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It sounds sort of silly, but the first challenge of 'proper studying' is to recognize what you actually know and what you actually do not know. That is one reason that we take class time to answer polling questions. Here is what worked for me when I was an undergraduate:

- Set aside a regular time each week to work with classmates on physics. Put it on a schedule and treat it like a job. I think 3 is the ideal group size.
- Begin your weekly group meeting with a comparison of class notes. Pull out a pen and fill in 'holes' in your notes. Add explanations, so that if you were to give your notebook to someone who is taking physics for the first time they could understand the material from what you have written. If you can't do that, then find the corresponding section in the text book or ask questions of folks until you can do that.
- Spend some time looking at the homework problems before you meet with your group. Having actively engaged in the class notes, begin to tackle the homework problems with your group using the strategy described in the Canvas discussion posting.
- Having done this every week, when exam week comes you should already have mastered the material. Now you want to supplement your studying under exam conditions. Print a copy of the formula sheet that will be provided with the exam. From the practice homework, make a list of the 'extra' problems that I have suggested from the text. Pick a problem and attempt to work it using only the formula sheet. If you get stuck, your first "lifeline" is your class notes. Your second lifeline is 'phone a friend' (ask someone, or send me an email). Your last lifeline is to look for a solution. This process supplements your studying using lifelines in an order from 'most effective' to 'least effective' for exam

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preparation. Having completed the problem, choose another one and repeat the process.