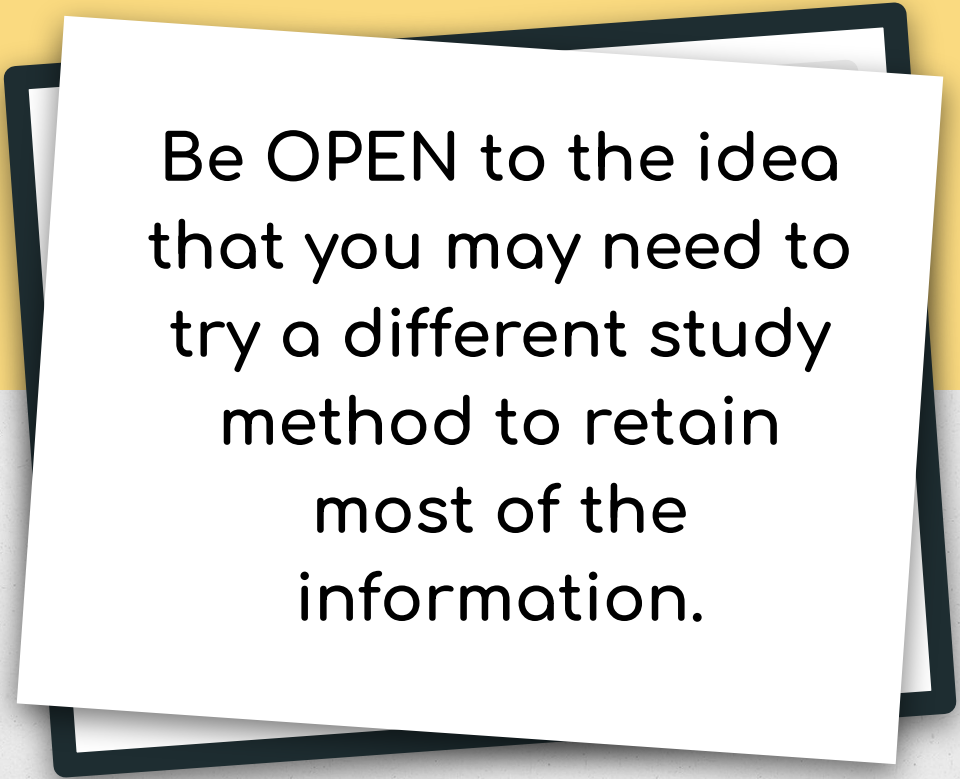


STUDY SKILLS:



Merritt College Learning Center



Be OPEN to the idea
that you may need to
try a different study
method to retain
most of the
information.



Learning Pyramid

SACRAMENTO CITY COLLEGE

If most of your classes are lectures with reading assignments, you'll need to use additional strategies to retain the information.

Find opportunities to:

- work with tutors
- attend labs
- go to office hours
- create study groups



Source: Edgar Dale (1969), Student Success and Support Program at Sacramento City College

GENERAL STUDY TIPS

The most effective studying happens in short, manageable chunks of time . (about an hour)

Your brain becomes full after an hour or so.

It is important that after an hour, you take breaks (10-15 minutes)

- Taking a break means actually getting up from the table and doing another activity

