



Study Tips

1. TO PLAN A SCHEDULE

- Use many short periods of study instead of one long period.
- Include study activities in detail.
- Include recreation, relaxation activities.
- List deadlines, test dates, etc.
- Revise schedule as necessary.
- Be flexible.
- Learn to borrow, not steal, time.
- Find a place to study that is conducive to good concentration.

2. TO READ ASSIGNMENTS EFFECTIVELY

- **SURVEY** entire chapter first; read summary; note headings.
- **QUESTION** each heading (turn into a question) – to identify main ideas.
- **READ** to answer questions.
- **RECALL** answers to questions.
- **REVIEW** answers to all questions; **REVIEW** frequently.

3. TO DEVELOP GOOD NOTE-TAKING SKILLS

- Go to class prepared and alert.
- Listen, think, write.
- Write in your own words all ideas and points emphasized.
- Tie together what the text says and what the professor says soon after class.
- Note the ways the professor emphasizes important points.

4. TO REMEMBER WHAT YOU NEED TO KNOW

- Be attentive to reading and lecture.
- Practice putting ideas in own words.
- Learn techniques of association and chunking.
- Create memory devices.
- Review, review, review.

5. TO STUDY FOR TESTS

- Review daily.
- Interrelate lecture and reading notes.
- Create review tools (flashcards, lists, definitions).
- Review in many short periods.
- Recall main ideas and important details to support.
- Anticipate and predict questions that could be asked; compose answers.
- Form a study group.

The Maytum Learning Commons

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6. TO TAKE TESTS EFFICIENTLY

- Try to relax.
- Read directions and questions carefully, seeking key words that direct answers.
- Budget your time according to worth (number of points) of question.
- Pace yourself.
- Answer objective questions in order – return to ones you're unsure of.
- Jot down memory aids on margin of test paper as soon as you receive it (to minimize forgetting).
- Think, plan, organize and then write answer to essay question.

7. TO MAKE USE OF CAMPUS RESOURCES TO GET HELP YOU NEED

- Seek out professor for assistance in understanding difficult material.
- Visit your advisor for direction.
- Talk to classmates.
- Get tutoring help.
- Get help early and before a crisis develops.
- Visit the Learning Commons.

Student tutors are stationed in the department and residence hall locations to provide tutoring in such subjects as math, chemistry, economics, etc. Individual tutoring assistance can be arranged by a visit to the Learning Commons, on the main floor of the Pelletier Library.