

# Study Tips 101

- study when you are rested, alert and have planned for it.
- studying at the library, study lounge or private room works best - without distractions.
- effective thinking skills - ask yourself questions as you read.
- getting the main idea in reading is central to effective studying.
- keep notes logically and legibly - good idea to record in a notebook.
- prepare for examinations, tests, or other assessments by reviewing and revising your notes.
- begin your review right after a day at school.
- when taking an examination - always read the directions carefully - answer according to the directions.
- learn to spot key words in the statement that define a meaning. If a statement contains two clauses, one of which is false, the whole statement is false.
- read multiple-choice questions the same way as a true-false - eliminate the obvious false choice.
- completion questions require you to provide a word or phrase - choose your words carefully.
- if you don't know an answer - give your best guess, as often times such responses get at least partial credit.
- Essay question - read through the entire exam first - get a feel for the questions.
- planning your time in answering essay questions is more important than in objective type tests
- the general rule is not to get carried away on one or two questions to the extent that you cannot answer the other questions in the time allowed.
- if the exam allows for you to choose from a number of questions - be sure to number your answers exactly to match the question.
- Pay attention to key words in essay exams when answering essay questions - "list", "describe", "compare and contrast," and "outline" - each has special meaning.
- Don't write around the question - answer directly.
- after scanning the list of questions to be answered, choose the ones you know most about first - prepare an outline.
- the outline will help you remember important ideas and facts to be included in your response.