Vary Your Study Materials

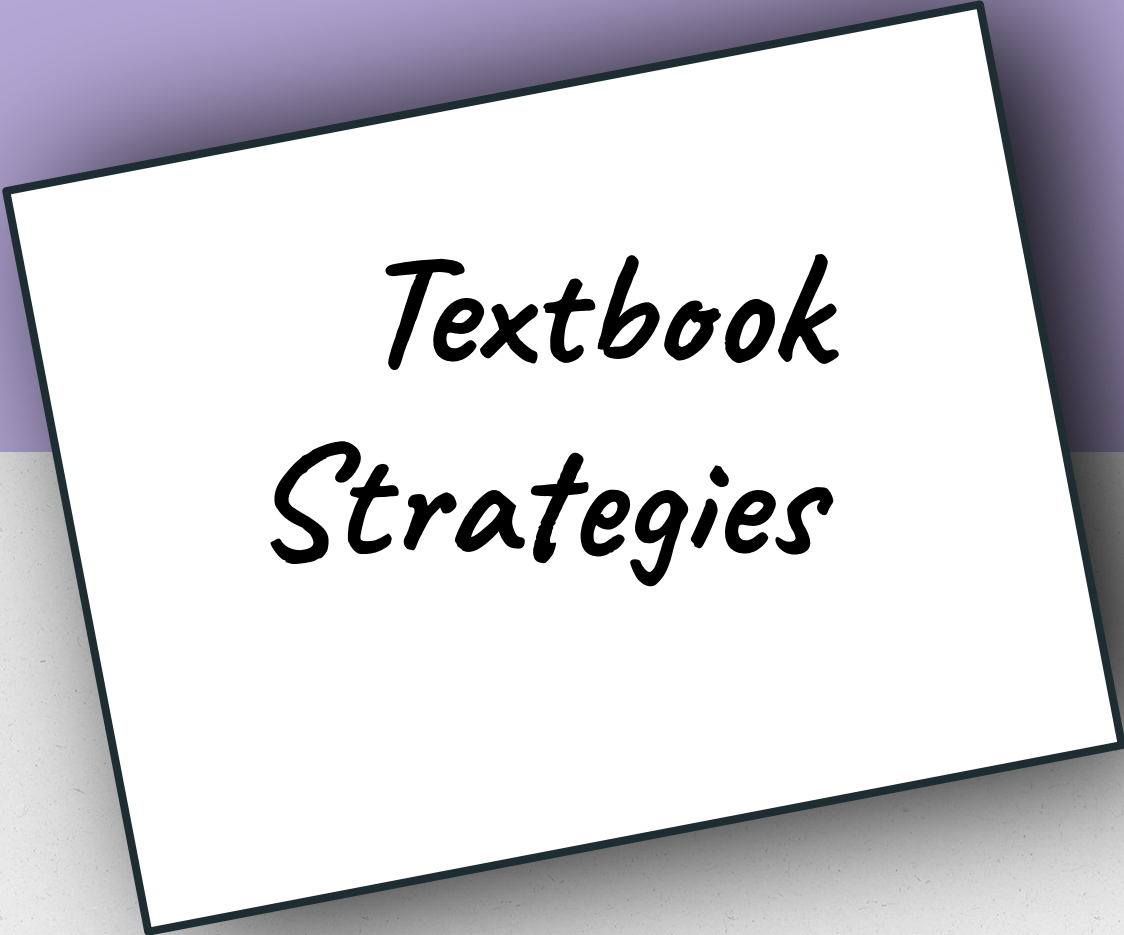
For example: If you read for 45 min to 1 hour - after that that hour, take a break, then for the next 45 min to 1 hour you might go online and complete practice quizzes.

The more that you *Vary* your materials and methods, the greater the chance of retention.

**Getting the Most
From your Studying**

Know yourself and
be honest with
yourself about your
weaknesses and
strengths as a
student.

- Don't study in a place that has distractions for you.
- Know your high energy and low energy time of the day. If you are not a morning person, don't try to study first thing in the morning.
- Attempt to maintain balance in your life (Time Management).
- Eat well and exercise.
- Sleep- You should be getting at least 6 hours of sleep.
- Try not to sweat the small stuff and try not to let yourself get distracted instead of spending your time doing meaningful studying and preparing for class.
- Ask for help! If you need help, reach out to your professor. (See our wonderful tutors in LC)



Textbook Strategies



TIP:
PREPARATION
starts even
before the
semester
begins

Get your Book/s ASAP!

- *Some professors/classes will make books available for students before the semester begins.*

→ *You can call or visit the bookstore to find out.*
- *As soon as you get your book, skim through it and begin to familiarize yourself with the text.*



TIP:

BEFORE YOU BEGIN READING THE BOOK...

Take a look at the
layout of your
book.

This will give you
an idea of how to
read the book

Take a peep!

- Table of Contents
- Preface: Technical Textbooks
often include a Student Preface,
which offers guidance on how to
read the textbook.
- Glossary & Index
- Skim through chapters to get
familiar with layout
- See if your textbook has a
companion website or disk.

TIP:



Memorization alone, will not lead you to success. It is very important that you also learn how to **CRITICALLY THINK** or develop your **CRITICAL THINKING**.

PARROT SYSTEM

Preview

Ask & activate

Read

Recite

Organize

Test

Preview

This Step involves looking over the entire reading assignment with the purpose of familiarizing yourself with the concepts that will be covered and the length of the reading assignment.

