

**NONCOMMISSIONED  
OFFICER  
ACADEMY  
DISTANCE  
LEARNING  
COURSE**



**COURSE INTRODUCTION**

**Thomas N. Barnes Center for  
Enlisted Education  
Maxwell-Gunter AFB, Alabama**



**Air University**

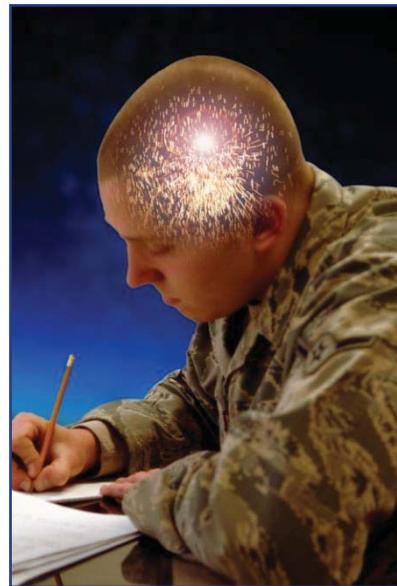
*"Learning never exhausts the mind."  
- Leonardo da Vinci*

## Keys to Successful Learning

### Learning Defined

Though the academic world has many definitions of learning, EPME defines **learning** as *the process that changes the way people think, feel, or behave*. You know learning has occurred when students miss questions on pretests but correctly answer similar questions on final exams.

So, you know when learning occurs, but how does it happen? The answer depends on what type of learner you are. You receive information through sensory channels or pathways called learning modalities. The modalities, or senses, described below include visual, auditory, and tactile/kinesthetic.

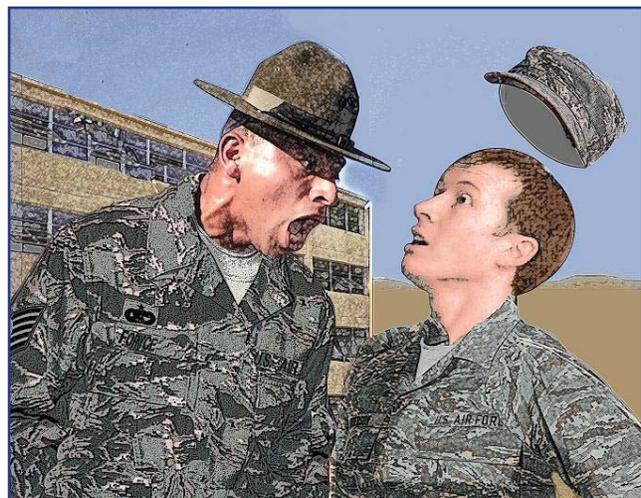


### The Learning Style Profile

#### *Auditory Learners*

Auditory learners primarily use hearing to process information. When given a choice, strong auditory learners will sit where they can easily hear the speaker and where outside sounds will not interfere.

Some auditory learners will sit to one side, on the side of their strongest ear. Many times, these are the people who can find it easier to understand the words from songs on the radio and announcements on public address systems.



#### Characteristics

- Prefers to hear information
- Has difficulty following written directions
- Has difficulty with reading and writing
- May ***not*** look speakers in the eye, instead may turn eyes away in order to focus more on listening

#### Learning Tips

- Use audio cassettes or CDs for reading and lectures (when available)

- Participate in discussions, ask questions, and repeat given information
- Summarize or paraphrase written material and record the information
- Talk to yourself—review the material
- Discuss the material with someone else



### *Visual Learners*

Visual learners need to see the big picture. They may choose a seat where they can see the whole stage or the whole screen. They may like the back seat so everything is out in front, and they can see it all. These are the people who survey the scene, who like to sightsee, and who see the forest despite the trees.

### **Characteristics**

- Needs to see it to learn it—must have mental picture
- Has strong sense of color
- Has artistic ability

- Has difficulty with spoken directions
- Overreacts to sounds
- Has trouble following lectures
- May misinterpret words

### Learning Tips



- Use visuals (graphics, films, slides, illustrations, doodles, charts, notes, and flashcards) to reinforce learning
- Use multicolored highlighters to organize notes
- Write directions down
- Visualize words, phrases, sentences to be memorized
- Write everything down; review often

### *Tactile Learners*

Tactile/kinesthetic learners have the need to touch and feel things. That is, they want to feel or experience the lesson themselves. Given a choice, strong kinesthetic learners will be right in the middle of the action. These are the people who tear things apart to see how they work and then put them back together without the directions. Tactile learners are the ones who immediately adjust the seat, mirror, radio, and temperature in the car.

