

Academic Skills

Habit 3: Put First Things First

Put First Things First Academic Skills

- ▶ Intentional Time/Priority Management
- ▶ Active Reading
- ▶ Effective Note-Taking
- ▶ Practical Study Skills
- ▶ Test Taking Strategies
- ▶ This is *Your* Success



College Success Tip #1

**GO
TO
CLASS!**



At it's most basic.....

another College Success Tip from *Making A's in College*
www.workbookspress.com

Active Reading in College

- ▶ Different Types
 - ▶ Articles
 - ▶ Textbooks
 - ▶ Studies
- ▶ Large Amounts
- ▶ Challenging topics, language, and style
- ▶ Treat the assignment seriously
- ▶ Organize assignments by size, importance, and date of completion
- ▶ Set a definite time and place to read
- ▶ Set a purpose for reading
- ▶ Set reading goals

Reading in Disciplines

▶ **Math**

- ▶ Read instructions before attempting problems

▶ **Literature**

- ▶ Details matter; may need to be read more than once

▶ **Languages**

- ▶ The goal is to improve comprehension

▶ **Sciences**

- ▶ Need time and focus for new, advanced content

▶ **Social Sciences**

- ▶ Read early; look for key ideas: who, what, when, and where

Strategies for Reading Textbooks: P.Q.R³

▶ P = Preview

- ▶ Gives you an idea of what you'll cover during your study session
- ▶ Look for central ideas, main topics, and chapter headings

▶ Q = Question

- ▶ Take some time to think about what you'll cover during your reading
- ▶ Did the teacher provide learning objectives?

▶ R³ = Read, Recite, and Review

- ▶ Read: assigned pages for comprehension. Take notes and mark as needed
- ▶ Recite: stop periodically and summarize to yourself what you've learned
- ▶ Review: once you're done reading, take time to review the main concepts

Bottom Line

- ▶ You have to read
- ▶ You have to read for critical understanding
- ▶ Deface your books
- ▶ Skimming is better than not reading
- ▶ Every reading assignment is required

READ
with your
BRAIN
turned **on**

another school-success tip from *Making A's in College*
find lots more tips at www.workbookspress.com

Active Listening in College

- ▶ Listen for critical meaning
- ▶ Adjust your note taking style to the lecture
- ▶ Tackle difficult to understand material first
- ▶ Concentrate and pay attention
- ▶ Be prepared
- ▶ ***Choose to be interested (Be Proactive)***
 - ▶ ask questions and participate in discussion

Note Taking Basics

- ▶ Choose a style that works best for you
 - ▶ Listen for main ideas
 - ▶ Leave plenty of white space for notes
 - ▶ Review notes soon after taking them
- ▶ Information is Presented:
 - ▶ Chronological
 - ▶ Cause/effect
 - ▶ Compare/contrast
 - ▶ Most important/least important