What does Preview involve:

- Skim major headlines, headlines, charts, figures, or anything else that stands out.
- If there is a Summary, read it for the first time during the preview stage.
- As you preview, begin to determine how many pages you can read in 45-60 minutes and also, Your level of familiarity with the subject

Ask & Activate

As you **preview** the material & prepare to read, it is important to formulate questions based on the topics and subheadings

What are some things to ask yourself:

- Is anything familiar (this can help spark your prior knowledge of the subject)?
- What am I am expected to learn or what do I need to know from this chapter?

TIP:

Some textbooks offer guiding questions or objectives. This can serve to guide your reading

Read

After you have you completed step 1 and 2, then begin reading.

Things to remember while reading

- It is important to read the material more than once.
- Try not to highlight or take notes until the second time you read the material, because when you read something for the first time everything will seem important and you will most likely end up over highlighting and taking too many notes.

Read continued...

Also

How do I read actively?

- Think about what you already know
- Identify topics you don't understand with questions
- Pick out topics and concepts that you believe will be on the test

Recite

This does **not** mean word-for-word recitation of what you read. What this is referring to is, reading a section at a time and then you **stopping** and **checking** to see how well you understood the material you just read.

How do I do this?

- You **stop** and **check** your comprehension by saying aloud, if possible, a summary of the material you have just read, preferably in your own words.
- This may mean that you will be explaining the material to yourself.

The objective is to to help you make personal connections to the information in the text.

Organize

Organize the information in a format that will best help you better understand the material.

What are some examples of how I can organize the information?

- Creating an outline
- Developing study cards
- Constructing a concept Map
- Taking Cornell Notes

Test

Remember, you don't know what you know, until you actually test yourself.

How do I do this?

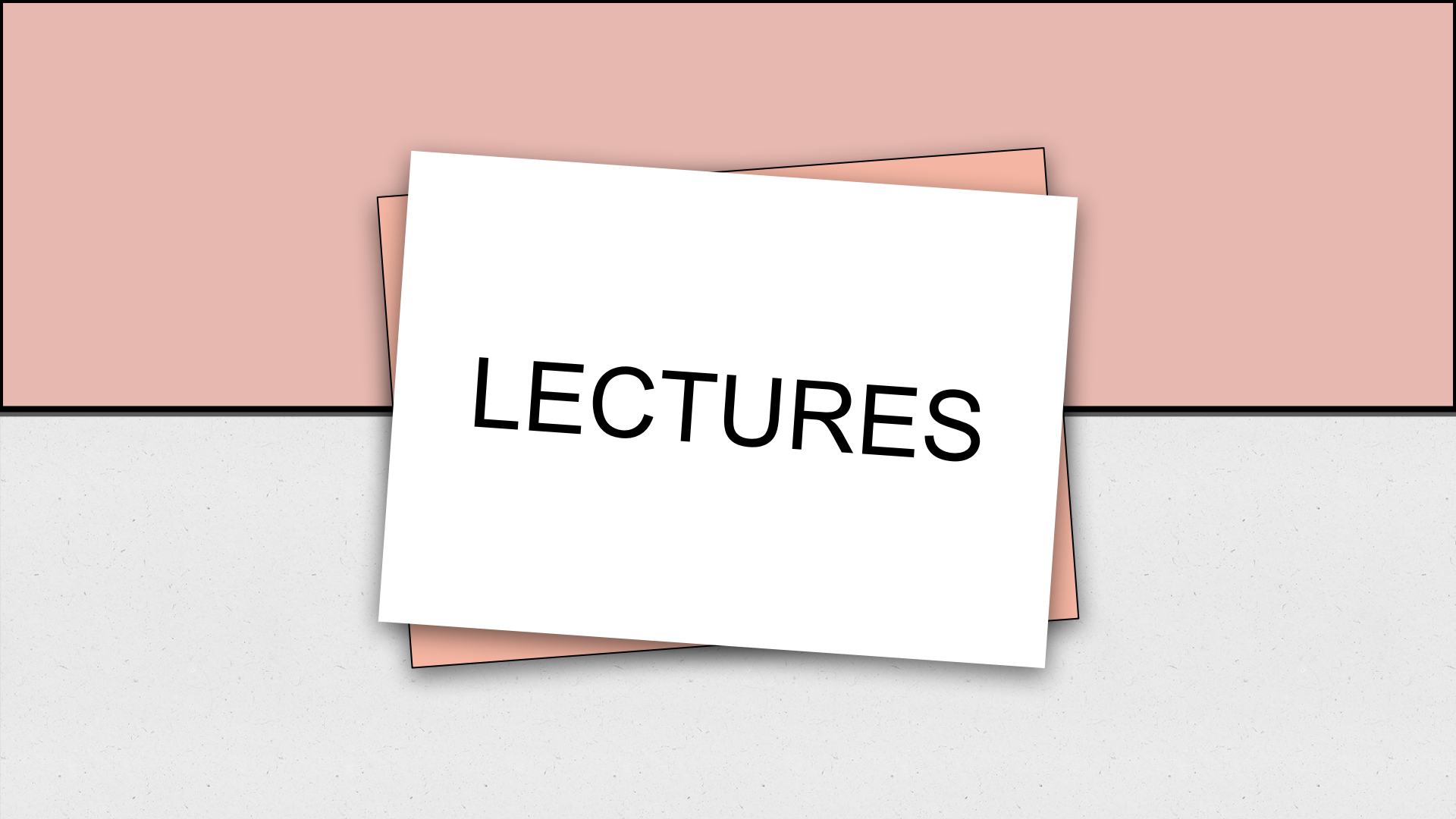
- Use the study questions and/or quiz questions at the end of the chapter, or go online to complete the chapter quiz to determine what information you have retained.
- If you get some answers wrong do not go back and review the whole chapter. Only go back to the section of the chapter that you got wrong.

