

The Six Steps of Successful Studying

One: Pre-Read Before Class

- Be sure you know what your instructor will cover in the next lecture.
- Read the summary at the end of the chapter, then the objectives at the beginning.
- Scan the Chapter headings.
- Study charts, graphs, maps, and other drawings or pictures.
- Study bold or italicized terms in the body of the text. Say them aloud and practice writing them.
- Form questions about the material as you go along. Don't read the entire chapter, only what's listed here.

Two: Take Notes in Class

- Write down the main ideas. (Don't try to record every word.)
- Listen for keywords and key ideas you remember from your pre-reading.
- Follow along in the book when you can.
- Pay attention to physical & vocal cues from your instructor to figure out what s/he thinks is important.

Three: Review Class Notes

- With your book open, read your class notes. Add to your notes using the text (ex: pg # references for discussions of noted ideas). Fill in anything you missed and correct anything you noted wrong.
- Work with a study partner. Compare your notes. Resolve any differences by consulting your textbook(s).

Four: Make Study Notes

- Using all your class materials, identify the main facts and concepts you will need to know.
- Recite the main facts, concepts, or procedures to yourself.
- Write down this info, first using your book/notes, and then from memory. Check yourself immediately.
- Keep rewriting your notes (every few days) into half the space (using the same handwriting size) they originally took up in your notes.

Five: Actively Memorize

- Use study notes several times daily to memorize key concepts, ideas, etc.
- “Read, recite, rewrite,” or “See, say, write + repetition.”
- Create acronyms, rhymes, images, drawings, songs, or diagrams to help yourself remember.

Six: Practice for the Test

- Use your textbook and lecture notes to create possible test questions.
- Close your notes and textbook and answer your test questions. Check yourself immediately.
- Make sure to review your notes or book for any areas where your understanding is weak.
- Give yourself a simulated test: Create the question type(s) your instructor would use, and take your “test” under the exact conditions you will have on test day.