Study Skills

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| Study Skills | Strategies for Effective Learning |
| [Managing your Time and Study Environment icon](http://faculty.bucks.edu/specpop/time-manage.htm) **Managing Your Time & Study Environment** | * Determine your goals, values, and priorities. * [Evaluate your schedule](http://faculty.bucks.edu/specpop/sched.htm) and make adjustments as appropriate. * Get a plan before starting a task. Set time limits to stay focused. * Break tasks into manageable (and meaningful) chunks. * Stay caught up with reading and assignments. * Have a [strategy for taking tests](http://faculty.bucks.edu/specpop/tests.htm). Monitor your time. * [Web sites](http://faculty.bucks.edu/specpop/Actfrm.htm#time) on managing your time and study environment. |
| [Reading College Texts icon](http://faculty.bucks.edu/specpop/reading.htm) **Reading College Texts** | * **Preview** - survey the material to get the big picture before reading the material. * **Question** - set your purpose; ask what you already know. Ask what's important to understand from this assignment. * **Read** - read for meaning and [annotate text](http://faculty.bucks.edu/specpop/annotate.htm). If you don't understand, adjust your strategy i.e., re-read or read slower. * **Recite** - summarize what you just read by saying it or writing it in your own words. Make a note of questions that occur to you as your read. * [**Review**](http://faculty.bucks.edu/specpop/memory.htm) - go over it regularly so it stays fresh. * [**Web sites**](http://faculty.bucks.edu/specpop/Actfrm.htm#read) on these and other topics on reading college texts. |
| [Listening, Notetaking and Visual Organizers icon](http://faculty.bucks.edu/specpop/listening.htm) **Listening, Note-Taking, and Using Visual Organizers** | * Preview text and list questions to help focus your listening during lectures. * Use [Cornell notes](http://faculty.bucks.edu/specpop/Cornl.htm) or [mapping](http://faculty.bucks.edu/specpop/sem-map.htm) for class notes depending on the style in which information is presented. * [Annotate](http://faculty.bucks.edu/specpop/annotate.htm) - make margin notes in text to label information; circle important terms and concepts, underline important details; summarize, and note questions you have about the material. * Use [graphic organizers](http://faculty.bucks.edu/specpop/visual-org.htm) to show relationships between concepts (i.e., Venn diagram, fishbone diagram, feature analysis, etc.). * [Map](http://faculty.bucks.edu/specpop/sem-map.htm) your ideas to organize writing for papers and tests. * [Web sites](http://faculty.bucks.edu/specpop/Actfrm.htm#notes) on listening, note-taking, and using visual organizers. |
| [Research and Writing Papers icon](http://faculty.bucks.edu/specpop/papers.htm) **Research and Writing Papers** | * Plan ahead - develop a schedule for completing each step of the process. * Choose a topic. * Do your research. Learn how to use the library and to conduct research. * Write the paper. * Edit your work. * [Web sites](http://faculty.bucks.edu/specpop/Actfrm.htm#write) that provide information on research and writing papers. |
| [Taking Tests icon](http://faculty.bucks.edu/specpop/tests.htm) **Taking Tests** | * Stay up-to-date on assignments. Learn material and review as you go along. * [Analyze past tests](http://faculty.bucks.edu/specpop/Evaltest.htm) to determine how you can improve your test-taking skills. * Ask the instructor about the test. Ask yourself what was stressed in the text and in lectures. * Apply stress management techniques to deal with test anxiety. * Break up study sessions by units or chapters. * Prepare to answer different kinds of test [questions](http://faculty.bucks.edu/specpop/Elabqst.htm). * Survey the test. Answer the easiest questions first, to control anxiety. Then strategize a plan and concentrate greatest effort on the questions that are worth the most points. * Map responses to essay questions before writing. * [Web sites](http://faculty.bucks.edu/specpop/Actfrm.htm#test) providing information on taking tests. |