Extra reading Tips

- Be **OPEN** to asking for **HELP** and trying new strategies.
- Read the chapter summary first to figure out what the author believe is most important.
- Complete the chapter quiz questions first before reading to ascertain what knowledge of the material you already know.
- Vary the color of your highler to break up the text by sections or topics.
- Randomly select a previous chapter to review throughout the semester on a weekly basis by taking the chapter quiz. This will help you keep information from the beginning of the semester fresh and lessen the amount of review for your final exam.

Extra reading Tips

- **Read the text again.** Each time you read a text again you'll pick up something new, retain more information and find it easier to understand. It's not uncommon to read the same passage from a textbook several times before you're able to fully understand and retain the information.
- **Change positions.** Reading passages from textbooks gets tedious and boring really fast. Being stuck in the same position the entire time you read only adds to the monotony. Try reading standing up for a while, or change positions every once in the while.
- **Read aloud.** Reading aloud improves reading comprehension and retention of information. Reading aloud allows you to hear what you're reading which enables the brain to process the information more effectively and remember what it heard.



LECTURES

How to prepare for your Lecture?

Ideally, you should aim to complete your weekly reading assignments before your lecture- Try to read ahead of each lecture as much of possible.

- This will allow you to make note of what you don't understand and for clarification in class.
- Also, this will allow you to better understand what is going to be covered in lecture.
- You can also record lecture (always ask your professor for permission)

**TIME MANAGEMENT
&
STRATEGIES**

Time Management Involves:

- understanding how to **choose** to spend your time
- Set Goals
- Prioritize
- Motivation to Change

