

Study Skills Workshop

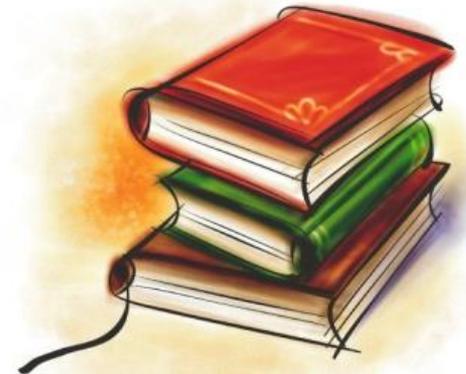


*Do you get mental block on tests, even
after studying a lot?
Do the questions seem unrelated to what
you were told to study?
Does more than one answer seem to be
right on a test?*

*If you said yes to any of these questions,
then you need this workshop!*

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Some Tips For Organization

The first step to having good study skills is to be organized.

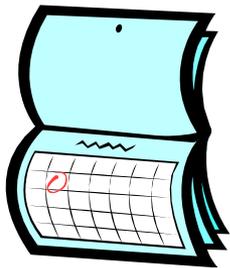
What are some things you can do to organize yourself?

1. Use a book sack.
2. Keep a date/calendar book to write down due dates.
3. Keep individual folders/notepads/notebooks for each class –label or color code. Try using pockets to keep all quizzes and handouts in, behind each class' notes.



Some Tips For Organization

4. Keep a desk calendar or wall calendar over your desk for easy reference.
5. Keep a dictionary and thesaurus nearby.
6. Keep plenty of pens and pencils in your booksack and your home desk.
7. Keep supplies in home desk –paper, stapler, paper clips, rubber bands, etc.



Some Tips For Organization

8. Plan some time each day, Monday thru Thursday and Sunday, to be strictly for studying. Break up the time to make things less monotonous. Always allow more time for research. Sometimes you can not find the sources you need.
9. No phone calls or other interruptions during this time.
10. Put everything in your book sack the night before to avoid being late in the morning or forgetting important materials.



Motivation and Concentration

Motivation to study is a mental decision, not a feeling. Only you can discipline yourself to study.

Strategies to help you concentrate better:

- ▶ Schedule time to study when you are most alert.
 - ▶ Decide when you will study. Make a time calendar.
 - ▶ Decide that you really want to study rather than do something else.
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Concentration (continued)

- ▶ Choose a quiet, well-lit, comfortable but firm place to study and always study there. When you come here, your mind will be conditioned to study instead of eating, sleeping, or watching TV.
- ▶ Explain to your friends and relatives that you do not want to be interrupted while you are studying. Give them a signal that you are studying so they will know not to disturb you. Ex. A sign on the door.



Concentration (continued)

- ▶ Keep records of how long you concentrate when you study, and try to concentrate longer the next time you study. Try to build up to a half hour or an hour.
- ▶ Break up large assignments by doing a little bit, then working on smaller and easier assignments, and then coming back to the large assignment.



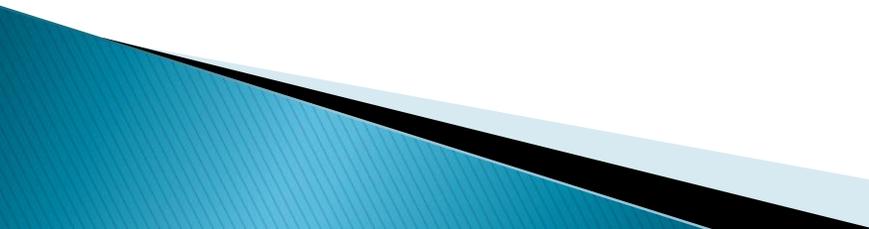
Concentration (continued)

- ▶ Reward yourself for studying. Ex. Going out with friends, watching TV, walking or swimming. Make sure that it is something that you will work for and not do anyway, even if you don't study as you promised yourself.
- ▶ Quality of study time is more important than the quantity of study time. Fifteen minutes of good quality review time is better than just passively reading a chapter for two hours.

