

The process of data entry.

Input

The process in which information is held, ready to be used at a later date.

Storage

Encoding

The process in which data is changed into another format.

Information Processing

The idea that information is processed through a number of stages.

The process of using data
after it has been retrieved.

Output

Problems associated with
information no longer being stored.

Availability problems

Retrieval

Problems associated with
retrieving information in storage.

Accessibility problems

The process in which information
is located and taken out of storage.

The memory store that has an unlimited capacity and unlimited duration, and where information is permanently stored.

Long-term memory

A process that makes us aware of information in the memory.

Attention

Short-term memory

The memory store that has limited capacity and limited duration, and where information becomes conscious

The store where all immediate information is briefly held unless it is paid attention to.

Sensory store

The amount of space in the memory.

Capacity

A process in which information is 'shunted out' of storage by new information, and so is forgotten.

Displacement

Decay

How long information lasts in the memory.

Duration

This is the fading of information over time until it is forgotten.

Coding information based on its physical characteristics.

Shallow processing

A process which involves repeating information so that it stays in storage, either temporarily or permanently.

Maintenance rehearsal

Coding information for meaning.

Deep processing