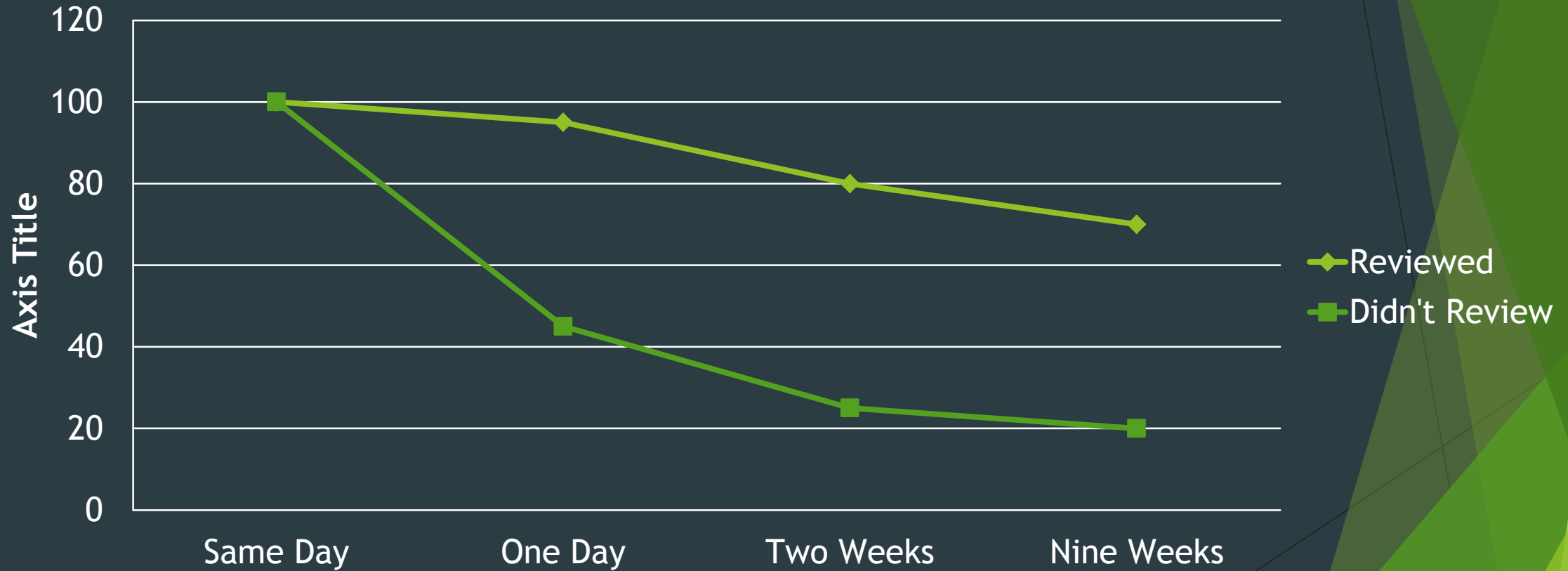
Improving Your Note Taking

- ▶ Take clear and accurate notes
- ▶ Come to class prepared
- ▶ Compare your notes
- ▶ Minimize distraction
- ▶ Organize your notes
- ▶ Use abbreviations and symbols
- ▶ Write clearly
- ▶ ***Review your notes***
- ▶ Write down questions



The Forgetting Curve

Knowledge Retention With Note Review After Class



Cornell System for Note Taking

- ▶ Step 1: Preparation
 - ▶ Either purchase or draw Cornell outline
 - ▶ Use one side of the paper
- ▶ Step 2: During the Lecture
 - ▶ Take notes in the way that works best for you
 - ▶ Paragraph, bullets, mind-maps
- ▶ Step 3: After the Lecture
 - ▶ Organize notes (rewrite if necessary)
 - ▶ Use column on the left to add questions, connect ideas, and highlight concepts

Cornell Note-taking Method - Lifehacker.com

Cues

- * Main ideas
- * Questions that connect points
- * Diagrams
- * Prompts to help you study

WHEN:
After class
during review

Notes

- * Record the lecture here, using
 - * Concise sentences
 - * Shorthand symbols
 - * Abbreviations
 - * Lists
- * Skip lots of space between points

