



Academic Success Strategies

Study Smarter! Not Harder!

What is Homework?

Assignments completed outside the classroom
Reinforcement of knowledge learned in the classroom
Additional practice
Refinement of skills

What is Studying?

Time spent going over material
Regular study time to understand concepts
Includes: flashcards, detailed notes, outlines,
and reading





Ways to Study More Effectively

- ▶ Find a quiet place to study
- ▶ Set specific time to study
- ▶ Make sure you have study materials
- ▶ Keep a positive outlook about studying
- ▶ Do not procrastinate



Create a Study Plan

- ◀ What is a study plan?
 - ◀ Organized study schedule
 - ◀ Holds you accountable
 - ◀ Develops self-discipline and determination

- ◀ Why do I need a study plan?
 - ◀ Navigate through college education in an organized manner
 - ◀ Do a self-evaluation of your current schedule & time management



Managing Your Time

- ▶ How much time should I spend studying?
 - ▶ How many credits am I taking?
 - ▶ What are my personal study habits?
 - ▶ What are my educational goals?
- ▶ How to manage your time effectively
 - ▶ Balance personal life with school work
 - ▶ Determine your study goals
 - ▶ Make a detailed study schedule and write it down
 - ▶ Schedule assignments and class time
 - ▶ Schedule time for personal life and activities
 - ▶ Prioritize assignments
 - ▶ Prepare for temptation
 - ▶ Find a productive study environment
 - ▶ Stay organized & stick to your schedule
 - ▶ Plan for 30 or more hours per week of study time
 - ▶ Use a monthly planner to get a bird's eye view of the month

Purpose for Taking Effective Notes

Helps you remember important concepts

Prepares for exams

Forces you to listen more carefully

Develops critical thinking skills

Organizes your thoughts and prepares you for exams

Increases your confidence and enhances your performance on exam day





How to Take Effective Notes

- ▶ Read assigned text book reading before class
- ▶ Use a 3 ring binder with loose leaf paper
- ▶ Bring highlighters to class
 - ▶ Develop a way to color-code your notes
- ▶ Be prepared for class mentally and physically
- ▶ Concentrate on being a good listener
- ▶ Pay attention to details, facts, explanations, and definitions
- ▶ Ask questions
- ▶ Learn to take notes in a way that is helpful for you
 - ▶ Outlining
 - ▶ Mind mapping
 - ▶ Charts or graphs
 - ▶ Make notes that are brief
 - ▶ Use abbreviations
 - ▶ Leave space to add additional notes and comments
- ▶ Compare notes with other students
- ▶ Review notes immediately after class, at home, before returning to class
 - ▶ Edit notes to clarify concepts
- ▶ Review core concepts in text books
 - ▶ Headings
 - ▶ Summaries
 - ▶ Bolded terms