#### **Characteristics**

- Prefers hands-on learning/training
- Can put a bicycle together without the directions
- Has difficulty sitting still
- Learns better when involved
- May be coordinated and have athletic ability

#### **Learning tips**

- Make a model, do lab work, role play, “be the ball”
- Take frequent breaks
- Copy letters and words to learn how to spell and remember facts
- Use a computer
- Write facts and figures over and over
- Read and walk, talk and walk, repeat

The Adult learning style profile is an instrument used to indicate the type of learner you are: visual, auditory, tactile/kinesthetic, or any combination of the three. No one modality is better or worse than the other, but it is important that you discover what works best for you and then do it.

So, let's see what type of learner you are.

### ADULT LEARNING STYLE PROFILE INSTRUMENT

(Adapted from Learning Style Form, developed by Dr. Ray Barsch)

**Directions:** Read each statement and then circle the number in the appropriate box to indicate your feelings. Work quickly—do not sit and ponder. **THERE IS NO RIGHT OR WRONG ANSWER.** When finished, follow the instructions for scoring. Answers to each statement helps determine your learning style (visual, auditory, or tactile/kinesthetic). There is no one best learning style; however, each style does have its advantages and disadvantages

| COMMENTS  | Often | Some-<br>times | Seldo<br>m |
|---|-------|----------------|------------|
| 1. I remember things better when people tell them to me rather than when I read them.   | 5     | 3              | 1          |
| 2. I follow written directions better than oral directions.                             | 5     | 3              | 1          |
| 3. I like to write things down or take notes for visual review.                         | 5     | 3              | 1          |
| 4. I bear down extremely hard with pen or pencil when writing.                          | 5     | 3              | 1          |
| 5. I require oral explanations of diagrams, graphs, or visual directions.               | 5     | 3              | 1          |
| 6. I enjoy working with tools (cooking, woodworking, mechanical).                       | 5     | 3              | 1          |
| 7. I am skillful and enjoy developing and making graphs and charts.                     | 5     | 3              | 1          |
| 8. I like to learn something new by talking rather than reading about it.               | 5     | 3              | 1          |
| 9. I remember best by writing things down several times.                                | 5     | 3              | 1          |
| 10. I can understand and follow directions using maps.                                  | 5     | 3              | 1          |
| 11. I do better at academic subjects by listening to lectures and tapes.                | 5     | 3              | 1          |
| 12. I handle objects (coins, keys, pencils) while studying, reading, and conversing.    | 5     | 3              | 1          |
| 13. I learn to spell better by repeating the letters aloud, not by writing them.        | 5     | 3              | 1          |
| 14. I understand a news article better by reading it than by listening to the radio.    | 5     | 3              | 1          |
| 15. I chew gum, smoke, eat, or drink while studying/working.                            | 5     | 3              | 1          |
| 16. I remember something best by picturing it in my head.                               | 5     | 3              | 1          |
| 17. I like to make, build, or create things as I learn.                                 | 5     | 3              | 1          |
| 18. I would rather listen to a good lecture or speech than read about the subject.      | 5     | 3              | 1          |
| 19. I am good at working and solving jigsaw puzzles and mazes.                          | 5     | 3              | 1          |
| 20. I prefer listening to news on the radio or TV rather than reading about it.         | 5     | 3              | 1          |
| 21. I like to learn most by building, making, or doing things.                          | 5     | 3              | 1          |
| 22. I enjoy researching an interesting subject by reading relevant material.            | 5     | 3              | 1          |
| 23. I feel comfortable touching others, hugging, handshaking, etc.                      | 5     | 3              | 1          |
| 24. I follow oral directions better than written directions.                            | 5     | 3              | 1          |
| 25. I enjoy learning by going places and seeing things.                                 | 5     | 3              | 1          |
| 26. I like to draw, color, sketch, and paint things.                                    | 5     | 3              | 1          |
| 27. I doodle during meetings, lectures, or while listening on the phone.                | 5     | 3              | 1          |
| 28. I enjoy listening to music.   | 5     | 3              | 1          |
| 29. I like to shape or make things with my hands (clay, ceramics, dough, etc.).         | 5     | 3              | 1          |
| 30. I read aloud (or whisper) to myself when trying to understand new written material. | 5     | 3              | 1          |