WHEN:
During class



Summary

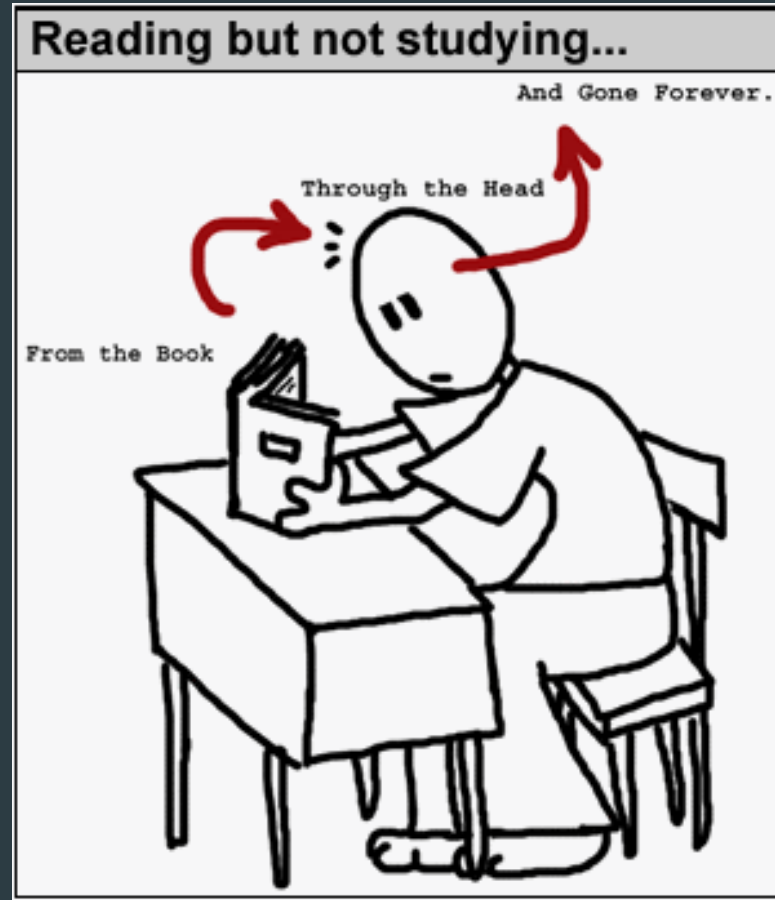
WHEN:
After class during review

- * Top level main ideas
- * For quick reference



Improving Your Memory

- ▶ Make the information meaningful
- ▶ Organize the information
 - ▶ General to specific
- ▶ Use pictures to improve memory
- ▶ Active studying
- ▶ Frequent reviewing
- ▶ Mnemonic devices
- ▶ Association
- ▶ Games
- ▶ Cheat Sheets—they can be legal!



Studying Effectively

- ▶ Create an INDIVIDUALIZED routine
 - ▶ Be creative as to when and how you study
 - ▶ Create a comfortable studying environment
- ▶ Evaluate your study preferences
- ▶ Create study rules and follow them
- ▶ Determine how much time you should spend studying
- ▶ Start studying now by reviewing notes
- ▶ Write down studying goals
- ▶ Avoid cramming

Using Study Groups

Framework

- ▶ How many?
- ▶ Who?
- ▶ Where?
- ▶ How long?
- ▶ When?
- ▶ http://www.youtube.com/watch?v=_skYis9qPgVE

Components

- ▶ Start with a small group
- ▶ Choose a leader
- ▶ Keep a list of contact information
- ▶ Schedule a time and place that is convenient and comfortable
- ▶ Assign each person a role
- ▶ Do “homework” before meeting.
- ▶ Stay on task
- ▶ Take frequent breaks

Benefits of Study Groups

- ▶ Improve your notes
- ▶ Sharing talents
- ▶ Support system
- ▶ Cover more material
- ▶ Solidify knowledge by teaching
- ▶ Makes learning fun

Resources at WKU

- ▶ Math tutoring
- ▶ Modern Languages Language Lab
- ▶ Writing Center
- ▶ TLC
- ▶ Professors



