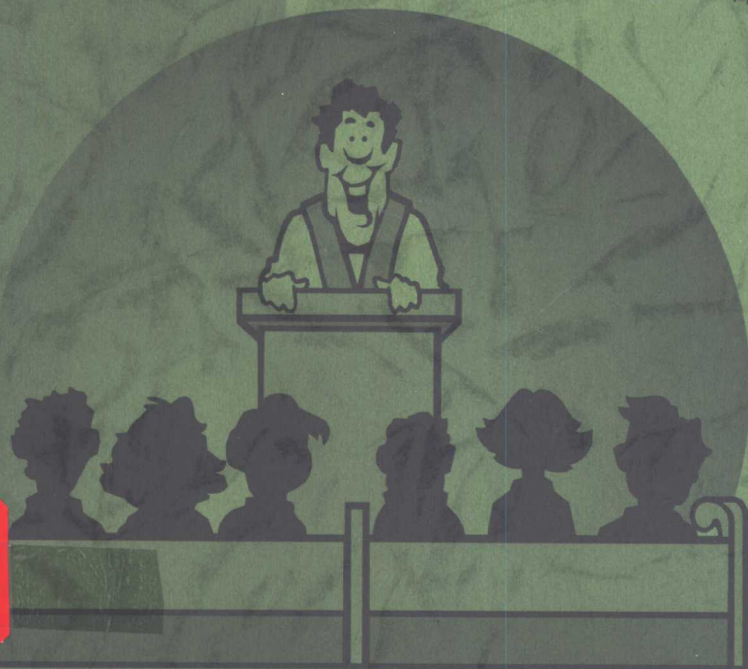


国际护士资格认证考试 (CGFNS) 系列教材

## CGFNS 系列教材之三

# 如何学习CGFNS

美中教育交流协会  
美国孚华德国际投资顾问有限公司  
王伟 张铁钢 编著



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中国林业出版社

# 前言

这是美国孚华德国际集团根据美国原版 CGFNS 教材、试题,在此基础上独自开发、编写的 CGFNS(Commission on Graduates of Foreign Nursing Schools)《国际护士资格认证考试系列教材》。

CGFNS 系列教材之一——《医护英语 2000 考前词汇必读》,是学员备考 CGFNS 之前必须要掌握的 2000 必读词汇,是从医护英语数以万计浩瀚的词汇中选编出来的,也是中国学员较为欠缺的重要词汇。它是在实际培训中,经过多次筛选确定的必备词汇。词汇涉及护理学、心理学、婴幼儿护理知识、患者心理学、急诊护理学、医疗器械、保健学、康复知识等专业的常见词汇。

根据在美国本土的实际培训经验,我们编写了 CGFNS 系列教材之二——《医护英语 3000 考试词汇必读》,是整个培训工作的核心。在考试中,考生会遇到的 3000 常见词汇、常见表达法、常用词组,也包括医护基本知识等内容。同时还包括:《常见药名》《常见疾病》《相关手术》《化学成分》和《身体部分》等七个附录。这都更加有助于学员顺利通过 CGFNS 考试。同时,还为有些学员准备进入外国人在华开设的医院、诊所、社区医护中心及康复的医院工作打下良好的基础。



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CGFNS 系列教材之三——《CGFNS - How to study》即《如何学习 CGFNS》。它会指导学员如何有效地学好 CGFNS 资料,如何把自己所学专业知识和英语知识有效地结合起来。在学习中,学员可以学到纯正的英语表达法、CGFNS 考试的重点,还能学到西方人的护理理念。这对学员准备 CGFNS 考试有很大的帮助。

CGFNS 系列教材之四——《CGFNS 考试模拟试题 A、B 及答案》。目的在于告诉学员如何检验自己所学知识,更加清晰地了解整个考试内容。模拟练习与答案中的试题与 CGFNS 真实试题的题型、题量及难

易程度是一致的,它更接近全真 CGFNS 试题。从而使学员从根本上找到了与 CGFNS 考试之间的差距,学习更加有针对性。它必将对学员成功地通过 CGFNS 考试有着重大的意义。

CGFNS 系列教材之五——《CGFNS 考试冲刺试题 C、D 及答案》,这套试题是在模拟试题的基础上找差补漏,找出教与学存在的问题与不足,全面向 CGFNS 考试的标准冲刺。

CGFNS 系列教材之六——《CGFNS - How to take tests》即《如何应试 CGFNS》,也是一本独家教材,它会指导学员如何应试 CGFNS,如何考好 CGFNS,如何全面检验自己所学专业知识和英语知识,并从中找到差距,全面做好考前准备。

