

— MOVING FROM **ORDINARY** — TO **EXTRAORDINARY**

Study Skills

There is no learning without written duplication.

—Unknown

- Study in a comfortable, quiet location with good lighting. Try to avoid your bed because you're likely to become too comfortable and may fall asleep.
- When you study, have all of your study material (notes, books, and handouts) together.
- Take your class notes home daily and reread them so you can keep the content fresh in your memory.
- Begin studying the most important information first. Master the main ideas first, and then learn the details.
- Read your textbook daily. Don't wait until the night before your test to do all your reading.
- Skim all material first.
- Emphasize key sentences.
- Concentrate on understanding the ideas.
- Ask yourself: who, what, where, when, how?
- Self-test at the end of each section.
- Take notes as you review your class notes and read your textbooks. Use outlines, diagrams, and charts to help you organize your notes. If you have questions, write them down and ask your teacher the next day.
- After studying and reviewing your notes, write down a summary of the main points that you read. Make sure you understand the course materials in a way that's easily retrievable for you. Don't try to memorize everything.
- Do practice problems.
- Re-do homework problems.
- Ask your teacher for extra practice problems.
- Test yourself or have a family member test you on the material to help you identify your strong and weak areas. Hold on to those questions as you review so you can use them later as a practice test when you're studying for the real thing.