



STUDY SKILLS

ROUTINES:

1. **Set aside a regular place and time to study.**
2. **Don't ask yourself, "Do I want to study now?"** Schedule times when you plan to study and honor your schedule.
3. **Consider studying 2 hours out of class for every hour in class.**
4. **It's better to do less, well!** Many students try to do too much... consider adjusting your work or school load to reduce stress and improve learning and success.

STRATEGIES:

1. **Time your studying for specific classes.**
 - a. Do homework immediately after classes that have assigned problems, such as math, science, and economics. Instructor's examples will be fresh and problems will be easier to complete.
 - b. The opposite holds true for discussion classes with reading assignments. Read assignments the day before class discussions so that the material is fresh.
 - c. A third strategy is needed for foreign language classes or other classes with lots of material to memorize: Study for a brief time every day.

STUDY GROUPS:

1. **Study "in parallel".** Work independently on assignments, reading, reviewing notes, etc. Stop at 20 – 30 minute intervals. Recite what you've read or learned with your study group (2 – 3 students total). Ask for clarification for concepts you don't understand. Don't just ask for answers to questions. Ask others how they know, how they study...
2. **"Jig saw" material.** Assign each member of the group different things to learn/do. Ask each group member to bring copies of their work to the next meeting and teach it to other members of the group.
3. **Swap class and text notes.** Give feedback, make corrections, add missing information, and copy information from group members' notes to your notes.
4. **Bring sample test questions to study group.** Check for understanding of each group member.

NOTE-TAKING:

1. **Take notes from text material, if possible before class.** Save space between major concepts to add notes from lecture. If you are unable to read with understanding and take notes before class, reverse the process. Take notes in lecture, save space between major concepts to add notes from text material that you read after class.
2. **Use different color ink for lecture notes and text notes.**
3. **Use the modified Cornell note-taking format.** Draw a line 2 inches from the left side of the paper and 2 inches from the right side of the paper so that you have 3 columns. Take notes in the wide middle section as described in number 1 above. As soon after class as possible, write a few words in the left margin that describe the topic in your notes. When you study for a quiz or test, cover up the notes in the middle section and use the words written in the left column to prompt you. Describe (without peeking) what you know about the topic. Check your notes when you finish a page or two to see if you know all of the information. When you know the material on each page, turn the page to a landscape format and write in

the other column the **MOST** important information found on that page. You can use the information in this column as a review for the final exam and avoid reading the whole page.

READING:

1. **Actively read the text.** See Science Success Strategies for specific suggestions for reading science texts.

MANAGING MATERIALS:

1. **Consider keeping class notes, lab activities, homework, quizzes and tests in a 3 ring notebook.** Avoid spiral notebooks, stuffing papers in random places...
2. **A notebook serves as a documentation of your learning.** Save it to use for future courses.
3. **TOUCH IT ONCE!**