

STUDY HINTS

Many Students shudder when they think about the word "STUDY". How often have you said:

- "Don't know how to study."
- "Can't get my mind in gear." or
- "There's still lots of time."

FACT- There's nothing mysterious about "STUDY". You do it all the time...

Like reading and following directions for a new game or getting information from magazines, newspapers, TV, radio etc.

RULE #1

- stick to a schedule- a half hour most weeknights following a medium supper is probably best (before supper might work better for you though)
- specific study time each day is suggested as well
- priority list:
 - o homework (complete assignments)
 - o study for tests/quizzes
 - o review class lessons (10-15 minutes each session)

RULE #2

- because we tend to forget new ideas and material quickly, it pays to review them before they have a chance to slip from our memory.

RULE #3- SQ3R (survey, question, read, recite, review)

- RECITE- rewrite questions and answers to create your own notes
- Oral recitation works well as well if notes are not required
- Write a summary
- Do so periodically before the exam (don't leave it too late or it will not go into your long term memory- cramming does not work)

RULE #4

- be organized

BEFORE TEST TAKING

- Attend final classes
- Find out what the exam will cover
- Review before the test
- Get sufficient sleep
- Eat a proper meal
- Wear a watch



20 THINGS TO DO

- 1- Ask what type of test will be given
- 2- Find out what topics will be covered on the test
- 3- Keep noise to a minimum when studying
- 4- Read over your notes as soon as possible after class
- 5- Plan your study schedule for each week
- 6- Study in short sessions
- 7- Increase study time close to the exam date
- 8- Keep all your notes and handouts
- 9- Organize your binder
- 10- Use your old tests and review
- 11- Ask yourself questions as you study
- 12- Understand rather than memorize
- 13- Concentrate
- 14- Take advantage of classroom review sessions
- 15- Predict questions that may be asked
- 16- Study in a suitable place
- 17- Note your problem areas and seek help
- 18- Underline key statements in your notes
- 19- Recite- "see it, say it, hear it"
- 20- Have a positive attitude



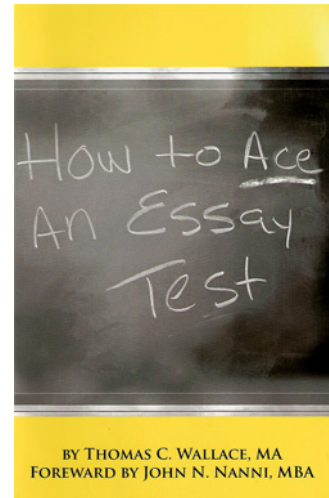
TEST TAKING PRINCIPLES

- 1- Arrive prepared (all textbooks, pens, pencils etc)
- 2- Get to class early- so don't feel rushed
- 3- Avoid discussion test- will help decrease anxiety
- 4- Read directions CAREFULLY
- 5- Answer items you know first
- 6- Relax- if mind goes blank, count backwards from 100 so that your left brain regains control
- 7- Use deductive reasoning- eliminate what you know is incorrect
- 8- If time left, compare answers/questions on the test (may be repeated/provided information)
- 9- Avoid changing your answers unless you are positive you are wrong

TYPES OF QUESTIONS

1- Essay Questions

- a. Before test day
 - i. Review notes
 - ii. Memorize important points
 - iii. Make an outline of topics
- b. On test day
 - i. Plan your paragraph
 - ii. Re-read to ensure expressed yourself clearly



2- Objective Questions

- Double check your answers
 - Watch for trick questions
 - Your first impression is most often correct
 - Skip over questions you are spending longer than 10 seconds to answer once read question
- a. True and False Question
 - i. Always guess if don't know (50/50 chance)
 - ii. Watch for clue words (always, never, all, none)
 - b. Multiple Choice Questions
 - i. Ignore obvious poor choices
 - ii. Select the best from the rest
 - iii. Put a light tick next to questions you want to check over
 - c. Matching Questions
 - i. Look over both lists first
 - ii. Match obvious ones first
 - iii. Cross out letters that you've used
 - d. Short Answer Questions
 - i. Review vocabulary in advance
 - ii. Re-read sentence to ensure it makes sense



MANAGING TIME

- 1- Keep a daily activity list
- 2- Study on at a regular time
- 3- Study in one hour blocks of time
- 4- Study the hardest subject first
- 5- Study each subject often- do your homework and review each day
- 6- Know your strengths and weaknesses and adjust to them
- 7- Review each subject at least once a week
- 8- If spare time, review
- 9- Trade off recreational time if need it to study
- 10- Balance between schoolwork and personal activities



IMPROVING YOUR MEMORY

Your goal is to try and move information from your short term memory to your long term memory. This is how to do it:

- 1- Group Information
 - a. Help organize so details are together
- 2- Visualize Information
 - a. See an image or picture in your mind (a picture is worth a 1000 words!)
- 3- Repeat Information
 - a. Say it aloud so you can hear it
- 4- Choose to Remember
 - a. If pay attention and show interest, will improve chance of remembering the information
- 5- Use Mnemonics
 - a. Link Method
 - i. Link word in a list with the next word through an image that can represent both words
Ex- Acid and base- visualize a lemon and a lemon drain cleaner
 - b. Acronym
 - i. Take first letter from each word and make a new word from those
Ex- ROYGBIV (Red, Orange, Yellow, Green, Blue, Indigo, Violet)
 - c. Acrostic
 - i. Take the letters you want to remember and make a word for each
Ex- Every Good Boy Deserves Fudge (EGBDF- line of a musical scale)

