

Study Skills 101



SAUK VALLEY COMMUNITY COLLEGE



Is there a formula for academic success?



Ways to Ensure Academic Success



- Stay positive
- Set goals
- Know yourself
- Practice self-discipline
- Resist distractions
- Maintain good health
- Use study skills



Listening Skills



- Listen actively
- Pay attention in class!
- Weigh the importance
- Participate!!!



Note-taking Skills



Before Class

- Remember to listen actively
- Pay attention in class!
- Record relevant information in your notes
- Participate in classroom discussion.



Note-taking Skills



During Class

- Stay focused
- Participate
- Watch for clues in the lecture
- Highlight important information
- Form abbreviations when taking notes

Note-taking Skills



After Class

- Review, revise, or edit your notes
- Clarify your notes
- Rewrite notes if necessary



Reading Efficiently



Before you begin reading a textbook, preview the book. This can be done by :

- Reading the table of contents, book cover, or introductory blurb
- Reading the preface, introduction, or forward
- Examine the layout of the book

Reading Efficiently



As you read -

- Read the beginning of an assignment slowly and carefully.
- Make connections as you read.
- Summarize each paragraph in a word or phrase and write it in your notebook.
- Underline or highlight important information
- Make a fact sheet or key term sheet.
- Make a list of specific questions that you need answered as you read.

Study Tips



1. Study in a quiet, comfortable location.
2. Be organized.
3. Study in small chunks of time.
4. Keep a normal schedule.
5. Gather information about the test from the instructor.
6. Anticipate exam questions.
7. During the test, read the instructions and questions carefully.
8. Relax.
9. Follow-up.

Study Tips



Using a 5 Day Study Plan

You can use a 5 day study plan to help you organize your materials and time to review for a major test.

4 steps for creating a study plan



Step 1 – Set specific goals

- Be specific and realistic by making a list of all of the topics you will need to review for your test. You will want to include textbook readings, lecture notes, homework assignments, lab reports, projects, or any other materials covered in class.

Example – Step #1



I will prepare for the midterm in Sociology scheduled for Monday by reviewing:

- Chapters 1-4
- Textbook notes
- Study guides
- Homework questions
- Lecture notes
- Notes from video
- Notes from guest speaker

4 steps for creating a study plan



Step 2 - Set a specific target date and time

- Create a list of the days and times you plan to study. Days 1, 2, 3, and 4 are organized as study sessions.
- Day 5 of your study plan (the day before the test) should be dedicated to reviewing the special notes you created in step 3.

Example of Step #2



Target dates and times to study:

Mon 8 – 9:00 am
 3 – 4:00 pm

Sat 10 – 12:00 pm
 4 – 6:00 pm

Wed 8 – 9:00 am
 3 – 4:00 pm

Sun REVIEW DAY
 2 – 4:00 pm
 7 – 9:00 pm

Fri 8 – 9:00 am
 3 – 4:00 pm

4 steps for creating a study plan



Step 3 - Identify steps - This step requires some careful planning!

- First, gather your materials from your list you created in Step #1.
- Next, group your study materials into four logical categories, such as chapters, that you will be reviewing each day.
- Next, create a plan for how you will review the information. **For example**, you may want to begin by reading the chapter summary, reviewing your textbook notes, reviewing your class notes, reviewing your homework assignment, and reviewing terminology.

4 steps for creating a study plan



Step 3 - Identify steps (con't)

- Create summary notes to use as you review each chapter. Summary notes are special notes that you make for only the materials that you want to review one final time before the test.
- Examples of summary notes:
 1. Lists or categories of information to remember
 2. Charts that compare or contrast different subjects studied
 3. Chapter outlines
 4. Flash cards of categories or terminology
- Finally, create your five day plan by taking this information and compiling it into a schedule.

Example of a five day study schedule



Monday	Wednesday	Friday	Saturday	Sunday
<p>8 – 9:00 am Chapter 1</p> <ul style="list-style-type: none">• class study guide• homework questions• handouts	<p>8 – 9:00 am Chapter 2</p> <ul style="list-style-type: none">• study guide• homework questions• video notes	<p>8 – 9:00 am Chapter 3</p> <ul style="list-style-type: none">• class study guide• handouts• homework questions	<p>10 – 12:00 pm Chapter 4</p> <ul style="list-style-type: none">• study guide• homework questions• 2 short papers	<p>2 – 4:00 pm</p> <ul style="list-style-type: none">• Review summary notes• Self quiz on chapter 1 & 2
<p>3 - 4:00 pm Chapter 1</p> <ul style="list-style-type: none">• lecture notes• textbook notes• notes – guest speaker	<p>3 – 4:00 pm Chapter 2</p> <ul style="list-style-type: none">• lecture notes• textbook notes	<p>3 – 4:00 pm Chapter 3</p> <ul style="list-style-type: none">• lecture notes• textbook notes	<p>4 – 6:00 pm Chapter 4</p> <ul style="list-style-type: none">• lecture notes• textbook notes	<p>7 – 9:00 pm</p> <ul style="list-style-type: none">• Review summary notes• Self quiz on chapter 3 & 4

4 steps for creating a study plan



Step 4 - Plan a reward

- Choose a reward for yourself after you have completed your five day study plan and after you complete the test.

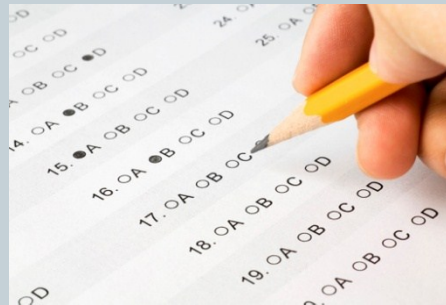


Test Taking



Before you begin –

- Preview the test before you answer anything.
- Do a mind dump.
- Quickly calculate how much time you should allow for each section according to the point value.



Test Taking



During the Test -

- Read the directions
- Answer the easy questions first
- Go back to the difficult questions
- Answer all questions
- Ask the instructor to explain any items that are not clear
- Try to answer the questions from the instructor's point of view
- Circle key words in difficult questions
- Express difficult questions in your own words
- Use all of the time allotted for the test

Test Taking



After the test –

- Emphasize what you did well.
- Don't worry too much about what you may have missed.
- Reward yourself for a job well done.
- Make sure you discuss with your instructor any questions you may not have understood.

Information retrieved from the following sources:



<http://uwhelp.wisconsin.edu/studentlife/tipsforsuccess.asp>

<http://www.learningcommons.uoguelph.ca/ByFormat/OnlineResources/Top40StudyStrategies.html>

Improve Your Study Skills pp.44-46.