शकल देखते हैं और नाम केवल सुनते हैं। चूंकि आई मेमोरी ईयर मेमोरी से अधिक प्रभावशाली होती है इसलिए हमें हर चीज को विजुअल के रूप में याद करने की कोशिश करनी चाहिए। स्मरण शक्ति बढ़ाने की कुछ तकनीकों को सीखकर कोई भी व्यक्ति उनके समान बन सकता है।