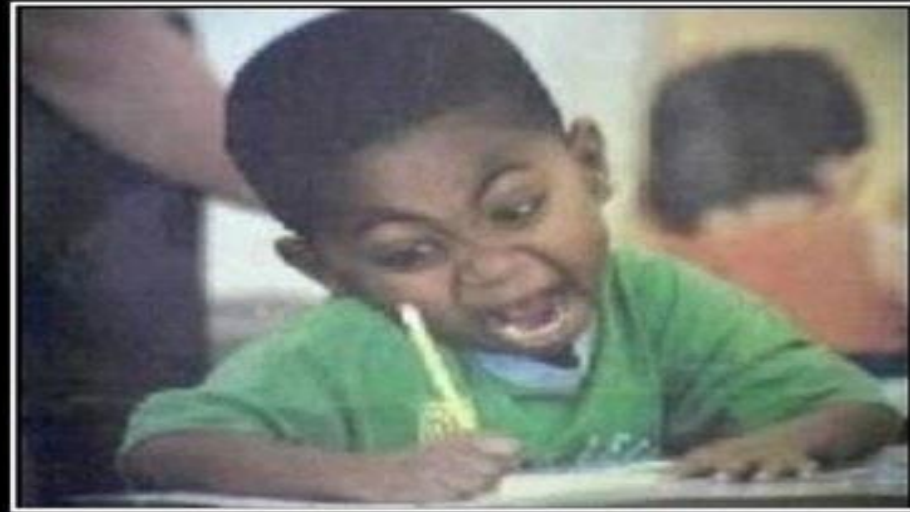
Coping with Test Anxiety

- ▶ Develop good study habits
- ▶ Be prepared
- ▶ Don't cram
- ▶ Get adequate exercise
- ▶ Get plenty of sleep
- ▶ Get plenty to eat
- ▶ Stay positive
- ▶ Focus on the learning experience
- ▶ Stay relaxed



Taking the Test

- ▶ Arrive early
- ▶ Pay attention to instructions
- ▶ Scan the test before beginning
- ▶ **READ** the directions!
- ▶ Answer easiest questions first
- ▶ Pace yourself



Last five minutes
Of exam

Test Question Types

- ▶ Multiple choice
- ▶ Matching
- ▶ Fill-in-the-blank
- ▶ True/false
- ▶ Problem-solving
- ▶ Essay

Multiple Choice Questions

- ▶ Read the statements carefully, noting any words such as “not”
- ▶ Read the choices carefully
- ▶ Eliminate choices that are obviously wrong
- ▶ Eliminate choices with typographical errors
- ▶ Check your work

Matching Questions

- ▶ Read the instructions carefully and determine if there is only one match per term
- ▶ Read all terms and their descriptors carefully
- ▶ Match the ones you know first
- ▶ Check your work

Fill-in-the-Blank Questions

- ▶ Read the sentence carefully
- ▶ Consider terms and definitions that you have studied for the exam
- ▶ Be sure to spell terms correctly

True/false Questions

- ▶ Read the statement carefully
- ▶ Mark any qualifying words (e.g., frequently, sometimes, and never)
- ▶ Go with your gut instinct if you are not completely sure of the answer

Problem-solving Questions

- ▶ Read through the problem more than once
- ▶ Underline or circle important information that you will need to solve the problem
- ▶ Mark through irrelevant information
- ▶ Consider what operations or processes you will need to work through to solve the problem
- ▶ Check your work

Essay Questions

- ▶ Read through the directions carefully
- ▶ Note the required parts of the essay
- ▶ Determine purpose of the essay question (e.g., explain, compare, or argue)
- ▶ Jot down an outline before beginning
- ▶ Write in essay format (introduction, thesis, body paragraphs, and conclusion)
- ▶ Proofread writing before turning in exam

Words to Watch in Essay Questions

If it says.....

- ▶ Analyze
- ▶ Compare
- ▶ Contrast
- ▶ Criticize
- ▶ Define/Describe
- ▶ Discuss

It means....