CGFNS 系列教材之四和 CGFNS 系列教材之五,不但有正确答案,还正在开发相关解释。它包括:为什么是正确答案、为什么不是正确答案、西方人的护理理念是什么、英语如何表达等详尽解释。

此书为 CGFNS 系列教材之三《CGFNS - How to study》即《如何学习 CGFNS》。

美国孚华德国际集团不但与美国的 CGFNS 机构有着良好的关系,而且还与美国 30 余个州的医护学会保持着密切的关系。

我们相信,这套教材对各级培训机构会有效地辅导学员学习 CGFNS 并顺利通过考试必会有较大的帮助。

祝各位学有所成,事业成功!

编著者  
2003 年 4 月

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## Introduction

Congratulations! You have chosen to prepare yourself for the Commission on Graduates of Foreign Nursing Schools (CGFNS) Qualifying Exam, a one – day assessment of your nursing knowledge. This test measures how well you will perform on the U.S. registered nurse licensure exam, the NCLEX—RN *examination*.

祝贺您！您已经决定备考 CGFNS 资格考试了，它不但可以检测您对医护知识的掌握情况，还能反映出您成功通过 NCLEX – RN 考试的把握程度。

For each of you preparing for licensure in the United States, your pursuit may be different. Many of you still reside in your native countries. Your goal is to learn as much as you can about the CGFNS exam and to study for it before you begin the official process of immigrating to the United States.

Some of you are already residing in the United States, have passed the CGFNS Qualifying Exam, and are now beginning to prepare for the NCLEX—RN(r) examination. This study guide will be helpful to you as well. It is important for you to know that the CGFNS Qualifying Exam is modeled on the NCLEX—RN test pattern, so you already have a jump – start.

对于每一位想要在美国拿到护士证的考生来说，他们的目标各有不同。有些考生仍居住在本国，想要了解更多的有关 CGFNS 考试的信息；有些则已定居美国并通过了 CGFNS 考试，目前在备考 NCLEX – RN 考试。无论是以上哪种情况，本书都将助您一臂之力，为您提供尽可能多的相关信息。

To get you into the right frame of mind to pass the exam we will compare your preparation to training for the Olympic—let us call it the “Nursing Olympic.” You have made it to the finals – you have studied, worked hard and graduated from a school of nursing. You are a success. From this moment on, you must think, feel and act like a winner because you are a winner. Learn to banish any negative thoughts before they ever become worries. You are going for the gold. Let the training

begin!

## **Your Personal Trainer: What This Study Guide Provides for You**

All Olympic athletes need trainers to get them started, to coach them, to provide solid information about the best training techniques, to caution them about pitfalls and obstacles to avoid, to cheer them on, to push them when necessary and to help them stay the course. Think of this study guide as your personal trainer. Keep it close at hand as you prepare. Like a trainer, it is committed to your success and has designed a plan for you.

*It will prepare you to :*

- get into the right frame of mind before you begin your study;
- develop a study plan that meets your needs;
- identify your short – term and long – range goals;
- choose study techniques tailored to your needs;
- design a study schedule for yourself;
- determine when it is best to study by yourself or with a group;
- practice, practice, practice(study, study, study); and
- build humor into your training sessions.

### **本书为您提供以下内容：**

- 开始学习前构建正确的思想框架；
- 制定适合自身的学习计划；
- 明确您的短期与长期目标；
- 选择适合您的学习技巧；
- 设计学习日程表；
- 确定自学或小组学习的最佳时机；
- 练习,练习,再练习(学习,学习,再学习)；
- 营造一个轻松愉悦的学习氛围。

# Chapter 1

## Warm Ups: Getting Into the Right Frame of Mind

“Whatever the mind can conceive and believe, the mind can achieve.”

— Napoleon Hill, author of *Think and Grow Rich*

When you talk to athletes, the best ones tell you that winning is an attitude, and that a positive attitude is just as important to their success as talent or athletic ability. You have to believe in yourself. Positive thinking is not just for athletes. It is essential for anyone who is working toward a goal—it is the foundation you need to advance to the next level. There are many books and articles about the power of positive thinking, including books by Dale Carnegie. Read them and begin to develop that winning attitude.

一个人积极的心态与其资质和能力是同等重要的。一定要相信自己,积极的思想对于任何一个想要实现目标的人来说都是至关重要的,也是帮助您更上一层楼的根基。阅读本书,培养您的必胜信心!

