

Studying For Tests

Do Not: Wait until the last minute or cram all night and not get sufficient sleep

Do Not: Study in a crowded location, with a large group of people, or with the television turned on

Do: Study before and after class, schedule breaks in your studying and try to minimize distractions while studying

Do: Review your notes daily, make flashcards of the material and anticipate possible test questions

Do: Form a study group, ask the professor for help and get a tutor if necessary

7 Day Study Plan: Begin studying 7 days before a test for a minimum of 2 hours each day

7 Day Study Plan: Day 1- Notes and organization, Day 2- Lectures, Day 3- Textbook, Day 4- All Material, Day 5- Lectures, Day 6- Textbook, Day 7- All Material

Combating Test Anxiety

POP Technique: Preparation, Organization, Preservation

POP: Preparation-keep up with assignments, review material, recognize clues and recall information

POP: Organization-outline readings and combine with lecture notes, schedule time for class and studying, as well as family and work

POP: Preservation-Prepare before the test, focus during the test and review after the test

PPS Procedure: Preparation-Study smart, Persistence- Study often, Strategy-Plan studying

KISS Method: Keep it simple and smart!

KISS: Attend lectures, read and outline assigned material, study materials before tests, ask questions early and be aware of your learning style

Test-Taking Skills

PPS Strategy: Preparation- Study smart, Persistence- Study often, Strategy- Create a plan and stick to it!

Multiple-Choice Questions: Read directions and all answers, look for negatives, watch for similar looking answers and consider long answers

True-False Questions : Read carefully, absolute qualifiers are often false, modifiers are often true, attend to negatives and always guess true

Sentence Completion Questions: Read the entire sentence, look for clues on the test, watch for grammatical clues and always guess

Matching Questions: Read directions carefully, work from the side with the longest choices, read all choices, start with answers you are certain are correct

Short Answer Questions: Read the questions carefully, begin with questions you know, think before writing, focus on content and spelling of key words

Essay Test Questions: Plan first, read directions, make notes, manage time, and then write, be specific and focus on question presented, cover each topic with a paragraph, attend to grammar, spelling and punctuation