**SCORING PROCEDURES**  
Adult Learning Style Profile

|  |        |                             |        |                            |        |
|--|--------|-----------------------------|--------|----------------------------|--------|
| 1. Place the point value on the line next to its corresponding item number:                |        |                             |        |                            |        |
| <b>OFTEN = 5 Points</b>  |        | <b>SOMETIMES = 3 Points</b> |        | <b>SELDOM = 1 Point</b>    |        |
| <b>AUDITORY</b>  |        | <b>VISUAL</b>               |        | <b>TACTILE</b>             |        |
| Question #   | Points | Question #                  | Points | Question #                 | Points |
| 1  |        | 2                           |        | 4                          |        |
| 5  |        | 3                           |        | 6                          |        |
| 8  |        | 7                           |        | 12                         |        |
| 11   |        | 9                           |        | 15                         |        |
| 13   |        | 10                          |        | 17                         |        |
| 18   |        | 14                          |        | 21                         |        |
| 20   |        | 16                          |        | 23                         |        |
| 24   |        | 19                          |        | 25                         |        |
| 28   |        | 22                          |        | 27                         |        |
| 30   |        | 26                          |        | 29                         |        |
| <b>Profile Score Total</b>   |        | <b>Profile Score Total</b>  |        | <b>Profile Score Total</b> |        |
| 2. Total each column to arrive at your profile score total under each heading.             |        |                             |        |                            |        |
| 3. Write your profile scores (highest, middle, and lowest) on the appropriate lines below. |        |                             |        |                            |        |
| Highest Score: _____   |        | Middle Score: _____         |        | Lowest Score: _____        |        |

If your score reads something like: Auditory = 30 Visual = 27 Tactile = 20, it indicates you are an auditory learner first, a visual learner second, and a tactile learner last.

Put another way, you learn best by hearing and/or verbalizing what it is you are trying to learn.

When you cannot hear and verbalize what you hear, your BEST mode of learning is being denied you, but you can still learn through the VISUAL and TACTILE modes.

If your score reads something like this: Visual = 33 Auditory = 24 Tactile = 19, it indicates you are a visual learner first, an auditory learner second, and a tactile learner last. Put another way, you learn best by seeing what's going on. When you cannot see what's going on, your BEST mode of learning is being denied you, but you can still learn through the AUDITORY and TACTILE modes.

If your score reads something like this: Tactile = 34 Visual = 27 Auditory = 27, it indicates you are a tactile learner first, a visual learner second, and an auditory learner last. Put another way, you learn best by doing. You take notes during class, but rarely have to look at them afterwards. It helps you to recall information when you are moving around or have something in your hand.

| Scores                                       | Indication   | Learn best by:             |
|--|--|----------------------------|
| Auditory = 30<br>Visual = 27<br>Tactile = 20 | auditory learner first, a visual learner second, and a tactile learner last  | hearing and/or verbalizing |
| Visual = 33<br>Auditory = 24<br>Tactile = 19 | visual learner first, an auditory learner second, and a tactile learner last | seeing what's going on     |
| Tactile = 34<br>Visual = 27<br>Auditory = 27 | tactile learner first, a visual learner second, and an auditory learner last | by doing                   |

*"I hear and I forget. I see and I remember. I do and I understand."*  
- Confucius

## Steps of the Learning Process

Chapters of the NCOADLC comprise reading assignments intended to prepare you to understand the questions and formulate answers. The following study tips will prepare you as you proceed through the chapters.

## Key Terms

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Affective domain, 44  
Appropriate, 51  
Critical thinking, 64  
Cognitive domain, 47

Learning, 33  
Maximum application, 59  
Minimum application, 59

## References

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