|  |  |
| --- | --- |
| **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 |
| **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) |
| **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 |

|  |  |
| --- | --- |
| **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. |
| **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 |
| **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 |
| **Test Taking and Preparation** | * Organize all test materials * Review all material * Re-write notes * Read assignments |
| **Reading subject matter** | * Read section ahead * Highlight key points * Outline a section |
| **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 |