- Explain
- Prove
- Relate
- State
- Summarize
- Trace

Test Types

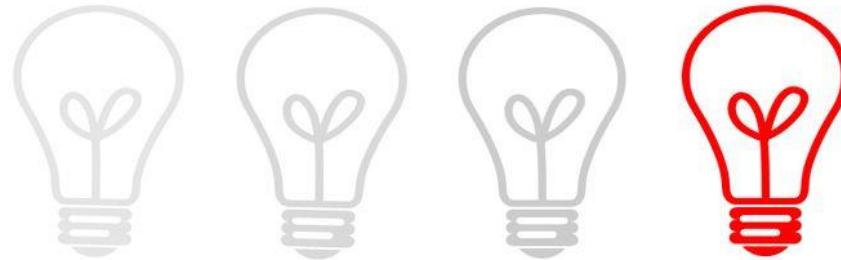
- ▶ **Math and Science**
 - ▶ Recall terms, definitions, and formulas
 - ▶ Focus on processes
- ▶ **Fine Arts and Literature**
 - ▶ Identify major themes
 - ▶ Discuss the significance of a work
- ▶ **Open-book and Take-home**
 - ▶ Study before taking these kinds of tests
 - ▶ Use only approved material
- ▶ **Online**
 - ▶ Take note of the time limit
 - ▶ Use only approved material

Most of All

All the tips, strategies,
and preparation can only
help so much.

Know your material!!!

The **BEST**
Test-Taking
Tip Of All: **BE**
PREPARED!

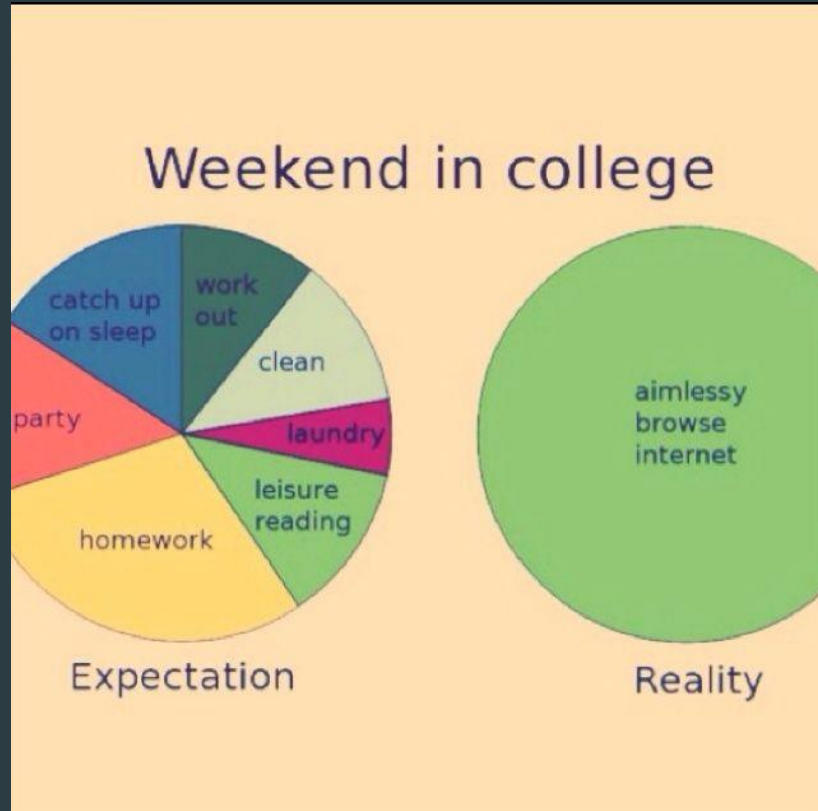


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Time Management to Improve Academic Success

- ▶ Step 1: Prepare a Term Calendar
 - ▶ Assignments and projects with their mid-point deadlines and due dates
 - ▶ Tests with their dates
 - ▶ Important semester dates
 - ▶ Dates for activities
- ▶ Step 2: Prepare a Weekly Schedule
 - ▶ Classes, study sessions, work, activities
 - ▶ To-do list for the week
- ▶ Step 3: Prepare a Daily Schedule
 - ▶ Daily to-do list including any carry over from previous day

Keep Your Balance



study

(verb)

The act of texting, eating and watching TV with an open textbook nearby.

Everyone is a genius.

**But if you judge a fish
on its ability to climb a tree,
it will live its whole life believing it is stupid.**

~ Albert Einstein

How do You study/learn/listen/remember/test?

V.A.R.K.



Begin with the End in Mind

Habits for Private Victories

Be Proactive

Begin with the End in Mind

Put First Things First

