

THE STUDY CYCLE

Phase 1: Preview

- Read or preview chapters to be covered in class...before class.
- Look over highlighted content, headings, outlines, formulae, graphs.
- Read the summary and what else appears at the end of the chapter.
- Think of questions you might want or need answered by the professor.

Phase 2: Class

- Attend class.
- Actively listen and participate.
- Take meaningful notes.
- Reflect on your preview...are you missing anything?

Phase 3: Review

- Review
- Review, process and summarize class notes as soon as possible after class.
- Are your notes complete and accurate?
- Note anything you find confusing or that you need more information about in order to understand.

Phase 4: Implement Intense Study Sessions

- Dedicating approximately one hour, or more, of your time to specific and focused subject matter with limited distractions and a goal in mind.

TEST TAKING STRATEGIES

- ❖ Preview: Look over the test for point distribution,' types of questions, etc. Without previewing, you might find that essay too late!
- ❖ Unload Your Memory: Jot down equations,' formulae, facts, and mnemonic devices, whatever it is you use to tackle the subject matter.
- ❖ Start Wherever: Build your confidence by completing those questions that you are comfortable with – whether that's the essays or the multiple choice.
- ❖ Answer What You Know: Seems intuitive, huh?'
- ❖ Look for Clues: You may find clues or even answers' to questions in the information provided in another portion of the test...be observant and take advantage of that when it does happen!
- ❖ Watch your Watch: Pace yourself, keep your time,' and budget wisely. An essay question worth half the grade deserves more than those seven minutes left at the end of the test time.

DIFFERENT STYLES DIFFERENT STROKES

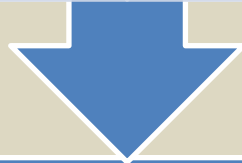
MULTIPLE CHOICE

Read instructions carefully.

Try to figure out the answer BEFORE you read the choices.

Answer all of the questions you know.

For remaining questions, use the process of elimination.

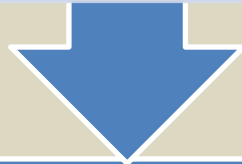


TRUE/FALSE

Answer all of the questions you know.

If part of statement is true, and part is false, the entire statement is false.

Absolute statements that contain "never," "always," or "none" are often false. Conversely, qualified statements are often true.

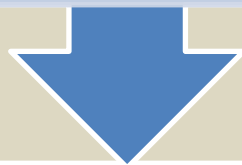


MATCHING

Always answer by reading the definition or phrase first and then looking for the correct word

Begin by making the matches you are certain about.

Cross out items as you make matches.



ESSAY

If there is more than one essay, adjust and monitor the time you spend on each one

Look for key words and underline so you grasp the intent of the question.

Jot down an outline and frame your question.

Never leave an essay blank...write something, even if it's just bullet pointed items.

KEYWORDS FOR ESSAYS

- ❖ Explain: Tell about & give reasons for something.
- ❖ Discuss: Give reasons behind points of view.
- ❖ Describe: Present a detailed picture of something.
- ❖ Compare: Describe similarities.
- ❖ Contrast: Compare differences.
- ❖ List: Present information in an order.
- ❖ Trace: State a series of events in logical order.
- ❖ Criticize: Make judgments; analysis is often necessary.
- ❖ Evaluate: Give your opinion or cite the opinion of an' expert. Include evidence.
- ❖ Summarize: State the major points.
- ❖ Prove: Give arguments, facts and details to support a' statement or theory.
- ❖ Illustrate: Give concrete examples.
- ❖ Relate: Show the connections between ideas or events.

Other Suggestions

- ❖ Plan your study/work environment in advance. Remove yourself from distractions (e.g., close your door, leave the house, turn off the phone, turn off the T.V., unplug the internet cable, etc.) You will save yourself a ton of time.
- ❖ Study with a buddy if that helps you stay on task. Make sure you ask someone who will help you stay focused not act as another distraction.
- ❖ Record your procrastination excuses, insights, thoughts, etc. Become active in monitoring your procrastination (or lack of it).
- ❖ Find a logical place to stop before attending to something you cannot ignore: finish reading the sentence/paragraph, finish writing out your thoughts, etc. Ideally, write a brief note that will remind you where you left off.
- ❖ Check off completed tasks (big or small).
- ❖ Start with the hard stuff . . . the stuff you don't want to do. Get the toughest, highest priority items on the list out of the way first.
- ❖ Reward yourself for work done. Be careful not to reward yourself with things that will distract you and make it difficult to get back to work. Be strict with yourself—no work, no reward. Page 3 of 3
- ❖ Learn to say “no” to things that will take you off task: work first, play later!
- ❖ Decide what you are NOT going to do. Learn to prioritize and make choices about what will get done at a later point. Telling yourself you have to do it all when it just isn't possible will set you up to fail. You will become anxious and overwhelmed and in the end nothing will get done.
- ❖ Exercise regularly, eat well, and get enough sleep. Be aware of using sleep as a procrastination activity.
- ❖ Get started NOW. Use the five-minute strategy. Don't wait until you “feel like it” because that time may never come. Tell yourself you just have to do five minutes; usually, once you begin, you can continue for a longer period of time.