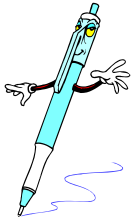


Study Skills 101 or Tips for Making Great Grades, etc.

DO:

- *Manage your time wisely—use a calendar or a planning notebook**
- *Be prepared**
- *Attend every class**



***Take good notes**

- Don't doodle.**
- Know what to record.**
- Copy information written on the board.**
- Underline or highlight key points.**
- Make an outline.**
- Review notes as soon after class as you can.**



- *Know the difference between passive and active listening and learn to listen actively**
- *Get involved in class discussions**
- *Choose somewhere quiet to study & have your materials readily available**
- *Study a little bit every day**
- *Take a 10 minute break for every hour of studying**



- *Make the most of the reading**
- Before you begin reading, preview the material.**
- As you read, examine any charts/graphs/illustrations.**
- After you read, evaluate the material.**

- *Break down large projects into smaller projects**
- Allow time for sleep**
- Plan time for exercise**
- Take time to relax and do something fun**
- Take time to just be quiet**
- Tackle one thing at a time & be realistic**
- Limit changes**



DON'T:



- *Hesitate to seek help**
 - talk to friends/family
 - talk to your advisor or professor
 - talk to your RA or a member of SOS
 - talk to a counselor
 - use the labs (speech, writing, math etc.) that are available to you—free!
- *Procrastinate**
- *Cram**
- *Overwork yourself**

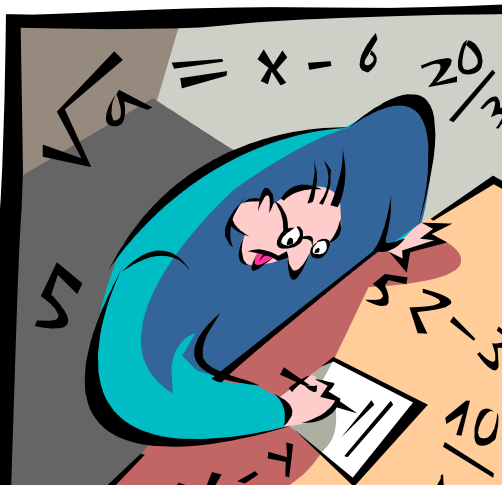
TEST PREPARATION

Days before the test:

- Ask your instructor what you can expect.
- Study copies of old exams.
- Try to predict test questions.
- Get enough rest.

On the day of the test:

- Eat breakfast.
- Arrive a few minutes early.
- Go in with a positive attitude.



Once you receive the test:

- Read all directions carefully.
- Survey the test.
- Concentrate on what you're doing.
- Mark difficult items and return to them later.
- Outline answers for essay questions.

Tips for improving memorization skills

- *Use flashcards**
- *Try acronyms: CON for coal, oil and natural gas**
- *Invent acrostics: "Crows often nest" for coal, oil and natural gas**
- *Break it up, then repeat it.**

REMEMBER! Take care of yourself. You are important!