Effective Notes Make Great Review Tools for Exams

Create study checklists

Create summary notes

Create flash cards

Record notes

Create study questions

Image word association

Create acronyms and mnemonic devices

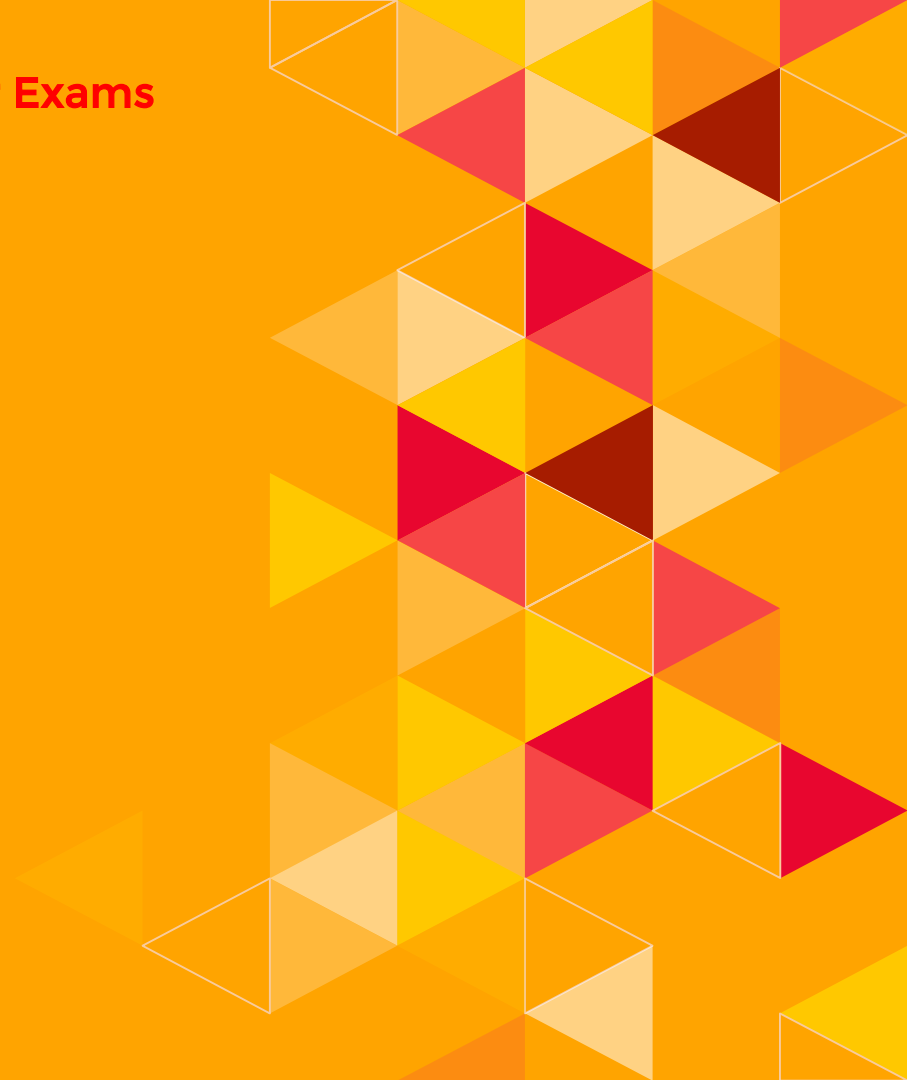
Make analogies

Use repetition

Create mind maps/graphic organizers

Create outlines

Create vocabulary lists with definitions





While Learning, Think and Ask Yourself These Questions:

- ▶ Where have I heard this before?
- ▶ What does this remind me of?
- ▶ What does this look like?
- ▶ What does this sound like?
- ▶ What do I already know about this?

- ▶ Answering these questions will prime your brain for learning



Organizing for Tests

- ▶ Begin reviewing early
- ▶ Conduct daily reviews
- ▶ Read text book assignments before lectures
- ▶ Review notes after lectures
- ▶ Review with study group
- ▶ Conduct major reviews early, not the night before an exam
- ▶ Study difficult material when you are alert
- ▶ Avoid cramming the night before
- ▶ Be physically ready and well-rested
- ▶ Find out what type of exam (essay, multiple choice, true/false, fill in the blank)



Anticipating Test Content

- ▶ Use study guides
- ▶ Ask instructor what will be on the exam
- ▶ Pay attention to specific points or clues
- ▶ Generate possible questions by creating, “who, what, where, when, why, which, and how” scenarios with course concepts
- ▶ Review previous exams
- ▶ Confer with other students
- ▶ Receive tutoring

Tips for Managing Your Stress and Testing Anxiety

What are the causes of testing anxiety?

- Lack of study time and preparation
- Poor study habits
- Poor organization

What are the physical signs of testing anxiety?

- Fast heart beat
- Sweating
- Panic attacks

What are the effects of testing anxiety?

- Nervousness
- Mental block

How can I reduce testing anxiety?

