



# What Is University Studying And How Do I Do It?

## WHAT IS STUDYING ABOUT?



Studying is about learning how to manage, organize, and use information.

- Getting the information from class, reading, and research.
- Reducing the information to its essentials and practicing with it; thereby mastering it.
- Using the information to prepare for more lessons, classes, tests, and papers.
- Using the time that you have for the most effective information management.

## STUDYING STARTS WITH YOUR CLASSES; AFTER YOU GET YOUR SYLLABUS!



1. Always go to class *prepared* and ready to participate.
2. Have assigned work completed; this puts you in a better frame of mind for whatever subject the professor will start with.
3. Have class materials ready (Notebook, Text, Pens/Pencils, etc.)
4. Get to class early so that you don't waste the first minutes still in a rush from racing to class.
5. Be ready to use your eyes and ears to receive information; sit where you can use both.
6. Avoid distracting classmates, the professor, and yourself; turn off your cell phone, pager, musical watch, whatever else BEFORE YOU GET TO CLASS.

## STUDYING DEPENDS ON MANAGING YOUR TIME & LIFE!

Use your course syllabus to keep up with assignments, tests, exams, papers. Schedule *all* assignments, tests, papers, etc., as well as your personal responsibilities in one plan book or calendar to keep on top of conflicts or very busy periods. Make an appointment with yourself to keep regular study hours. Get family and friends to help you by giving them a copy of your study schedule.

## FIND AND KEEP THE RIGHT STUDY SETTING!



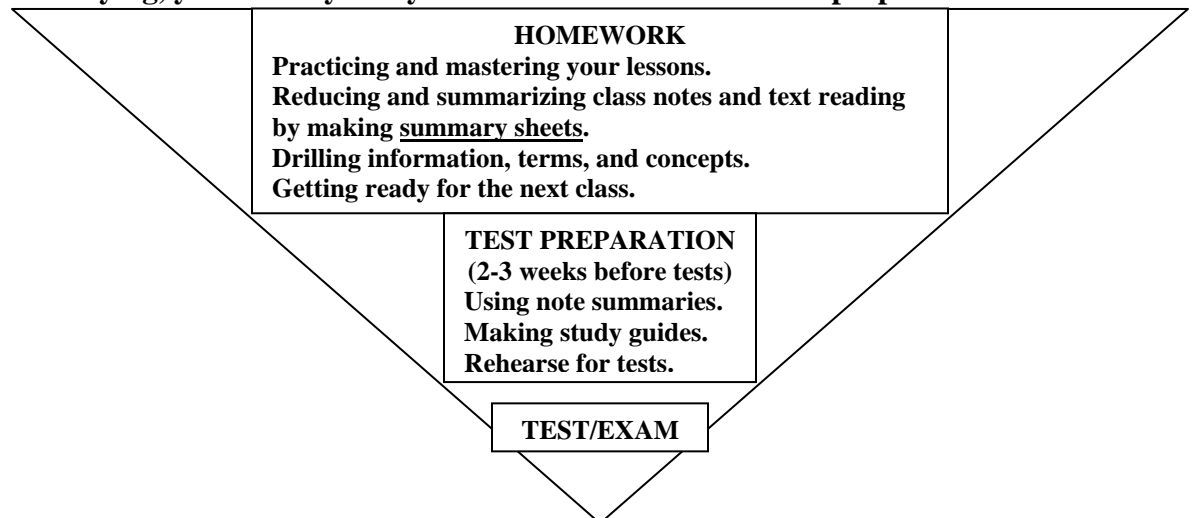
You Need:

- A. Good seating, lighting, work surface for spreading out your work.
- B. Materials for studying ready and waiting (paper, pens, pencils, etc.)
- C. The ability to work for at least an hour at a time with no distractions; whatever these distractions might be, turn them off, shut the door on them, and make sure that you have whatever you need so that you will have no reason to get up and get it.
- D. Studying with others? Then make rules that everyone agrees to in order to reinforce quiet, concentration, and work.

## TWO DIFFERENT KINDS OF STUDYING



In studying, you actually carry out two different activities to prepare for tests/exams.



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**HOMEWORK:  
REDUCE &  
SUMMARIZE  
YOUR NOTES!**



Make summary sheets of your notes at the end of each week or subject unit.

What should your summary sheet contain?

- Important terms and concepts from your notes.
  - The main points of your notes.
  - Any common themes, patterns, information between your notes.
  - The page numbers of your notes on which the summary sheet is based.
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**HOMEWORK:  
REDUCE &  
SUMMARIZE  
YOUR  
READING**



Summarize your reading by using **SQ3R**; Scan, Question, Read, Recite, Review.

SQ3R is not about reading your entire text chapters word by word; it is about progressively acquainting yourself with your text to become familiar with the main points.

1. S – Scan: **First** look over the entire chapter, title, headings, sub-headings to get an idea of what the chapter is about.
  2. Q – Question: Create your own questions about the chapter so that you have answers to seek out.
  3. R – Read: Read the chapter **introduction**, **summary**, the first paragraph of each section, and first and last sentences of next paragraphs to get a better sense of what information the chapter has and to search for the answers to your questions.
  4. R – Recite: Answer your questions by writing them down, and note any difficult spots that you will need to read more closely.
  5. R – Review: Write down what the chapters and sections are about so that you have a guide for going back and re-reading anything that you don't remember or understand. Also make a list of key terms and concepts that you need to learn.
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**HOMEWORK:  
USING DRILL  
CARDS**



Every university course has its own terms and concepts; when you learn these you have a great deal of basic information about the course.

Drill cards, also known as flash cards, are the best way to learn terms and concepts.

- A. Make drill cards from 3x5 filing cards; the term on one side, the definition on the other side.
  - B. Begin by going through the cards that you make and putting aside those that you know.
  - C. With the rest of the cards choose **three** and begin drilling these repeatedly for 15-20 minutes at a time. Your goal is to learn at least one card that you can then put aside.
  - D. When you have learned one card, put it aside and take up another to replace it.
  - E. When you have reduced your cards to a few of the terms/concepts that you cannot seem to learn, write each of these and their definitions out by hand ten times each.
  - F. Using drill cards should begin as soon as you begin taking a course; never let it wait until you have a huge number of cards. Keep at it all of the time.
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**PREPARING  
FOR TESTS**



Guidelines to follow for preparing for tests/exams.

- Find out what kind of tests/exams will be given (True-False, Multiple Choice, Essay, and Performance such as math problems or foreign language translations.)
  - What general areas will the test/exam cover?
  - Gather your note and reading summaries for these subject areas; these help you to find the detailed information in your notes or reading if you need to.
  - Make self-testing study guides from your summaries, listing terms and concepts that you should know and containing 2-3 general questions that you would ask if you were the professor.
  - Rehearse for your test/exam by answering the general questions in outline form to get your mind working in handling the general information.
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