



Improving Study Skills

A student who has encountered failure in schoolwork is likely to be defensive about academic problems. This may appear as specific behavior, including apathy, belligerence, or clowning. It is very important that the mentor establishes and maintains rapport when advising the student on improving study skills.

- ***Ask the student if there is an academic problem.*** Listen and repeat in your own words what the student has said. Express empathy. Share your feelings about the difficulty of achieving and improving academic goals.
- ***Suggest the keeping of an assignment notebook for daily homework assignments.*** Ask to see the notebook at your next session.
- ***Ask the student to establish a regular time and place for homework.*** Recommend a quiet area in the student's home where the TV, radio and stereo are not a distraction. Discuss ways to stick to the homework schedule. Will the student be allowed to make or receive phone calls?
- ***Help the student develop a plan of attack for homework assignments.*** Work on the subject that is due first. Complete assignments and reading ahead of time. Try to study for a test several days before it is taken. Give examples of how you manage your time to accomplish tasks.
- ***Praise improvements, no matter how small.*** Give positive comments whenever possible. Monitor the student's progress. Ask the student how he or she is improving. Visit with the student's teachers to discuss progress and areas that need special attention.

PREPARING FOR A TEST

Set a regular time and place to study.
Write down assignments.
Outline and summarize your work.
Ask your teacher for help.
Concentrate on what you don't know.
Do homework and make a schedule.

TEST TAKING TIPS

Know how much time is given.
Follow directions.
Notice key words.
Do the easiest questions first.
Do not change answers without a good reason.
Get plenty of rest the night before.

Improving Your Note Taking



Learning how to take good notes in class is an important part of study preparation. The information provided and topics covered by your teacher are what you will be studying. If you don't take good notes in class you won't know what to study once class is over.

The following tips can help you take effective notes:

- *Make clear and accurate notes
- *Come to class prepared
- *Compare your notes
- *Minimize distractions
- *Organize notes
- *Write clearly
- *Review notes
- *Write down questions

Effective Listening



Learning requires listening. Learning effectively requires effectively listening. Even though listening is one of the most important skills for effective learning most students are not good listeners. Since most of what you are required to learn in school is going to be communicated to by a teacher or professor it is imperative that you learn to listen. And don't make the mistake of thinking that hearing and listening are the same thing – they are very different. When you listen to what someone saying you are not only hearing what they are saying you are also processing what they are saying.

The following are tips for improving your ability to listen:

- *Listen for meaning
- *Adjust note taking style to the lecture
- *Tackle difficult to understand materials
- *Concentrate and pay attention
- *Be prepared
- *Choose to be interested

Identifying Your Learning Styles



There are a number of different learning styles and learning preferences. The most common include Visual Learning Style (the most common), Auditory Learning Style and Tactile (Kinesthetic) Learning Style. Additional learning styles and preferences include Logical (mathematical), Social (interpersonal) and Solitary (intrapersonal).

There is no right mix. Nor are your styles fixed. Some people may find that they have a dominant style of learning, with far less use of the other styles. Others may find that they use different styles in different circumstances. You can develop ability in less dominant styles, as well as further develop styles that you already use well.

- *Visual Learning Style
- *Auditory Learning Style
- *Logical Style
- *Social Style
- *Solitary Style

A Strategy for Reading Textbooks



Below is a simple method that will help you more effectively read textbooks.

P = Preview what you are going to read.

Q = Question what you are going to learn after the preview.

R3 = Read, Recite, and Review.

P = Preview what you are going to read

Form an impression about the subjects and concepts you'll be reading about.

Look over carefully what you are going to read paying attention to main ideas, subjects and headings -- don't focus on the details.

Q = Question

Form a question in your mind about what you are about to read and learn.

Practice on this page -- form a question like "What are the main reasons the roman empire fell?"

R = Read, Recite, and Review

Read - Read the assignment.

Recite - Stop every so often, look up from the book, and put in your own words what you have just read.

Practice on this page - "R" stands for read, recite, and review.

Review - After you have finished, review the main points.

Practice on this page - "I did learn a system to improve my reading comprehension. The main parts are"

A Good Place to Study Can Make all the Difference



Finding a good study space is an important part of effective studying. If your surroundings are distracting, you can expect to study very well. This doesn't mean that you have to find a place that's secluded and dead silent either. The most important thing is that you find a study space place that fits your specific learning style.

For example, some individuals are able to concentrate better with a little noise in the background while other are easily distracted by any noise at all. Some individuals can concentrated perfectly well in the middle of the library amongst dozens of people constantly passing by while others are able to concentrate better studying in a cubical where there is no vision distraction at all.

While each individual has their own personal learning style and preferences there a few suggestions we might make in order to improve your study time.

- *Create a routine
- *Your study place should be comfortable
- *Evaluate your study preferences
- *Create study rules and follow them

Improving Reading Comprehension



Many students don't realize how important it is to be able to fully comprehend what you read. Being able to completely and accurately comprehend what you read is essential to you ability to learn, perform well on tests and ultimately succeed in college and in a career. This section introduces a few strategies and tips to improve your reading comprehension.

- *Pre-read survey
- *Define your purpose
- *Read the text
- *Take notes or highlight important concepts
- *Post-read review

Source: <http://www.educationatlas.com>, *Study Skills*