TIPS TO HELP YOU STUDY SUCCESSFULLY

Successful studying means:

Getting involved in class discussions – a good way to exchange ideas and polish communication skills.
Getting the most out of reading – the backbone of academic success.
Taking good notes – an indispensable study aid.
Listening actively – an essential, but often neglected, skill.
Scoring higher on exams – one way to make studying pay off.

II. Successful studying is an investment in today and tomorrow:

It can help you:
Make the most of the time you devote to studying.
Gain and maintain control of the subject matter.
Utilize the skills you acquire today, in the work environment tomorrow.

III. Become an active listener -- what you learn in class comes through listening:

Move closer – to the front so you won’t have any trouble seeing, hearing or paying attention.
Focus your attention – on what the speaker is saying, not on the upcoming weekend or the sound of the speaker’s voice.
Evaluate what you hear – think about what the speaker’s words mean and how they relate to what you already know about the subject.
Take notes – since it’s impossible for even the best of listeners to remember all that has been said.

IV. Develop a system for taking notes. The better your notes the better your chances of doing well at exam time.

What to record:
Record the speaker’s main points in your own words – don’t try to write down everything that’s said.
Listen for key words that tell you what’s important – “The major cause was....”
Copy all information written on the board.

How to record it:
Use as few words as possible. Abbreviations are useful.
Leave a wide left margin so you can add notes and questions.
Take notes in outline form, if possible.
Review your notes as soon as possible after class: Highlight points that seem particularly important. Go over your notes at least once a week to keep the information fresh in your mind. Be sure to attend class regularly, you can’t take notes if you’re not present, it’s not a good idea to rely on someone else’s note-taking skills.

Also, reviewing your notes regularly can make studying for exams easier and more efficient. Ask the instructor:
What to expect?
What material will be covered?
What should you concentrate on?
What format will the test take (multiple choice or essay)?

Finally, successful studying means budgeting your time. Here are some tips: Develop a schedule that includes all “regular” activities, such as classes, a part-time job, etc. Reserve time for sleep, exercise and recreation. Schedule review time for right after a lecture or right before a discussion, if you can. Plan ahead for major projects and exams. Break up the task. Try to study the same subject at the same time each day. Take short breaks. You need—and deserve them.

Remember, where you study is important. Choose a quiet, well-lit place that is free of distractions, such as—telephone, TV, music, friends, etc., and try to study in the same place each day. Use that place for studying only.

Good Luck! Compiled by Jennifer Russell-Felix