

ability, learning enthusiasm and team spirit.

**Study design:** Stratified cluster random sampling method was used to investigate 600 college students, undergraduates and postgraduates. Randomly selected 10 schools, different grades and gender of 300 students each to carry out a questionnaire survey, 600 questionnaires, 561 valid questionnaires were collected.

**Methods:** PBL teaching mode of Excel statistics is used to study and practice the ideology and politics of environmental professional courses.

**Results:** Psychology online collaboration PBL environmental professional courses thinking and research and practice, improve the ability of autonomous learning, so that students can be more active and active participation in the learning process. In practice, in order to complete the task of social investigation, students preview before class, think carefully in class and communicate after class, which not only develops ideas, but also arouses their enthusiasm for study and enriches their knowledge reserves. The PBL teaching mode is completed in the form of group discussion, and each student in the group must actively prepare and share the responsibility. In the process of communication and discussion, students can speak freely and fully express their views. Their sense of teamwork and ability of communication and expression are enhanced. The statistical table is shown in Table 1.

**Table 1.** Research and practice of PBL teaching mode on ideology and politics of environmental major courses.

Factor	Autonomous learning ability	Motivation to learn	Sense of teamwork
College student	3	4	3
Undergraduate student	4	3	3
Graduate students	4	4	4

In this survey, the influence values of specific factors of grades 0-4 are used, indicating irrelevant, 1 indicating slight influence, 2 indicating ordinary influence, 3 indicating obvious influence, and 4 indicating sufficient influence, in order to reduce the great error caused by individual subjectivity in the evaluation. The results are rounded to the average of 600 students.

**Conclusions:** Students are the main body of social development in the future. PBL teaching mode can effectively improve students' independent innovation ability, promote students' active learning awareness and improve teachers' teaching effect. PBL teaching mode improves students' ability to analyze and solve problems, places practical teaching on complex and meaningful problems, and pays attention to the students' subjective initiative in open teaching environment. Students through the discussion of the problem, the realization of the "learning" to "will learn" change, analysis and problem-solving capabilities have been improved. In the PBL teaching model, the teacher's main task is to design the problem, set the situation and guide the team, so the teacher's role is the facilitator of knowledge construction, the moderator of activities, the participants and the partners of students' discussion and dialogue. Students' main task is to explore independently and find out the answers, so the role of students is the learner, collaborator and inquirer, which can effectively promote the change of the roles of teachers and students.

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## SECRETARY WORK PSYCHOLOGICAL PROBLEMS AND COUNTERMEASURES FROM THE PERSPECTIVE OF INNOVATIVE THINKING

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**Background:** Secretarial work is a kind of auxiliary work subordinated to the leadership, with the aim of "participating in government affairs, managing affairs and doing a good job of meeting affairs". In practical work, if secretaries cannot maintain a good psychological balance, it is easy to produce psychological imbalance, especially because of the cumbersome daily work of secretaries, prone to inferiority, anxiety, depression, forced and other psychological problems. The imbalance of secretaries' psychology will not only affect their physical and mental health, but also affect the implementation of leaders' decisions and the

development of their management. This is directly related to the implementation of leadership decisions, affect the quality of leadership and efficiency. Therefore, how to deal with the psychological imbalance of secretaries has become a common reality for secretaries and managers. It is of great theoretical value and practical significance to study the psychological imbalance of secretarial staff for leadership and management.

**Objective:** The logical starting point of the study is to define the concept of secretarial innovation ability. The innovative ability of secretaries is the ability to creatively implement the intention of leadership and provide the best service for the leadership. It is by the innovation consciousness, the innovation thought and so on many kinds of factors synthesis becomes, mainly displays in the following aspects. First, the ability to criticize old ideas and things. With the change of the times, old secretarial theories may restrict the development of secretarial work, so they should not become the fetters of the development of secretarial work. Second, they are quick to identify with new ideas and new things, discover the great value of new ideas and new things in a timely manner, and integrate them into their secretarial work. Thirdly, he is good at thinking independently. He does not depend on others blindly after his own thinking. Fourthly, he is good at synthesizing all kinds of information, and through the reorganization of information, he can establish new connections between information, find new methods and draw new conclusions. Fifth, the ability to explore the unknown areas of the forecast, and strive to adapt to changes in the development of the situation, the initiative to grasp the work. Sixth, the ability to deal with emergencies, calmly and calmly deal with complex situations. Therefore, in the study of the psychological state of secretarial work, but also need to be considered in innovative thinking.

**Subjects and methods:** Using the method of questionnaire and interview, 200 secretaries were selected to fill in the self-examination form of mental state symptoms, and 30 questions were designed to test the mental state of secretarial staff. Randomly selected 50 secretaries were interviewed for 30 to 90 minutes, mainly to understand the secretary's work content, work environment, work psychology and practical problems encountered in the work process. The results were analyzed by SPSS15.0 and Excel.

**Results:** The results of questionnaire and interview show that the main psychological problems of secretaries are shown in Table 1.

