

Southern Pacific
Transportation Company

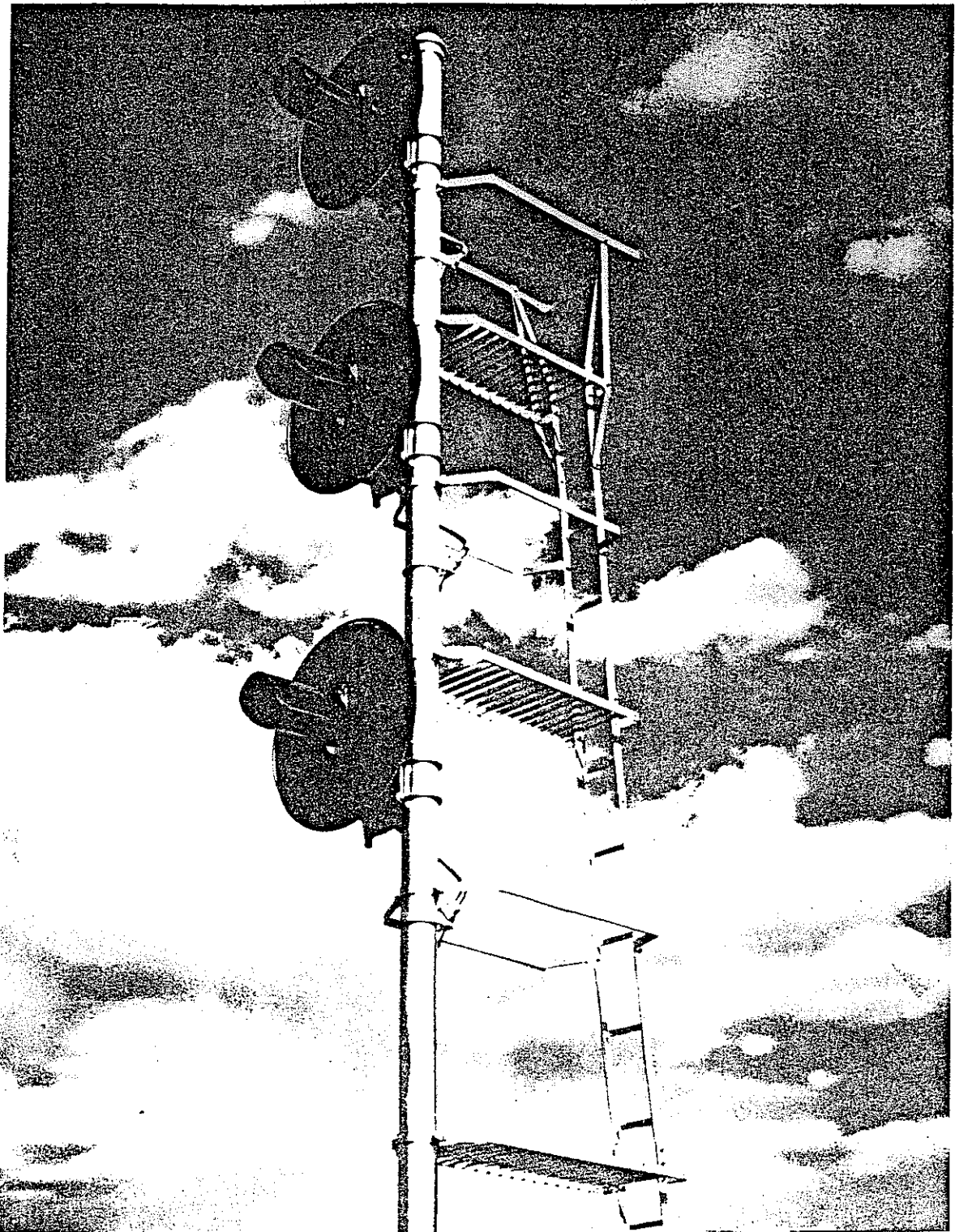
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H. M. Williamson
CHIEF ENGINEER

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Southern Pacific
Transportation Company

SIGNAL TRAINING



VOLUME I

Southern Pacific Transportation Company

SIGNAL TRAINING

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SIGNAL TRAINING

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SOME POINTS ON HOW TO STUDY

There are good and bad ways to study. The following suggestions may be helpful to you in making the best use of your study time.

It goes without saying that your physical condition should be good. Eat a balanced diet and get sufficient sleep - and plan your periods of relaxation sensibly.

Your Place of Study

1. Work in the same place each day as far as possible.
2. Make sure the lighting comes from above - for desk work to be left of the body. Avoid direct glare.
3. Chair and desk should be comfortable. Have your feet on the floor and support for your back.
4. Have your book raised at an angle and a little to the left when you are making notes.
5. Make sure your equipment is in order - books, paper, pen, pencils - everything you need for the work at hand.
6. Try to eliminate as many distractions as possible. If noises cannot be controlled, try to ignore them. And turn off the radio!

The Study Attitude

1. Make a budget of your study time. If there are blocks of time during the day, make good use of them by planning - and carry out your plan.
2. Begin your work promptly. There is too much time wasted just thinking about getting down to business.
3. Set yourself a goal, i.e., so many pages to be read in an hour - then take a short break. Smoking while studying is not generally conducive to good concentration. If you smoke, use it as a reward for work accomplished.
4. Have confidence in yourself. Make sure you have a clear purpose for doing a particular piece of work - and attack it with a positive, interested attitude.

Remembering What you Learn

1. Make a survey of the material to be learned. Read the whole unit rapidly checking the material that is most important.
2. Now repeat the process, this time more slowly. Check your understanding of each paragraph by recalling its material and make your notes on important points.
3. Make sure you understand what you are doing. The more meaningful the material, the longer you will remember it. Apply it in as many different situations or problems as you can.
4. Do not stop when you have learned your material sufficiently well to repeat it correctly once. Forgetting takes place most rapidly immediately after you stop studying.
5. Laboratory experiments indicate that if 20 repetitions are required to learn a list of words to the point of one errorless reproduction, 10 additional repetitions will constitute 50 percent overlearning. It appears that at least 50 percent overlearning is highly advantageous for retention.
6. A suitable distribution of practice periods over a space of time is decidedly more advantageous than massing them at a single time.
7. Learn to group the items to be remembered. When things belong together, it makes the recall of one or more items in the group more complete.

Reading Effectively

1. Adjust your reading rate to the material. Some books, or sections of books can be skimmed for general ideas, others must be read carefully.
2. Note the author's style. This will give you a clue as to where to find the main idea which is found in the topic sentence. In many books, the topic sentence is usually at the beginning of a paragraph - and everything else in the paragraph merely expands this idea.
3. Remember to read for ideas. This means reading groups of words at a time. If you do this, you will have fewer fixations per line plus more understanding of what you read.
4. If you find you are regressing (going back over a sentence you have just read) place a small card above what you are reading blotting out each line as you read it.
5. When you have to master material that is different or complex, organize it into headings and sub-headings, number them and memorize.

Reading Effectively (Cont'd.)

6. Be relaxed. If you are becoming tense and excited, stop, rest, then go back to work.
7. Give your full attention to what you are reading. In other words read actively and critically.

The Examination

1. Be well rested. Be as calm and self-confident as you can be. If you have done your work, trust yourself.
2. When you receive the examination paper, read over the whole set of questions and think about each one long enough to understand what it is about.
3. If it is permitted, begin with the question you know best. This builds confidence - and starts the mental processes after the initial "shock" of your reading.
4. Take time to outline your answer before beginning to write. Your organization of material is important.
5. Try to leave enough time to re-read your paper in order to make any necessary changes.