

**Fast Tips**

- ▼ *Text book questions are a good place to begin all examination preparation*
- ▼ *Develop a sentence outline of chapter topics.*
- ▼ *Review your chapter each day prior to your examination*

**Study Smart Application**

Study smart strategies can be used as a supplement to enhance your overall academic performance. They should be applied to a wide variety of your courses. The goal is to get you started by providing you with an easy-to-learn format.

You must begin by establishing an environment that is appropriate for effective studying and completing your assignments.

**1. Locate a quiet environment.**

- A.. A quite environment is essential for effective study to occur. The distractions you experience in a given hour of study are numerous. You must identify the unique items that distract you and remove them from your study area.

List quiet environments

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- B. Some distractions may include television, radio, telephones, CD player, friends, telephone calls, family members, planned activities, and any clutter.

- C. You should select quiet areas for study in your home, college, or library. These locations should include places where distractions can be removed. If you must put a sign on your door, specify the time when you will be available.
- D. Locate a consistent place to study. This enables you to develop a consistent pattern of thought when you prepare to study. When you are at the location you selected, you quickly focus on having quality time to understand the material you decided to study.

List several study session locations

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- E. You may want to display some of your class achievements or previous transcripts as a reinforcement to performing well. This is like putting trophies in your environment.
- F. Conduct group study in a place where the group can remain focused. If your study group fails to accomplish its group meeting goals when you meet in one particular room, select a different location. This location should be brightly lit. A group leader should be assigned.

Study group list

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## 2. Re-writing notes

- A. Re-write your notes for better clarity. Sometimes as you take notes you may use abbreviations. It is important to reinterpret what you have written. If not you may forget what your abbreviations represent. Re-writing your notes will help you to have a better understanding of what has been said.

Note Pad

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- B. You should re-write your notes right after your class. You may have missed important information. Visit your teacher or professor to fill-in missing information. Compare your notes with a fellow student. Remember, waiting to check review your notes prior to your next test will only create problems and anxiety.

- C. Use 3 X 5 cards to help you study your notes. Ask yourself a question on one side, and write the answer on the other side. As you flip through your cards, write the answer on your own sheet of paper. If it is a mathematical formula leave out a section and see if you can still answer the question.

3 X 5 Card

**2. Re-writing notes**

You should begin to rewrite your notes by asking yourself questions during your lecture. If a question is unanswered make a question mark in your notes. You can pursue answers to your questions later. The purpose for re-writing your notes is two-fold: (1) to increase your clarity of the topic, (2) to prepare for a future examination. The best time to rewrite your notes is on the day that you received the instruction. On the day you received the instruction the topic is still on your mind and you can pursue additional information on the topic area. You may also want to write down topics on 3 X 5 cards. You can refer to your cards when you prepare for examinations. Ask yourself questions on one side and put the answers on the second side.

**3. Develop test question based on your course.**

- A. Listen carefully to what the teacher has to say. Write down information that the teacher says is important. Identify questions the teacher repeats several times. Sometimes he/she will repeat questions several times. Observe any unique approach that he/she uses to instruct the class. These are all pointers to what the teacher considers important. Use them to make up your own questions.

List test questions

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- B. Additional questions can be developed from each chapter of your textbook. Start by posing a question based on each chapter heading.
- C. If old tests are available, practice answering the questions that were previously used.

**4. Explain your understanding of your notes or textbooks to someone.**

- A. If you are studying with a friend or a group, report the information you know to them. This will help you to prepare for your examination.
- B. Ask your friend or the group to ask you questions. Your study answers help you to organize your knowledge so you can answer the real test questions more quickly and accurately.

**5. Write your notes from memory**

Notes

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6. Use a tape recorder to help you to memorize.
  - A. A tape recorder can be used to provide an accurate record of the information presented in class. You may miss something due to distractions in class but the tape recorder keeps on running. It also gives you opportunities to work on new ways to learn the material.
  - B. You should set a regular schedule to listen to your tapes. This schedule guarantees that you review the tapes soon after each class.

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## What College Students Are Saying

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### Anthony McLaughlin

*Pennsylvania State University*

- ▼ Your schedule is flexible every day of the week. Use your time between classes to study lecture notes.
- ▼ Don't wait until the last minute to study. Avoid cramming on examinations. Study at least a week in advance of each examination.
- ▼ As you study, review the most difficult problems first.
- ▼ While attending high school complete Algebra 1, geometry, and Algebra II.
- ▼ Go to group study sessions for every subject.
- ▼ Study with people who have a positive attitude about college.
- ▼ Computers are important for receiving messages and typing term papers.

### Zach Fister

*University of Kentucky*

- ▼ On multiple choice questions, decide in your mind the right answer before looking at your choices. The closest answer is usually the correct answer.
- ▼ Quickly write out memorized mathematics and science formulas in the examination margin at the beginning of the test. It will reduce your fear of forgetting the formulas.

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**Study Smart Summary**

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- ▼ Maintain a positive mental attitude regarding the information you are about to study.
- ▼ Identify your short term study goals each day.
- ▼ Remember that the quality of your study time is more important than the quantity.
- ▼ Keep your study environment clear of distractions.
- ▼ The smart student seeks help when information is needed.
- ▼ Prepare for all tutoring sessions by reviewing your text book and completing assignments.
- ▼ Always plan your study time, when you have the most energy of the day.
- ▼ Organizing group study partners is an effective tool for improving your academic performance.
- ▼ Find an upper-class student and ask him/her to become your mentor.

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**Study Smart Activities**

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1. In a small group, develop a list of 20 positive classroom learning strategies. Share your statements with the entire group.
2. Develop a study plan for how you would prepare for two examinations happening on the same day.
3. Develop your own report card listing current courses and grades. In groups of two, share strategies you will use to improve your grades.
4. In groups, create a list of your long-term goals for the next two years. Explain how you will avoid obstacles that may prevent you from accomplishing your goal.



## Study Habits

### Next Steps Worksheet

What have you learned?

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How will you apply this information?

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What should you do differently?

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When will you use this new study technique?

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