

STUDY TIPS



Before you have a Test

1. Be sure to find out ahead of time.
 - what material the test will cover
 - what type of test it will be (multiple choice, true false, short answer, essay)
 - how the test will be graded
 - how much the test will count toward the final grade
2. Study in a place that is free of distractions. Have ready all the things you will need, such as paper, pens, or a calculator.
3. Study at a time when you are alert and not hungry or sleepy.
4. Don't wait until the last minute to study! Short daily study sessions are better than one long session the night before the test.
5. Set a goal for each study period. If you are being tested on three chapters, set up four study sessions, one for each chapter and one for a review of the main ideas in all three chapters.
6. Repetition is the key! Read and reread your class notes and the relevant chapters in the textbook. Always do something with your notes - chunking, making maps, highlighting...
7. While you are reviewing your notes, cover them up periodically and summarize them out loud. Pretend that you are explaining the material to someone else.
8. Create your own study aids.
 - Make an outline from your notes of just the main ideas.
 - Make a timeline of important dates or the order of events.
 - Make flashcards for studying vocabulary or events and important dates.
 - Make up your own quiz or test based on your notes and have someone test you.
9. Do the practice exams or study sheets provided by the teacher. These will help you focus your study session and give you confidence.
10. Get help from the teacher if you do not understand something.

Ten Tips for Taking Tests

1. Read the instructions carefully. Never assume you will know what they will say! Ask the teacher if you are unsure about anything.
2. Read the entire test through before starting. Notice the point value of each section. This will help you to pace yourself.
3. Answer the easiest questions first, then the ones with the highest point value. You don't want to spend 20 minutes trying to figure out a two-point problem!

4. Keep busy! If you get stuck on a question, come back to it later. The answer might come to you while you are working on another part of the test.
5. If you aren't sure how to answer a question fully, try to answer at least part of it. You might get partial credit.
6. Need to guess on a multiple-choice test? First, eliminate the answers that you know are wrong. Then take a guess. Because your first guess is most likely to be correct, you shouldn't go back and change an answer later unless you are certain you were wrong.
7. On an essay test, take a moment to plan your writing. First, jot down the important points you want to make. Then number these points in the order you will cover them.
8. Keep it neat! If your teacher can't read your writing, you might lose points
9. Leave time at the end to look over your work. Did you answer every question? Did you proofread for errors? It is easy to make careless mistakes while taking a test.

<http://www.studygs.net/attmot4.htm>

Here's a web site that asks you ten questions about your study skills, it will rate your answers and tell you how you're doing. Take this quick quiz and see where you stand!

<http://www.palgrave.com/skills4study/sitemap.asp>

This web site is loaded with helpful hints on study skills. It includes some quizzes to take, exam techniques, organizational skills, presentation skills and many more topics.