

POWER STUDYING AT UNIVERSITY

TIPS

Bishop's University Counselling Office

Important Note:

-The goal of studying is to understand, to remember, and to be able to use information in the long term.

-In order to acquire, store and retrieve information effectively one must:

-**REDUCE** information to its key elements & concepts.

-**ORGANIZE** information into categories, and schema from the more general to the more specific.

-**ASSOCIATE** information i.e. link new information with information already known.

-**REHEARSE** information i.e. review information in a number of ways, including the way that you will be asked to use it in tests and exams.

These four principles should guide you in the studying you do both in your course READINGS and your LECTURES.

Getting the most out of your Class Readings

-Break up each of your study reading sessions into 3 parts:

1) Before you read: Get a quick Overview of the material:

a) Read the introduction to the chapter, this will orient you to the material and provide you with links to previous chapters.

b) Read the chapter summary to get an impression of what the main ideas are.

c) Page through the chapter and note main headings, sub-headings, words in bold, charts, graphs; this will give you a fuller picture of the key information in the chapter, as well as give to an idea of how this information is structured.

Note: If there are no obvious textual cues in your reading material, sample the material by reading the first sentence of every paragraph to get a sense of the content and its organization.

2) While you are reading, make sure to read actively and with maximum concentration by breaking the reading down into manageable chunks:

a) Predict what you will be learning in each chunk. Ask yourself what questions this chunk will answer by turning the headings into questions. This will help you concentrate while you read as well as help you focus on what is important.

b) Read to answer your questions (Do not highlight or underline yet.) Search for ideas, and use the questions to sort out and evaluate information.

c) In your own words, answer your question(s), i.e. recite what you have learned. (Without looking at the text)

d) Now go over the section again and underline/highlight only the important ideas.

3) After you have read all the sections you have aimed for in one setting, do a quick review to integrate the ideas. This rehearsal will increase your retention.

Test what you have learned:

- 1) use the Table of Contents to talk your way through a summary of the important ideas.
- 2) on a piece of paper make a visual map of key terms and ideas., noting the links between ideas.
- 3) Test yourself with questions
- 4) On a regular basis, (i.e. every 2 weeks, depending on the course) review, in the same way, all the material covered to that point.

Getting the Most out of Your Lectures

1. Before the Lecture:

- 1) Check the course outline regularly to keep track of the sequence of topics.
- *** 2) Read or at least Overview the Text so you will recognize main ideas and have some familiarity with the concepts and vocabulary (this will also help you take good Lecture Notes)
- *** 3) Quickly review your notes from the previous class, this will help you see the links with the previous lecture as well as orient you to the new material to come.
- 4) Select a place to sit in the classroom that will help keep your attention on the lecturer.

11. During the Lecture:

- 1) Listen for meaning, key concepts, major points; don't listen word for word.
- 2) Take Notes
-Be selective, do not try to write down everything, only key information.

To help you be selective:

- a) do preparation as suggested above
- b) pay particular attention to overheads & notes the lecturer writes in class
- c) note lecturer's use of emphasis and repetition

Have an organizing layout

(Notes should not look like prose text)

- a) have lots of space so you can add comments later and see main points quickly.
- b) select and set out headings and sub-heading by underlining, indenting, circling, use "bullets" for important details.
- c) make your graphs & diagrams big and label them
- d) leave spaces if you can't keep up, keep listening and continue. These

can be filled in later (by asking fellow student, prof, etc...)

111. After the Lecture: Edit your notes and Review

- a) Find a regular time (the same day or within 24 hours) to go through the notes. Note issues that need clarifying and get help.
- b) Relate the Lecture Notes to the Text book or class readings
- ** c) Review the notes: Make up some questions for yourself and see how complete an answer you can provide, then review the lecture notes and Text to check and complete your answer.
- ** d) Repeat this every couple of weeks.

Some Points About Managing Your Study Time

Treat being at University as a job, live by the most regular schedule you can

- block in regular study periods daily (as well as regular rest, relaxation and socializing time)
- do have one day a week, however, when you do not do any work
- be aware of blocks during the day when your concentration is at its best
- reserve this time for the most difficult and/or boring work.
- study “boring” subjects before you study “interesting” ones.
- set specific goals for each study period
- use a regular study area that works for you - one that makes it easier for you to stay on task and not be tempted by whatever you find distracting.

If you have any questions or would like to further work on your study skills, please come by the Counselling & Employment Centre between:

8:30 - 12:00 noon & 1:00 - 4:00 p.m.

Marjorie Donald Building

Room #214

Tel: 822-9695

There you can borrow:

- Books on learning strategies and study skills for up to a week
- Book time to see a counsellor to work out your individual study needs.