### Your Personal Bests

To start to think like a winner, let us do a short warm-up drill. Take a moment to examine some of your proudest moments—a few of your life's accomplishments to date. On a piece of paper or an index card, write down five of your personal bests.

*My five personal bests:*

1. Graduated from nursing school.
- 2.
- 3.
- 4.
- 5.

为了能让您在思想上先赢,首先我们来做个热身练习。回想一下您有生以来最值得骄傲的时刻和至今为止所取得的各种成就。然后将您最有代表性的几件付诸于笔端,写在一张纸上。

When you have written down your achievements, take a few minutes to reflect on each one. Close your eyes and relax. Take a few deep breaths. Try to recreate the situation. Can you remember how you felt at the time? Think about how hard you worked to achieve each goal. Can you remember how proud you were? Can you feel the tingles go up your spine? Do you have goose bumps? Maybe you held your head high, stood tall to demonstrate how powerful you felt or made a thumbs – up gesture to yourself.

Can you get in touch with that moment? If you can, enjoy it and say to yourself, “I did it. I am a winner. Look out world, here I come!”

闭目养神,放松心情,深呼吸,花几分钟的时间好好回想一下当时的那种成功感,您曾经为了实现某个目标而如此地拼搏、努力过,并最终取得了成功。您是多么的了不起啊,只要您尽力去做,又有什么是做不到的呢?

#### **A. Imagery and Positive Affirmations: Warming up the Mind**

The warm – up exercise you just completed is a combination of two powerful techniques that will help you to jump start, as to well as to maintain a positive frame of mind when you begin each training session. To skip these techniques or to devalue their importance would be like an athlete not doing warm – up exercises. Let us examine each of these techniques and give you some tips about how you can use them when you study.

Much research has been conducted about the importance of imagery in achieving a goal. It is used in athletic training or any time a person wants to learn a new skill. It has been used successfully in education – how to study and take tests effectively (your goal at the moment) – and it has even been used successfully in treating chronic pain, cancer, addictions and other diseases.

Researchers have found that the common denominator of peak performers is their ability to consciously practice a task in their minds by visualizing or imaging it. In other words, they “start with the end in mind.”

Imaging has been described as a “dress rehearsal” for an event. If you include imaging in your training routine on at least a daily basis, the brain incorporates it into a neural pathway which, when prompted, can be recalled quickly into the conscious mind.



在实现目标的过程时,想象的重要性绝对不容忽视。这好比是运动前的热身一样,不可或缺。如果您能每天坚持这种“锻炼”,就会逐渐发展成下意识的自信头脑。

*Let us review the steps of imaging:*

*Step 1* —Recall a successful moment. Close your eyes.

*Step 2* —Intensify the moment—remember exactly what it was like. Try to use all your senses.

*Step 3* —Think of one word that captures the memory for you. This is your“cue” to link the event to the feeling.

*Step 4* —Sit up erect. Pull your shoulders back and breathe deeply.

Think powerful. You are in control of your mind, body and spirit.

*Step 5* —Revel in your feeling of success and power.

*Step 6* —Open your eyes and begin to affirm yourself.

### **Affirmations**

“An affirmation is a strong, positive statement that something is already so.”

——Shakti Gawain, author of *Creative Visualization*

Affirmations are the simple, short, positive statements about yourself that you will repeat at least five to ten times when you awake, before each study session, at bedtime right before you go to sleep, and even when faced with a challenge. Like imaging, affirmations are great self – confidence builders if done on a regular basis. Research has shown that if imaging and affirmations are done consistently for one month, the thoughts will become a part of the subconscious and conscious portions of the mind, and you will begin to think, feel and act more positively.

肯定性言语就是一些短小精悍的语句,在您倦怠了,遇到困难了,或每次学习前,睡觉前,可以说上至少五次到十次的口号。与想象一样,这种肯定性语句若每天坚持练习必可信心大长。长此以往,这种思想将发展成为您大脑中根深蒂固的一部分,最终帮助您实现积极思考和行动。

Affirmations are always stated in the present tense and can be said out loud or to yourself. Try to keep the statements simple so that they can be easily recalled. Here are a few examples you might choose for yourself —“I am a good learner.”: “I’m a good test taker” “I am a successful, self – confident person.”

*Let us review the steps of affirmations:*

1. Choose a brief statement about your success.

2. State it in the present tense.
3. Repeat it aloud or to yourself five to ten times when you awake, before each study session, before a challenge and before you retire for the night.

