




**The following suggestions
will help you improve your study skills**


Remember you do not have to do all of this at once. Learn them and be familiar with the suggestions. Make them a habit one at a time. It will become easier to do your work and you will have to take so much time studying.





 **SET UP A SCHEDULE.** For classes that are harder, make sure you give yourself more time to study or do homework. Also make time for recreation and social activities; they are just as important as your grades.

 **START STUDYING FOR 10-15 MINUTES AT A TIME AND THEN BUILD UP TO LONGER PERIODS OF TIME.** Start reading/studying for 10-15 minutes. Then build on that by 10 minutes once you become comfortable studying for at least an hour at a time. So work hard, but be realistic. If you can no longer concentrate or remember what you have read, stop. Do not waste valuable time.


 **TAKE BREAKS.** Take breaks when studying. Do not attempt to cram! Study small portions of material, take a break and then study some more. You will retain more information when you break it down into smaller portions that you can manage. You do not want to get burned out.


 **FIND A GOOD LOCATION.** Where you study can determine how much concentrate. Make sure the place is comfortable, but not too comfortable. Sitting at a desk or table is best. Avoid lying across the bed. You want to try to study in the same type of situation that you will be testing. This helps with remembering the things you studied for the test.


 **MAKE SURE IT IS A QUIET PLACE.** Having a quiet place to study is also important. Playing your favorite CD, or radio station, or even the TV will get in the way of you concentrating on your studies.

 **ELIMINATE THE OBVIOUS DISTRACTIONS.** Talking on the telephone is a major distraction when you are trying to study. Other distractions that you should look out for are the radio, TV, video games, family talking around your study area. Even seeing your books for another class can distract you. So put them away until you are ready to study for the next class. Once you get rid of, as many distractions as you can you will improve your study skills.

Effective Reading  There are 3 simple tools that you can do to read more effectively.

 **SCAN:** Scan the chapter in the book. Look at the boldface terms, charts, graphs, headings & subtitles, maps, photos & illustrations, summary, and review questions. Scanning provides you with information in a short amount time. You get a quick view of the information and it prepares you for what you are about to read. It makes it easier when more understandable when you actually do read.

 **READ:** When you read, have a purpose. This helps you to stay focused and understand what you have read. Ask yourself questions as you read. "What does this word mean?, Why is this event important?, etc." You are a detective while you read. Looking for answers to your questions while you read. When you finished reading you should have answered all of your question and the review questions.

 **REVIEW:** Once you have finished reading, take the time to go one set further. Go through the scanning process again and look at the bold words, italicized words, charts, pictures, headings, etc. Make sure you understand what you have read.



Tips for Writing Exams

Go to the exam with a confident attitude and be ready to write. Getting a good sleep and eating well can make a big difference in your ability to remember answers and write well.

Remember to show up early with all the supplies that you require. Being rushed doesn't allow your brain to focus on the task at hand.

Make sure that you listen to all the directions prior to beginning the test because there may be corrections to the exam or other information that you will need to know.

Preview the exam before you answer any questions. This technique will help you budget your time and get you thinking about the material. If you are quite nervous about the exam, it might not be to your benefit to look ahead at what each question is specifically asking. Therefore, you can budget your time by simply looking at the number of questions and how many marks each question is worth.

Start with the questions with which you are most comfortable. You will write a better exam if you can relax and are able to get some of the easier questions done first. This will also help your brain focus for the more difficult questions.

If you come across a question that is very difficult, quickly jot down a few ideas and come back to it. Your subconscious will work on that question as you answer the others.

Circle key words in difficult questions if it will help you focus on what is important in that question.

Answer all the questions unless you will be penalized for wrong answers (this goes for multiple choice, short answer, etc.)

Remember to use vocabulary you learned in the course where appropriate.

Once you are done the exam, read over your answers and add to/change details if required. You might want out of the exam room but the exam will finish soon enough whether you are there or not. Stick it out a little longer for the possibility of improving your answers.