**Table 1.** Statistical results of psychological problems.

Psychological problem	Inferiority complex	Anxiety	Depression	Coercion
Percentage of population	57%	46%	39%	82%

(1) Inferiority complex

Low self-esteem is a common psychological problem in secretarial work, mainly for lack of assertiveness, lack of initiative. Compared with leaders or managers, there is a big gap between them in terms of educational background, professional title and salary, which makes secretaries easy to feel inferior.

(2) Anxiety

Anxiety is a negative emotional state in which you are nervous and feel that misfortune is about to happen. The secretaries often work tediously and miscellaneously, they manage the affairs of schools or enterprises, large and small, and obey the multiple leadership of enterprises for a long time. This decided them to be in for a long time cautious, in the state of high tension, cause psychological tension anxiety.

(3) Depression

Depression is a negative emotional experience of sadness, sadness, or depression. For a long time, although the secretary in the front doing hard and tired work, but their status, treatment and their hard work is not directly proportional. In such a long-term working environment, they will lose interest in the work, confidence, and eventually produce pessimistic depression.

(4) Compulsion

Coercion is a psychological phenomenon in which you repeatedly verify a job because you are afraid of the negative consequences. Compulsion is manifested in obsessive ideas, emotions, intentions, actions and behaviors. Secretaries exhibit these compulsive symptoms to varying degrees.

**Conclusions:** Bad psychology is a negative emotional state, which is very disadvantageous to people's physical and mental health and work development, so secretaries need to learn to adjust themselves. Mainly including:

(1) Enhance the awareness of professional ethics and establish a sense of honor and pride. The secretary must not because of the post ordinary and belittle themselves, to really realize the significance of the secretary work and importance, establish a good sense of professional ethics.

(2) Improve their overall quality and constantly improve the level and efficiency of services. The secretary is both a server and a manager. Secretary must strengthen learning, improve their own quality, grasp the scientific and advanced management concepts and methods, in order to ensure that management

twice the result with half the effort.

(3) Cultivate good psychological quality and establish harmonious interpersonal relationship and atmosphere. Secretary involves a wide range of work, often dealing with superiors and subordinates, which requires the secretary in the work of training, maintain a good attitude, to maintain a positive and optimistic attitude.

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## THE APPLICATION OF COGNITIVE PSYCHOLOGY IN ENGLISH GRAMMAR TEACHING IN COLLEGES AND UNIVERSITIES

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**Background:** Cognitive psychology in a broad sense is used to study human higher mental processes, especially cognitive processes, including attention, perception, representation, memory, creativity, speech and thinking. In the narrow sense, cognitive psychology is equivalent to contemporary information processing psychology, which studies cognitive process from the perspective of information processing. Different from behaviorist psychology, cognitive psychology studies internal mechanisms and processes that cannot be directly observed, such as memory processing, storage, extraction and memory changes. To study cognitive process from the perspective of information processing is the core of cognitive psychology, which is equivalent to information processing psychology. It regards human as an information processing system, and considers cognition as an information processing process, including the whole process of encoding, storing and extracting sensory input. Human cognition can be broken down into stages. Each stage is a unit that performs certain operations on the input information, and the reaction is the product of this series of stages and operations. The components of an information processing system are all related to each other in some way. Based on the above analysis, it can be concluded that cognitive psychology can be used to design relevant teaching process system in college English grammar teaching. With the progress and development of the society, the demand for English talents in various fields is also increasing, so it is very important to cultivate students' English application and communicative ability. Grammar is the foundation and necessary component of English subject, and English grammar teaching plays an important role.

This study mainly USES cognitive psychology analysis of psychological conditions of college teachers and students, teachers and students with attention in grammar learning process as the object, through mining the concentration distribution, transfer, characteristics such as long as the foundation, design the teaching process and management process, testing and evaluation, so as to improve the effect of college English grammar teaching from various angles.

**Subjects and methods:** In this paper, we study the process of college English grammar teaching from the viewpoints of both teachers and students, using the theory of cognitive psychology analysis of teachers and students in the process of learning grammar attention assignment, transfer, length and other characteristics, combined with the characteristics of the analysis results to design the teaching process, test and evaluation process management process, the teaching effect.

**Study design:** Research on college English grammar teaching can be divided into three parts of teaching, management, examination and evaluation, after creating the teaching process through the construction of teachers and students to understand the psychological classification model, using management process supervision and the related behaviors of teachers and students, and out of the classroom performance, task involvement, the teaching effect, grades, etc, to generate comprehensive evaluation results.

**Methods of statistical analysis:** After designing relevant teaching modules, management modules, and teaching effect detection and evaluation modules, the study puts them into practical application, and verifies the teaching effect of college English grammar teaching process with the application of cognitive psychology through a diachron-comparative experiment. A total of 300 students and 20 teachers were selected. These students were evenly divided into experimental group and control group, and teachers were equally divided into experimental group and control group. Among them, the experimental group applied cognitive psychology theory in the teaching process, while the control group did not apply cognitive psychology theory in the teaching process. Three times of evaluation data were randomly selected for analysis, and independent sample T-test was used. The two samples to be compared were required to be independent of each other and there was no pairing relationship. The confidence interval was set as 0.96, and the significance level was 0.05. Because the sample size was more than 50, the T value was 1.645.

**Results:** The relevant evaluation results of students and teachers in different groups are shown in Table