#### 实现自我肯定的步骤:

1. 选择一句能激励您通往成功的简短话语;
2. 用一般现在时表述出来;
3. 在您每日睡觉前,睡醒后,学习前,面临挑战时,重复的大声对自己说上五至十遍。

### B. Cognitive Therapy: Thought Blocking

Sometimes as hard as you try, negative thoughts start to invade your conscious thoughts. Often this happens after a hard day at work, when you are tired or after a long study session. If these thoughts start to creep in, here is a cognitive therapy technique called “thought blocking” that you can use to put you back on the positive track.

In your psychiatric nursing course, you learned about cognitive therapy and its use in treating depressed and phobic clients. If you recall, the process is based on the client consciously changing his negative thought patterns. The therapy, based on the work of Aaron Beck and his associates at the University of Pennsylvania, demonstrates the interrelationship between negative thoughts and feelings, which can result in self-destructive behaviors. If a person continues to think negatively, his feelings and behaviors pull him down. This downward spiral picks up energy and the individual's self esteem sinks lower. Eventually, the bad thoughts and feelings overwhelm the person and the depression or phobia intensifies.

在努力备考过程中,每当遇到困难时,消极的思想就会慢慢爬上心头,这时您可以使用一种叫做“思想截流”的认识疗法,帮您重树积极心态。

#### Applying the Technique

Of course, this is a simplified explanation of cognitive therapy. When you review psychiatric nursing, you will probably want to review it more thoroughly. However, the purpose here is to help you to rid yourself of negative thoughts as you stay focused on your learning goals. You have the crux of the theory to put it into practice.

Thought blocking is a cognitive therapy technique that can work if you use it consistently, just like imagery and affirmations. Here is how it works: Imagine that you begin your study session by yourself or, perhaps, with a group of your peers. As you begin to review or study material that is

challenging for you, a negative thought tickles your consciousness. Soon it takes over and you concentrate on the negative thought more than your task at hand. The thought might be something like this: "I never understood fluid and electrolytes, and I never will."

Your study session ends with your feeling frustrated, anxious and not achieving your learning goals. To turn your negative thoughts into positive ones, simply stop the thoughts – block them. Think of them not being able to enter your mind. Create an imagery for yourself.

Thought blocking is a deliberately planned action to startle your consciousness. In other words, you regain control of your thoughts. You choose your own cue. Many individuals find that simply acknowledging the thought, pausing for a second, then assertively saying 'STOP,' followed by one of your positive affirmations will get you back on track.

“思想截流”只是认识疗法中的众多技巧之一,只要坚持到底就一定会受益非浅。具体步骤是这样的:设想您在自学的过程中,一旦遇到困难就会受到消极思想的侵袭,您可能会想:“我根本不理解什么‘流体、’‘电解液’,而且永远都不会理解。”这种思想会直接影响您实现自我目标。最简单的方法就是阻止这种思想的侵入,并将其迅速转换成积极思维。

“思想截流”是一种震撼自我意识的行为,换句话说,您需要重新掌控自己的思维,但暗示语可以自行选择。有些人一旦意识到消极思想之后就会停顿一秒钟,然后使劲地说一句:“STOP!”接着去想那些积极的口号。

Some people keep a whistle close at hand. When a negative thought begins to invade, the person blows the whistle, signaling the redirection of thought. Now, you are probably saying to yourself, "I could never do that. Everyone will think I am losing it." However, just like imagery and affirmations, if you practice this technique consistently, it can help you to relax and concentrate more effectively, thus to improve your study skills. Can you try it? If you use the whistle when you are by yourself for a while, it will become automatic.

A word of caution here: If you are prone to worry and bad thoughts when you study, do not join a group that has one or more members who can only see the down side. These individuals can infect the group. They can reinforce your own negativity and "fuel the flames." However, on the other hand, maybe you can blow the whistle and get the group refocused.

Study technique:

I will practice thought blocking whenever I feel a negative thought coming on. My cue to initiate thought blocking is \_\_\_\_\_.

## Chapter 2

### Improving Study Skills: Your Daily Workout

“Genius is one percent inspiration and ninety – nine percent perspiration.”

——Thomas A. Edison, American inventor

#### General Study Techniques

##### A. Knowledge of the Exam

Before you begin to set your study goals for the CGFNS Qualifying Exam, you need to assess your knowledge of the test. How much do you know? Answer these questions before you begin to set your goals.

Do you know...

- what the test measures?
- what the test does not measure?
- what the structure of the test plan is?
- how the nursing process is integrated into the exam?
- how the test is administered?
- how much time you have to take the test?
- how the test is scored?

