

STUDY TIPS

1. Study at a regular time and place. Put it into your busy schedule *and don't procrastinate*.
2. Study for no more than an hour on one subject at a time. Give yourself a break before studying more.
3. If possible, read the assignment and review notes before the lecture. This will help make the lecture more meaningful.
4. Be physically and mentally present at your classes. Take complete notes by writing down the main ideas and leaving extra space between ideas for easier review. Pay particular attention to anything written on the board. A tape recorder might be a good idea if you think there is too much information to write.
5. Organize and review your notes as soon after the class as possible. One hour spent right after class will do more good than several hours a few days later.
6. Try the PQ4R method of reading and studying the textbooks:
 - PREVIEW – Spend five minutes skimming introductions and summaries and scanning topic headings.
 - QUESTION – Ask yourself questions based on the main points.
 - READ – Read carefully with definite questions in mind. Take notes on important points.
 - REFLECT – Relate the material to your life and background of knowledge.
 - RECITE – Close the book and recite out loud the main points and answers to your questions. Tell yourself what to remember.
 - REVIEW – Review the whole text and highlight only the main points.
7. Review what you have studied – daily and weekly. Don't wait until the night before a test to cram; it doesn't work.
8. If possible, study with others. Talk over main points and drill one another with questions.
9. Get help when you need it. Instructors have regular office hours, during which they are eager to help you. Come to the Learning Assistance Center in Room 3M6. One-to-one tutoring, videotapes, computer disks, and supplementary materials are available during many hours each day.

Think positively, not negatively. **YOU CAN DO IT!!**