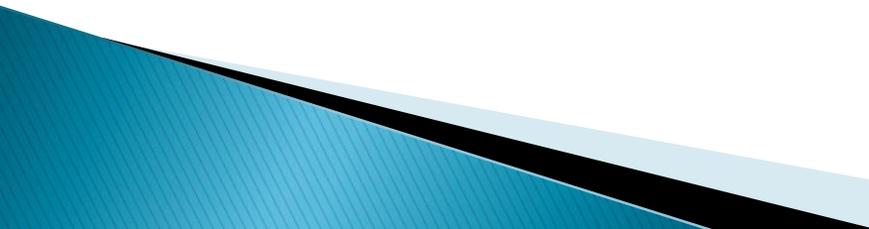
LEARN TO BE AN ACTIVE READER

- ▶ It is better to pull out information as you read rather than to read “passively.” You will retain information quicker and easier if you pull out the information as you read and make your own notes to review frequently.
 - ▶ Survey your chapter, looking over headings, subheadings, and bold-faced words.
 - ▶ Read your summary to see what is most important to the authors.
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Active Reading (continued)

- ▶ Read any chapter questions provided by the authors.
 - ▶ When you read the chapter, read to answer the author's questions. You can even turn your subheadings into questions and read to answer them too. This prevents you from highlighting everything in the chapter.
 - ▶ Make your own notes, note cards, and questions from your reading.
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Active Reading (continued)

- ▶ Consult your instructor about your questions.
 - ▶ Use note cards to write down concept names, definitions, and examples.
 - ▶ If two concepts are similar in meaning, highlight or underline key words or phrases that help you distinguish the differences in those concepts.
 - ▶ Learning examples of concepts helps you to deal with application-type questions on the test. You must know a concept from different angles in order to **truly** know it!
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Active Reading (continued)

- Carry your note cards with you to take advantage of 10–15 minute **quality** study times.
- Remember, you must look at something at least seven (7) times before it even **begins** to get into your long-term memory.
- When you cram for a test (study the night before or the day of), you feed your short-term memory.
- You may recognize terms and concepts, but you may not be able to pick the best answer if you only fed your short-term memory.

Take Smart Notes

- ▶ Always label, number, and date your notes.
- ▶ Write in the style of writing (cursive, print, or combination) that is quickest for YOU.
- ▶ Use abbreviations for frequently used words. For example, use psy for psychology or beh for behavior.



Take Smart Notes

- ▶ Use the format method that is quickest and easiest for you to follow. Some examples are the outline method, the modified outline method, the Cornell method, the mind mapping method, or the paragraph method.



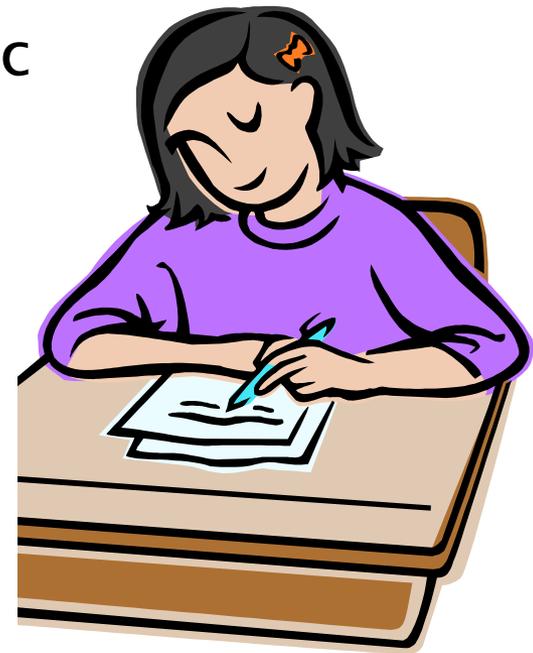
Take Smart Notes

- ▶ The outline method is as follows:
- ▶ I. Heading
 - A. Subheading
 - 1. particulars about the subheading
 - 2. more particulars
 - 3. more particulars
 - B. Subheading
 - 1. particulars about this subheading
 - 2. particulars
 - 3. particulars

