

The image shows the cover of a spiral-bound notebook. The cover is a light beige or tan color with a fine, woven fabric texture. On the left side, there is a silver metal spiral binding. The text is centered on the cover in a black, serif font.

Developing Good Study Skills

Be A Master Student

Developing Basic Skills

- ✓ Time Management Skills
- ✓ Note Taking Skills
- ✓ Reading Skills
- ✓ Test Taking Skills
- ✓ Writing Skills

Time Management Skills

- ✓ Time is one of your most precious and most limited assets
- ✓ Success in your matriculation mean managing your time
- ✓ College and High School learning differs, which affects how you use your time in college
- ✓ Make time daily to each college subject

Time Management Skills

Mark the areas you spend too little time

- Sleeping
- Eating
- Relaxing
- Working
- Exercising
- Commuting
- Studying
- Family
- Class Time
- Self Time

Mark the areas you spend too much time

- Sleeping
- Eating
- Relaxing
- Working
- Exercising
- Commuting
- Studying
- Family
- Class Time
- Self Time

Time Management Skills

- How do you feel about your overall use of time ?
- What changes do you want to make in your use of time?
- How do you plan to change your use of time ?
- How many hours of study time do you spend for each hour you are in class ? How will you manage your time to bring it up to where it should be ?

Time Management Skills

The Time Bandits

Noisy Roommates	Telephone Calls	Traffic Noises
Surprises	The Internet	Video/Computer Games
Television	Sports	E-Mail

Time Management Skills

Timed Aptitude Test

Name: _____

Note: This is a timed test. You will be permitted just three minutes to receive full credit if you complete each item.

Can You Follow Directions ?

1. Read everything carefully before doing anything
2. Write your last name in the upper left-hand corner of this sheet
3. Draw a circle around the word name in the second sentence
4. Draw five small squares in the upper right-hand corner of this sheet
5. Place an X in each square made in number 4
6. Call out your first name when you read this sentence
7. Print yes after the title at the top of this sheet
8. Mark an X in the lower left-hand corner of this sheet
9. Draw a circle completely around the sentence in number 7
10. Multiply 70 by 61 on the back of this sheet
11. Call out "I have" if you think you have followed all directions to this point
12. Circle all even numbers on this sheet
13. Write the numbers 1 to 10 in reverse order on the bottom of this page
14. Draw a square around each number that is written on this page
15. Follow just the directions given in items 1 and 2

Developing Basic Skills

- ✓ Good note taking is important to college success
- ✓ Good note taking is an extension of the principles of active learning

Note Taking Skills

- What to do Before Class
 - ✓ Complete all outside assignments before class
 - ✓ Review your notes from the previous class and your outside assignments just before class
 - ✓ Find a seat near the front center of the class
 - ✓ Bring the proper material to class each day

Note Taking Skills

- What to do during class
 - ✓ Constantly evaluate the materials being presented
 - ✓ Use a Cornell note-taking style
 - ✓ Write down all specific items (definitions, formulas, dates, etc)
 - ✓ Leave lots of white space in your notes
 - ✓ Mark each page of your notes with the date, page number, subject, and course name
 - ✓ Use a three-ring binder for each course

Note Taking Skills

What to do during class

- ✓ Write on one side of the paper
- ✓ Use pictures, diagrams, and other artwork
- ✓ Listen for clues from your professors
- ✓ Use abbreviations, shorthand and symbols

= implies or causes

b/c because

number

Note Taking Skills

- What to do after class
 - ✓ Review your notes within 24 hours of class
 - ✓ Use color- coded highlighting to identify different categories of materials
 - ✓ Fill in the left-hand column of your notes with key words and phrases
 - ✓ Conduct a weekly review session for each class
 - ✓ Develop mind maps from your notes
 - ✓ Review your notes the day before the next class using key words and phrases.