- Study effectively
- Utilize good time management
- Learn to concentrate
- Build confidence
- Maintain positivity





Before the Exam and Test Anxiety

- ▶ Be prepared
 - ▶ Exercise
 - ▶ Get plenty of rest
 - ▶ Eat a nutritious meal
- ▶ Approach exam with confidence
- ▶ Hydrate!
- ▶ Allow plenty of time to get to campus
- ▶ Relax before the exam

Test Taking Strategies and Tips

- ▶ Sit comfortably away from distractions
- ▶ Stay relaxed and confident
- ▶ Conduct overview of exam
- ▶ Read test directions carefully
- ▶ Use positive self-talk
- ▶ Breathe! Don't panic!
- ▶ Survey test before beginning
- ▶ Organize time efficiently
- ▶ Read each question carefully
- ▶ Answer easy questions first
- ▶ Strategize for multiple choice and true/false questions
- ▶ Look for key words in essay questions
- ▶ Avoid distractions
- ▶ Drawing a blank? Go to next question
- ▶ Resist urge to leave
- ▶ Review exam, proofread writing
- ▶ Don't second guess yourself

After Exam

Review exam

How well did I do?

What could I have done differently?

How might I apply these strategies to other classes?

Understand your mistakes

Create new study questions





Types of Exams

- ▶ True/False
- ▶ Multiple Choice
- ▶ Open Book
- ▶ Essay



True/False Exams

- ▶ Every part of a true sentence must be “true” to be true.
- ▶ Pay close attention to:
 - ▶ Double negatives of using 2 negative words in a sentence
 - ▶ None, not, never
 - ▶ Qualifiers allow for exceptions and possibilities
 - ▶ Some, few, often, many, frequently
 - ▶ Absolutes imply there are no exceptions
 - ▶ None, never, always, all, every, only
 - ▶ Long strings of statements

Multiple Choice Exams

Read each question carefully, think critically, and use logic and problem solving skills

Cover the options, read the stem, and try to answer

Read the stem with each option

Eliminate incorrect or suspicious options

Question grammatically incorrect options

Question options containing negatives or absolutes words

Use hints from questions you know



Open Book Exams

- ▶ Organize Your Materials
- ▶ Familiarize yourself with layout
- ▶ Organize with class notes
- ▶ Write short manageable summaries
- ▶ List out data and formulas
- ▶ Keep current on assignments
- ▶ Concise notes on ideas and concepts
- ▶ Carefully select what you will bring
- ▶ Anticipate model questions
- ▶ Read questions carefully
- ▶ Make good use of time
- ▶ Don't over-answer

Essay Exams

- ▶ Look over the exam to see how many essay questions, then set
- ▶ Note how questions are phrased and look for key words
 - ▶ Compare, contrast, criticize, etc.
- ▶ Write down key words
- ▶ Think before writing
- ▶ Make a brief outline
- ▶ Number items in order
- ▶ Get to main point
- ▶ Strong first sentence
- ▶ Develop argument
 - ▶ Begin with key point
 - ▶ Develop each point
- ▶ Summarize
- ▶ Review
 - ▶ Edit
 - ▶ Correct

up time e schedule

Directive Words in Essay Tests

Consider these “directives” and what they mean:

- Compare: Show similarities of two or more things
- Contrast: Show differences between two or more things
- Criticize: Express your judgment and discuss limitations and good points of the question.
- Define: State the meaning of something
- Describe: Explain in detail
- Diagram: Draw a picture or graph
- Discuss: Provide a detailed account
- Enumerate: Number in order
- Evaluate: Assess strengths and weaknesses, providing reasons
- Explain: Make clear
- Illustrate: Offer an example
- Interpret: Translate, exemplify, solve, or comment upon the subject and give your reaction
- Justify: Prove or show grounds for decisions
- List: Enumerate or present an itemized series
- Outline: Give main points, essential supplementary materials, presenting information in a systematic arrangement
- Prove: Demands confirmation or verification
- Relate: Show the relationship, emphasize connections
- Review: Provide critical examination through analyzing points of the problem
- State: Specify, give, state, high points in brief, clear, narrative form
- Summarize: provide a condensed version, highlighting main points only
- Trace



Fill-in-the-blank

- ▶ Read questions carefully
- ▶ Ensure your answer is grammatically correct for the sentence
- ▶ Be aware of key concepts
- ▶ Reread the sentence with your response to make sure it makes sense



Short Answer Questions

- ▶ Always write something, even if you have to guess
- ▶ Identify and underline topic in each question
- ▶ Use supporting details, examples, evidence, explanations
- ▶ End paragraph with a brief summary
- ▶ Proofread your response



For Further Assistance....

- ▶ Stop in the Academic Success Center for more tips

Center for