

## Study Skills Tip Sheet

Name: \_\_\_\_\_

Date: \_\_\_\_\_

### General Study-Skill Tips:

1. Set up a daily time and place to study.
2. Write down homework assignments, tests and projects along with due dates.
3. Review your notes and handouts on a daily basis.
4. Begin intensive test preparation. Study each day as if you have a test the next day.
5. Always look for new study-skills habits/strategies that may work for you!

### Note-Taking Tips:

Good note-taking habits can improve your ability to learn and shorten your time when preparing for a test!

1. Listen carefully to the teacher.
2. Always write down things the teacher:
  - a. Writes on the board or overhead.
  - b. Says are important to remember.
  - c. Says over and over and over again.
3. Take your notes in outline form and write clearly!
4. Always put examples, page numbers or reminders next to your notes.
5. Leave room on your paper to expand or add to your notes after class.

### Textbook Reading Tips:

Being able to read for content and take notes out of your textbook will allow for better understanding of big ideas and the vocabulary of the unit you are studying.

1. Get the “Big Picture” first. This means glancing through the chapter headings and subheadings.
2. Skim pages if you are looking for a general idea.
3. Read slowly if you are looking for details.
4. Read the summary paragraphs at the end of each section or chapter to get the general idea.
5. Use the SQ3R system (this system is best used over a period of a few days):
  - a. **S**kim: Skim the chapter before reading it. Be sure to pay attention to all pictures, charts, and diagrams.
  - b. **Q**uestion: After skimming the chapter, write down two or three questions about the chapter or section.
  - c. **R**ead: Read the chapter carefully while taking outline notes of what you are reading.
  - d. **R**evue: Review your notes and use them to answer the questions you developed after you skimmed the chapter (“b” above).
  - e. **R**ecite: Quiz yourself on the main concepts of the chapter.

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## Test-Taking Tips:

Using these tips will help you be more confident when taking your test and will help alleviate symptoms of test anxiety.

1. Before the test:
  - a. Have several study sessions prior to the test day.
  - b. Do not cram the night before!
  - c. Anticipate/predict test questions. Creating a practice test can help with this.
  - d. Complete any review sheets a teacher gives you.
  - e. Review all notes, outlines, note cards, quizzes and/or review sheets for the current test materials.
  - f. Take a deep breath before entering the classroom and tell yourself that you will do well because you have prepared well.
2. During the test:
  - a. Relax and take slow deep breaths if you need to calm yourself down.
  - b. Look over the entire test first.
  - c. Manage your time so that you are able to complete all sections.
  - d. Read all directions very carefully.
  - e. Answer questions you know first.
  - f. Circle questions you can't answer; go back and answer them last.
  - g. Review all your answers before turning in your test.
3. After the test:
  - a. Read any comments made by your teacher.
  - b. Correct any wrong answers so you can use the test as a way to learn more about a subject...AND to study for finals.
  - c. Talk with your teacher if you have any questions about an answer.

## Short Hand Tips:

Developing a short hand system will allow you to take notes in less time.

1. Abbreviate words by:
  - a. Dropping middle letters such as "cont'd" (continued).
  - b. Dropping endings of words such as "Oct." (October).
2. Use common symbols such as:

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- c -- for "about"
- cf -- for "compare"
- fg -- for "following"
- i.e.-- for "that is"
- e.g.-- for "for example"
- w/-- for "with"
- w/o-- for "without"

3. Develop your own common symbols for words that you use frequently in note taking.

**Keeping Focused While Studying Tips:**

Keeping your body healthy and alert will make studying much easier and allow you to retain more information.

1. Take a short break. Get up and do something after studying for long periods of time. Stretch, take a walk, or get something to eat or drink.
2. After your break, go back to studying. Review your notes to get a fresh start on your subject.
3. Get plenty of sleep.
4. Eat a balanced diet.
5. Exercise regularly.
6. Take time out for fun!