

Study Skills Made Simple

Eight Areas of Concentration

1. Home Study Environment

- ✓ Find a quiet place to study
- ✓ Have all study supplies available
- ✓ Use a do not disturb sign – agree that the sign is to be respected

2. Managing Study Time

- ✓ Accept the responsibility to manage your study time
- ✓ Schedule time for homework...it should not be the time that is “leftover”
- ✓ Use a student planner or similar form to organize your work and time

3. Study Goals

- ✓ Your study goals should be related to your career and life goals
- ✓ Whether you like a class or professor is not as important as doing what you need to do to be successful
- ✓ Set your level of success at the very beginning of a course and aim high
- ✓ Success is mostly an attitude that you determine

4. School Study Skills

- ✓ Read the material before class, before the professor covers the material
- ✓ Organize your note-taking...put the date, name of course, chapter or topic, and anything else that is helpful to you at the top of every page of notes
- ✓ Write down important notes...not every word
- ✓ Jot down examples and/or page numbers of examples that the professor gives
- ✓ Review your class notes as soon as possible (same day/night). This will generally take approximately 15 minutes.

5. Textbook Study Skills

- ✓ Get acquainted with your textbook and what aids are available
- ✓ Scan the chapter...overview headings and spot read parts of the chapter, especially the summary
- ✓ Chunk and Read...divide the chapter into smaller parts and read/study a few pages at a time
- ✓ Read out loud when studying difficult material...use your auditory senses
- ✓ Learn the terms. You must understand the language before you understand the material
- ✓ “Briefly” outline the chapter...“brief” means writing down important points only and using phrases not whole sentences
- ✓ Recite...study out loud...mark the points you do not know, find the answers immediately, and practice what you do not know
- ✓ Use a highlighter to mark important points
- ✓ Always save your notes

6. Test Preparation Skills

- ✓ Schedule study/review time...there is a limit to how long you can effectively study at one time, so review notes and outlines briefly each night
- ✓ Ask the professor what material the exam will cover and ask what kind of questions will be on the exam (ex: True/False, Multiple Choice, Short Answer, etc.)
- ✓ Organize your test and study materials...looking for notes is a waste of your time
- ✓ Begin studying at least a week before the exam by splitting up the material into smaller sections...this will make it easier for you to remember/review the material
- ✓ Place a high value on the material...Be positive!

7. Test Taking Skills

- ✓ Take “2”! Take the first two minutes of the test time to write yourself a few notes you want to remember...write them on the back or margins of the test
- ✓ Read the directions carefully, circle key words (if you are allowed)
- ✓ Skim the test to determine where to start on the test...Start on question to which you know the answer...this is a positive attitude builder
- ✓ Flag the questions you cannot immediately answer and move on to the ones you do know
- ✓ Return to the flagged questions and take an educated guess on what the answer would be...never leave a multiple choice, t/f, or matching question blank
- ✓ Double check your answers if you have time...have a good reason to change your first answer (sometimes your first instinct is best)

8. Reports, Term Papers, Speeches, Presentations

- ✓ Never wait until the last minute
- ✓ Divide and conquer...work on each part of the project separately so you are not overwhelmed
- ✓ Choose a topic that is interesting to you, if possible
- ✓ Written reports should be neat and nicely arranged...the look of a project is the first thing that the professor sees
- ✓ If you are giving an oral report...practice it orally and in front of a mirror or friends/family
- ✓ Always keep your reports for later use

Remember...learning is your “job”...your responsibility...

Study Smart!