Reading Skills

- ✓ Reading skills development strengthens your overall learning skills
- ✓ Reading skills evolve over a lifetime
- ✓ Intensive reading skills apply to reading in college
- ✓ Effective reading reflects good problem-solving skills

Reading Skills

Recognizing Organizational Patterns

- Enumeration
 - A list of dates, names, formulas, theories, and so on that the author believes is important to understanding the larger concept of the materials
- Time order
 - A list of major events in the order they occur
- Cause-effect
 - An explanation of how one thing causes other things to happen
- Compare-contrast
 - An explanation of how events, discoveries, and so on are the same or different

Reading Skills

Comprehension Skill Strategies

1. **Know** the purpose for each reading assignment and why you should be interested in this new knowledge
2. **Skim** the book's preface and table of contents to decide what organizational structure the author has chosen.
3. **Read** the summary paragraph at the end of each reading segment so you will know what the author thinks is important before you start reading
4. **Identify** lists of learning objectives at the beginning of each chapter or reading segment
5. **Read** any study questions found at the end of the chapter before you start reading

Reading Skills

Comprehension Skill Strategies

While You Are Reading

- Look for major headings and subheadings in the reading materials
- 2 Examine the first few lines of each section of the text to identify the main idea
 - 3 Write a brief outline of the major and supporting ideas
 - 4 Read with a dictionary
 - 5 Look for bold print that may indicate important words, definitions, charts, graphs, etc
 - 6 Focus
 - 7 Predict information in the reading selection. Anticipate the outcomes

Reading Skills

Comprehension Skill Strategies

After You Read

- 1 Review the material to find answers to all the questions you have developed by using the preceding strategies
- 2 Explain what you read out loud to yourself, another student or a study group

Reading Skills

Comprehension Skill Strategies

Summary

1. Summarize

1. Identify the topic sentence for each paragraph
2. Outline the text using headings and subheadings
3. Draw graphics to illustrate the information
4. Make a list of problems that need to be resolved

2. Mental Imagery

3. Story Grammar

1. Who is the main character
2. Where and when does the story take place
3. What do the characters do
4. How does the story end
5. How do the main characters feel

Reading Skills

Comprehension Skill Strategies

Summary Continues

- 4 Mnemonic Imagery
- 5 Question Generation
- 6 Prior Knowledge Activation

Test-Taking Skills

- ✓ A personal commitment to success brings success on test
- ✓ As your test scores improve, so will your confidence about test taking
- ✓ Long term learning is best accomplished with many short study sessions

Test-Taking Skills

Preparing for the test

- Before the test
 - 1 Use the semester at a glance calendar
 - 2 Review class material daily
 - 3 Review course material weekly

Test-Taking Skills

Preparing for the test

The week before the test

1 Make a checklist

- Definitions
- Theories
- Formulas
- Equations
- Types of Problems
- Other important material

2 Ask the professor about the test

3 Get copies of old examinations

Test-Taking Skills

Preparing for the test

4 Make up your own examination, use

- Homework
- End of chapter questions
- Quizzes
- Examples from the textbook
- Class assignments

Test-Taking Skills

Preparing for the test

The Day Before the Test

1. Organize all materials you need for the test

- Watch
- Calculator
- Fresh batteries
- Pen and pencils
- Ruler
- Erasers
- Compass
- Other things that you are allowed to bring

2. Verify the place and time of test

Test-Taking Skills

Preparing for the test

The test

- 1 Arrive early
- 2 As soon as you get your test paper, write formulas, equations, definition or anything you may need during the test
- 3 Write your name and read the entire exam before beginning
- 4 Allocate your time according to points
- 5 Make a test answering plan

Test-Taking Skills

Preparing for the test

How to Answer Questions

- 1 Problem
- 2 Short-Answer, Fill-in-the-Blank, and Matching
- 3 Essay
- 4 Open- Book

Writing Skills

- ✓ Good writing skills are an important part of your education
- ✓ Having a keen sense of self-awareness and being an active learner are important in good writing
- ✓ Writing is best thought of as a process
- ✓ Clear thinking, time management and hard work are important aspects of good writing

Writing Skills

A Creative Process

PLAN

- Decide what you want to write about
- Determine how you will organize your thoughts
- Establish your writing goal
- Gather information
- Sort and organize information

STRUCTURE

- What is my focus
- How did organize the material
- Transition
- Central thesis
- Appropriate Introduction
- Appropriate conclusion

Writing Skills

STYLE

- Selection and arrangement of words
- Tone
- Originality
- Economy of Words

MECHANICS

- Is the punctuation correct
- Is the grammar correct
- Is the sentence structure correct
- Are words spelled correctly

Developing Good Study Skills

These slides are further explained in

James Beierlein and Barbara Wade

Navigating Your Future: The Principles of
Student Success