

Learning and Study Process

Academic Success Center

1 Daily

Includes being active with the information sources of a class.



Notes

Get organized:

- Choose from outline, bullets, mind mapping, narrative, Cornell or note cards.
- Use one notebook per course
- Use a new page for each day of notes
- Date each set of notes
- Label each set of notes with the topic

Leave space:

- Leave gaps so you can fill in information later that you missed or are confused about

Practice:

- Do example problems and compare your solutions to the in-class example's steps and results

Say it out loud:

- Repeat your notes out loud word for word or paraphrase information with a study partner

Color code:

- Use colored pens and highlighters to show important information

Create or draw:

- Mind maps, charts, and pictures

Predict

- Predict test questions according to how you are going to be tested

Reformat notes:

- Compare and combine test notes and lecture notes
- Rewrite notes, but don't copy them; rewrite them into Cornell format
- Identify areas for clarification

Before lecture:

- Get to class 5 minutes early and take time to review your notes and any questions you have about the material from the previous day

After lecture:

- Draw a line under your notes and write 2-3 sentences that summarize what concepts were covered and why they were important
- Review your notes and indicate any areas that you do not understand
- Write down any questions you have about content in your notes



Texts

Skim:

- For quick review look at objectives, summaries, pictures, bold terms, and headings

Preview:

- Read the intro/objectives and summary
- Skim headings, pictures, and questions

Chunk it:

- Identify specific areas to focus on
- Read for mastery (don't try to read the entire chapter at once)

Question:

- Turn headings and objectives into questions

Read:

- Read for main points and key ideas, vocabulary, formulas, and concepts

Mark:

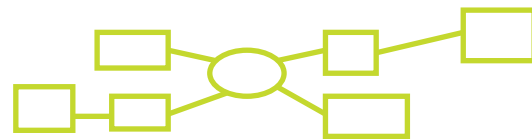
- Underline key words and phrases
- Write notes in the margins

Use Post it notes:

- Use them to summarize important information

Map it:

- Create a mind map to show organization of topics



Outline:

- Create an outline using headings and include important details as you read

Reread:

- Reread your underlines and margin notes to look for key points

Integrate:

- Add important information to your lecture notes- use a color coded system to show the notes you added are from your text