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|  **Skill** | **Techniques** |
| **Note Taking** | * Re-write your notes from class (not just re-copy – summarize points in your own words)
* Leave space in notes to add comments from the text
* Swap notes
* Take notes on discussion, not just copying the board
* Review examples of good notes
* Record only important information
* Create note cards with main ideas
* Take notes from class discussions
* Tape record with permission
* Focus on concepts vs. details
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| **Study Skills** | * Define a process: e.g., note-taking; re-copy while consulting text; consult instructor with questions
* Make a mental image of concept
* Get help if you need it
* Log your actual study time
* Bring questions to class
* Do homework problems
* Choose effective environment for study
* Prepare in advance for class; read ahead
* Review notes at night
* Write journal questions about concept topics
* Complete homework
* Avoid cramming the night before
* Read, Read, Read!
* Summarize text in own words
* Compare text to notes
* Study in groups (Each person asks questions from their notes, while others' notes are closed.)
* Chaining effect (Reread notes from beginning to end of unit before and after class.)
* Go to Class!
* Sit in the front of the class
* Make use of other resources and sources of information (tutoring, textbook, websites, parents)
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| **Learning vs. Studying** | * Learn the concept (don't memorize, but try to *understand)*
* Work on listening skills
* Come up with personal examples to apply material
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|  **Skill** | **Techniques** |
| **Time Management Skills** | * Prepare weekly work schedule and check off as things are completed
* Schedule time with a “study buddy”
* Learn to multi-task
* Set short and long term goals and link them
* Go to bed before midnight
* Schedule study time
* In college 1 credit=2-4 hours of study out of class
* Avoid distractions (TV, internet, phone, etc.)
* Don't procrastinate
* Write down assignments/due dates
* Prioritize (Limit involvement in extra curricular activities.)
* Spread out studying—don't cram. Study 1 hour/night for 5 nights instead of 5 hours on Sunday
* Use "down time" between classes to look at notes, etc.
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| **Responsibility** | * Know what’s on the syllabus (due dates, exam dates, etc.)
* Go thru exam with teacher if you are unhappy with the result: what did I do wrong (didn't learn, studied poorly, etc.)
* Meet with professors
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| **Communicating subject matter** | * Write short explanation of how a problem is solved
* Write questions concerning subject matter
* Be a good listener while others are talking
* Share ideas
* Come to informed decisions
* Communicate effectively
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| **Test Taking and Preparation** | * Organize all test materials
* Review all material
* Re-write notes
* Read assignments
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| **Reading subject matter** | * Read section ahead
* Highlight key points
* Outline a section
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| **Math Discipline** | * DON'T use the answer guide
* Make up your own problems (in addition to the examples given); make up problems for each other
* Use correct notation in homework
* Be able to justify your answers
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