Take Smart Notes

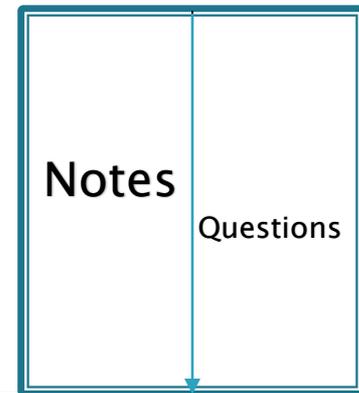
- ▶ The modified outline method is as follows:
- ▶ Topic
 - Subtopic
 - --particulars about the subtopic
 - --more particulars
 - --more particulars
 - Ex. Examples

(P. Nicholas)



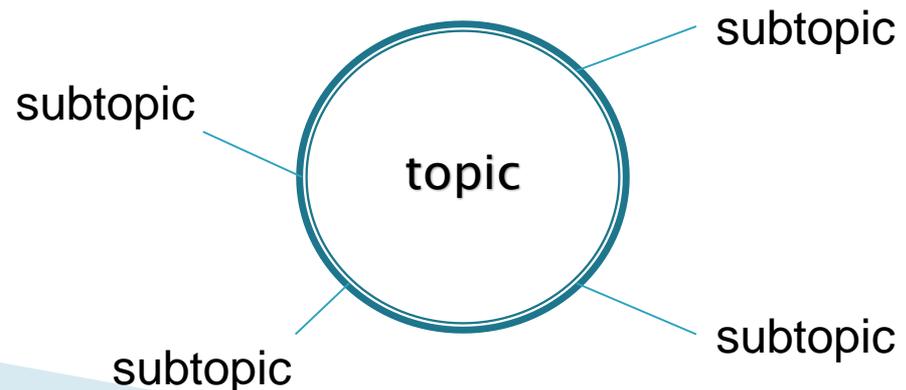
Take Smart Notes

The Cornell Method is when you draw a line down the center of the page. Then you write your notes on one side of the line and you write questions or examples on the other side of the paper. Then you take the questions to your instructor to get clarification about topics that you do not understand.



Take Smart Notes

- ▶ The Mind-mapping Method is when you draw a circle in the middle of the page and write the topic. Then you draw spokes out from the circle and write the subtopics. I would use this method if I were drawing the heart, for example, and trying to remember its parts and their functions. This is especially helpful to visual learners.



Take Smart Notes

- ▶ The paragraph method is simply writing out your notes in paragraphs. You can organize your paragraphs into topics and subtopics if you like.
 - ▶ Take notes in such a way that you can read over them and memorize them easily.
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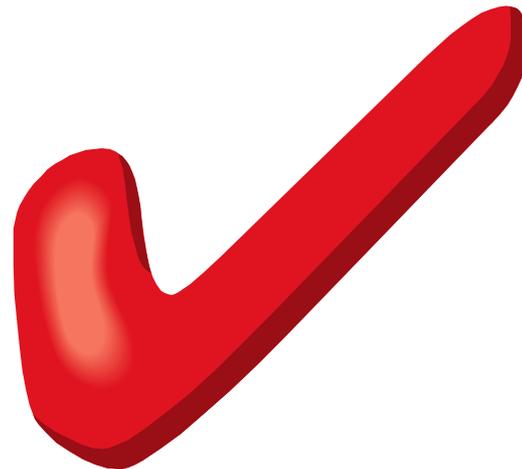
Take Smart Notes

- ▶ Write down anything written on the board.
- ▶ Write down lists that instructors stress.
- ▶ Write down definitions and all examples. This can be useful for studying for application-type questions on tests. Remember, if you don't know a concept from different angles, you don't really know the concept.



Take Smart Notes

- ▶ Review your notes as soon as possible and as many times as possible. Write down any questions you have and ask the instructor as soon as possible.
- ▶ Use graphic symbols to stress important points. Ex. * (an asterisk) or a check mark



ONE LAST NOTE

If you can easily answer questions on a test, you fed your long-term memory.

If you recognize the possible answers, but you cannot decide which answer is clearly the best, you fed your short-term memory and needed to review more times before the test.

By faithfully using the tips in this workshop, you can improve your grades dramatically.

You will be surprised!



THE END

Please print and fill out the evaluation for this workshop and return it to Patricia Nicholas, Rm. 114, Bldg. B; Kayla Owens, Rm. 110, Bldg. B; or Tawanie Shanks in the TRiO lab, Bldg. B.

Thank you!