You need a firm grasp of this knowledge before you begin to set study goals. Not knowing this information would be like not knowing if you were training for a marathon or a high jump.

在设定 CGFNS 考试的学习目标之前,您需要充分了解有关该考试的详细信息。否则,就好象自己在训练前不知道是要跑马拉松还是要练跳高一样过于盲目!

##### B. Individualizing Your Study Plan

One of the trainer's functions when working with an Olympic athletes is to help him develop a training plan based on his needs. For example, if the athlete is a swimmer, the trainer would not simply instruct him to swim 50 laps one day and increase by 50 laps each day until the day of the contest. This plan would probably boost the swimmer's endurance, but it would do little to improve his individual strokes, challenge specific muscle groups or monitor his strengths and limitations.

Before any training goals can be set, an assessment of the individual's skills needs to be done. A series of performance tests, as well as data collection, can be used to pinpoint one's skills and knowledge strengths and deficits. Once all the data is assessed, a systematic training program that includes short-term and long-range goals can be developed. In fact, each training session should have several well-defined, short-term goals that can be measured at the end of the session. Before the training program is ever implemented, an athlete should have a clear understanding of his goals, know how they can best be achieved and commit himself to following the plan.

Just as we agree that the swimmer needs well-defined goals for each training session, you too need to design a study plan tailored to your needs. The plan is based on your self-assessment – what areas of study are you strongest in, and in which areas are you weak (Remember: always think positively.)

您需要在作过合理自我评价之后,为自己制定一份学习计划,明确自身在学习领域中的强弱项。但一定要积极思考!

Available to you are data sources and assessment tools that will help you to complete this task. For example, you may want to take practice tests that are included in nursing review books. Perhaps, you have compiled files of test scores, care plans, class notes and other data that can be helpful in determining your learning needs.

### **Data Sources and Results**

Take a moment to list your data sources and the results obtained.

Example:

1. **After taking 50 practice questions related to pediatric nursing, my score was 85 percent.**
- 2.
- 3.
- 4.
- 5.

From your assessment, you should now be able to identify your strong areas and those that require the most review. Take time now to consider your strong areas. Write them down and be specific.

Example:

1. **Cardiology medications – types, indications, patient teaching, nursing implications.**
- 2.
- 3.



- 4.
- 5.

(Continue the list. This is critical for you to set study goals.)

Next write down the areas in which you are less strong.

*Example :*

**1. Growth and development milestones in children related to activities, safety factors and nutritional needs.**

- 2.
- 3.
- 4.
- 5.

(Continue on...)

Identification of your strengths and areas for improvement will enable you to individualize your study goals.

在纸上写下自身的优势所在以及有待进一步提高的方面,让你的学习目标更加个性化。

### C. Setting Study Goals

If you visit your favorite bookstore and browse through the self – improvement section, undoubtedly, you will find many books on time management. Have you ever taken the time to read any of them? Each may have a few different techniques on how you can organize your closet, your work or your life more effectively. However, the key to success clearly stated by one and all is:

- Identify what you want to achieve – where you want to go. You need a clear vision of this event or change. Sound familiar?

- Set your goals and measure them at frequent intervals.

Establishing your study goals logically follows the assessment you just completed. You have had plenty of practice in setting nursing care goals for your patients and doing care plans in nursing school. Hopefully, this is a skill you can easily transfer to your study plan.

需要阅读的书籍很多,怎样安排时间至关重要。成功的关键可以归纳为:

- 明确您想要达到的目标——目标的高度;
- 设定具体步骤,每隔一段时间要回顾衡量一下所取得的进步。

### Goal – Setting: Cardinal Rules

Let us review the basics of goal setting and then apply them to your study plan. A long – range

goal is a desired outcome that has been established by a person, a group of individuals or an organization. Short – term goals are desired outcomes leading to an overall outcome or long – range goal.

**There are certain cardinal rules of goal setting.**

*Among them are :*

- goals must always be measurable;
- goals must have identified time limits;
- goals must be written;
- goals must be realistic; \*
- goals must be evaluated at frequent intervals. \* \*

#### **目标设定的重要规则:**

- 可以量化;
- 有时间限制;
- 能用文字表述出来;
- 符合实际; \*
- 每间隔一段时间要评估已取得的成绩。\* \*

\* **Note:** If your long – range goal requires extensive preparation or becomes too detailed, it is better to break it down into two long – range goals. Measurement will be easier and you will remain motivated because your progress will be more visible.

