

Study Skills

SQ3R: This is a study technique which will increase your concentration, your comprehension, and your retention of information.

1. SURVEY
 - A. Preview each chapter
 - B. Skim the opening chapter
 - C. Skim the concluding chapter.
2. QUESTION
 - A. Turn the headings into questions
 - B. Jot down questions
3. READ
 - A. Read, reread, and reflect
 - B. Write some quick notes
4. RECITE
 - A. Recite the answers to your questions
 - B. Write down key phrases
 - C. Reread
5. REVIEW
 - A. Look over your notes
 - B. Check your memory

MAKE YOUR TIME COUNT

- Decide when you study best
- Use good lighting
- Study in a quiet place
- Have all the necessary materials ready
- Sit in a straight chair at a table or desk
- Keep your assignments in a notebook
- Work without interruption
- Do your written work first
- Study with a purpose. Don't daydream
- Read for 15-30 minutes each day

HOW TO PREPARE FOR A TEST

- Be attentive in class
- In reviewing a chapter or a lesson, use an outline
- Change each heading into a question
- Read the questions in any order and recite the answers orally

-- If you are studying for an objective test (multiple choice, true-false)emphasize rereading written material
-- If you are studying for an essay test, emphasize recitation of material
-- Get a good night's rest