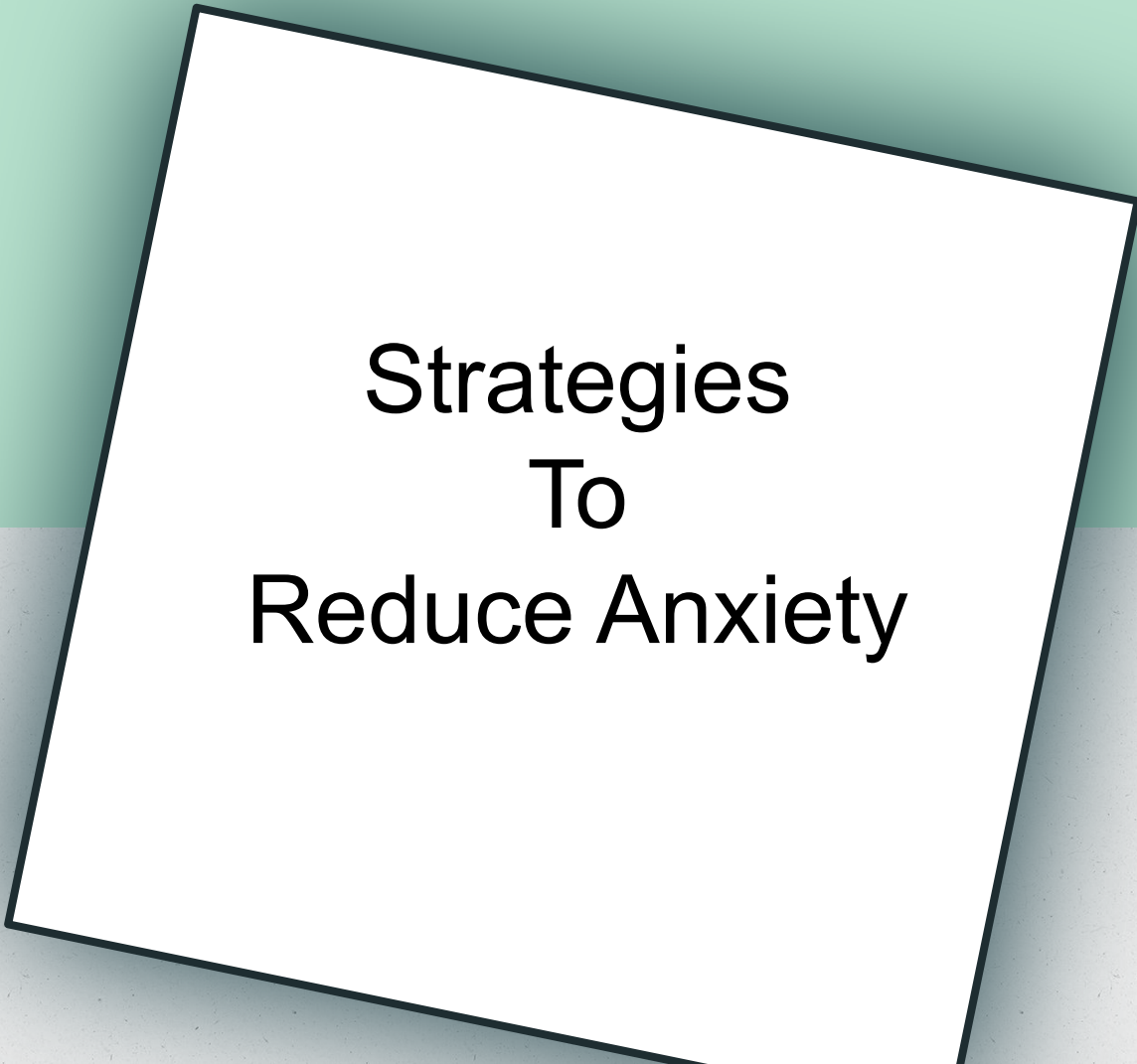
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Question:

How do I become a better time manager ?

- Prioritize your goals and commitments & eliminate low priority goals & obstacles
- Develop Weekly Semester Schedule, before the beginning of each semester

**HANDOUT
WEEKLY
SCHEDULE
FOR TIME
MANAGEMENT**



Strategies To Reduce Anxiety

LEARN HOW TO RECOGNIZE IT

- ❖ Freezing Up
- ❖ Panicking
- ❖ Being easily distracted
- ❖ Physical effects (sweating, shortness of breath)
Etc..

How to Combat Test Anxiety

- Be well prepared
- Be well rested (Get at least 6 hrs of sleep the night before)
- Try a breathing exercise before the test.
- Read the directions slowly
- If you don't understand the directions, ask Professor for help
- Do the simple questions first to help build up your confidence for the harder questions
- Try not to worry about how fast other students are finishing
- If you don't know a question, skip it. Go back to it later.
- Focus on one question at a time and try not to let your mind wander onto other things.

RESOURCES

<http://www.mccc.edu/nursing/documents/ActivereadingParrotmethod.pdf>

<http://www.mccc.edu/nursing/students.shtml>

So... What is **Critical Thinking**?

- Purposeful goal-directed thinking
- Aims to make judgements based on evidence and fact, rather than guesswork or opinions

How do I improve and become a better Critical Thinker?

1. Base judgements on facts and reasoning
2. Support views with evidence
3. Evaluate the credibility of sources
4. Turn mistakes into learning opportunities
5. Ask “why and “why not” ?
6. Seek themes
7. Follow hunches