\* \* **Note:** If your goals are not being achieved, you need to analyze the reason and, perhaps, set new goals. Setting, measuring and achieving goals is a dynamic process.

#### **Identifying Your Short – Term and Long – Range Study Goals**

To determine your study goals, refer to your completed learning assessment. Take a look at those areas that you were less strong than others. In the exercise you were asked to be specific, so you should be able to convert your learning deficits into long – range or short – term study goals. Here are a few examples.

仔细研究自身的强弱项,并在做练习时有针对性的做出调整,使自身的学习不足在长短期目标上得到具体体现。

#### **Short – Term Goals :**

Example # 1

At the end of a two – hour study session, I will be able to identify growth and development

milestones for children, from infancy through adolescence, and answer all of the questions correctly on the practice test in the review book.

#### Example #2

At the end of a one – hour session, I will be able to describe in writing the care of a pediatric patient with Tetralogy of Fallot – pathophysiology, assessment, plan of care, interventions and evaluation.

### **Long – Range Goal:**

#### Example #1

At the end of the month, I will be able to achieve a score of 85 percent on the entire pediatric nursing section in a nursing review book.

At this point you may be saying to yourself, “If I spend this much time developing goals, I will never get to studying.” Setting goals is a part of your study. Once you get into the routine of setting your study goals, it will become automatic, and you will recognize the value of setting goals in organizing and evaluating your learning.

### **D. Getting in Touch with Your Learning Style:**

#### **Using a Variety of Methods**

Hopefully, by this time in your formal or informal education, you have understood how you learn best. We know that individuals do not all learn in the same way, or at the same pace or by using the same methods. Over the years, many educational studies have clearly documented individual differences in learning, described learning styles and prescribed remedial activities.

In your nursing program, you were evaluated on your cognitive, affective and psychomotor skills. In order to graduate, you had to demonstrate minimal proficiency in each domain. At this point, it is probably safe to say, you have some idea of your learning style. For example, you may be a visual rather than an auditory learner. Or your math and perceptual skills may be stronger than your verbal skills.

每个人的学习风格各有千秋,因此明确适合自身的学习方法就很有必要。要想成功通过考试,就要把各个领域的知识欠缺降到最低点。

### **Are You a Right – Brain or Left – Brain Person?**

Before you determine your learning style, let us briefly discuss information processing. We know that learning is a complex combination of words, pictures, scenarios, colors and even sound and music processed and stored by the brain. In nursing school, when you studied this awesome

structure, you probably discussed right and left brain thinking.

You may have categorized yourself as either a left – brain or right – brain thinker. While this may help to diagnose your learning style, often it becomes much too simplified. The brain just is not all or none. Thank goodness.

在确定自身学习风格之前,首先来讨论一下大脑信息处理的过程。您或许已经将自己归类到左脑或右脑思想者,这将有助于识别您的学习风格。当然,大脑的作用虽不能一味夸大,却也是不容忽视的。

During the last two decades, researchers have demonstrated the difference in functions between the right and left hemispheres of the brain. Very simply stated, although it is certainly not a simple process, the left hemisphere of the brain commands such functions as mathematical thinking, spatial relationships and critical thinking. You probably heard this referred to as the logical or analytical center. The right hemisphere of the brain is responsible for the intangible aspects of thinking. Here is where rhythm, music, color, pictures and visual expressions come together. This side of the brain is often referred to as the creative side.

If you think of the corpus callosum, the network or connector between the two hemispheres, as a giant shuttle bus powered by 300 neurons transporting information back and forth, you have an image of this phenomenal process being carried out.

### **The Visual Learner**

The visual learner retains and understands subject matter optimally when using visual aids rather than pages of text. For this learner, let us say the learning goal for a study session is: at the end of a two – hour study session, I will be able to discuss the four most commonly used anti – psychotic medications, their uses, related pharmacology, nursing implications, food and drug interactions and patient and family teaching. (Is this a realistic, well – defined goal?)

Can you prescribe the types of learning methods or techniques that might be best for this visual learner? Let me give you a few examples. Be selective in choosing a textbook or learning aid – one that contains as much visual as verbal content as well as ample illustrations. Or, find a videotape that covers the identified topic of study.

针对那些擅长利用视觉的学习者,总结出特定的学习方法或风格。例如可以选用一些课本,其中不但要有充足的例证图解,还应有许多形象化和口语化的知识内容。

### **Learning Maps: Valuable Tool for Visual Learners**

In nursing school, you may have been introduced to learning maps, the process also defined as