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| Study Skills  | Strategies for Effective Learning |
| Managing your Time and Study Environment icon**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.
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| Reading College Texts icon**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.
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| Listening, Notetaking and Visual Organizers icon**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.
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| Research and Writing Papers icon**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.
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| Taking Tests icon**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.
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