

## ***Study Method Suggestions***

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The object of a study method is to reprocess given material. **Looking over** ones notes &/or written material is usually not an effective method of studying. One has to **“do something”** with the material.

There are various methods available. After experimenting, the one(s) you find effective will not only add to your understanding, but will give you an insight as to how you learn--visual--auditory.

### **Outlining**

This method involves rereading your notes and then going back and organizing as to major concepts and then listing subordinate facts--etc., as sub headings, sub sub headings--etc. If possible, try to combine written handouts and /or textbook material relating to each concept.

Since this is for your benefit--indentations can serve as marks of subdivisions thereby eliminating the letters and numbers--sometimes a complication.

### **Split Page Note taking**

This method is also referred to as the Cornell note taking method

The basic procedure is:

- Use only one side of the paper for notes
- Divide the paper into 1/3 (left) 2/3 (right)
- Take notes only on 2/3 side
- That evening reread your notes then compose questions on the section and write in the 1/3 part
- Do not use true/ false or multiple choice
- Selected key words below can guide quality of questions
- Describe
- Discuss
- List
- Define
- Why
- How does----
- Find similarities and differences between----
- Correlate
- Some sentence completion questions are helpful as are cause and effect
- The next evening cover notes and answer you questions

- Add questions to old notes reread new notes and compose new questions
- Each night review by answering questions and trying to compose new

The quality of this review does depend on the questions--these will improve with time. Studying a professor's test questions can be a guide.

### **Flash cards**

#### Highly recommended for

- Vocabulary work
- Foreign language courses
- Dates (History classes)

Method--

-obvious for vocabulary and language courses--use two sides and can self quiz

- for content material reread notes-- put each major concept on a separate card and add to this card supporting ideas--also go through handouts and textbook and incorporate the material

The studying involves going through each card on a nightly basis.

Several people highlight the top of each card pertaining to a particular lecture with a different color as way to organize topics--some use baggies &/or rubber bands as it can get cumbersome over a semester.

### **Tape**

This method is quite simple--at the end of the day, read your notes into a tape. The next day, listen to your "notes" on the way to class or whenever you have time. Continue to put new materials on tape and when you listen the following day--old material as well as new will be reviewed.

To aid with vocabulary—record the word, then a short delay, and finally record the definition. When you play it back, you have a gap for you to give the meaning and then an instant check.

*\*If this method works for you, you are probably an auditory learner. This type of learner is the exception!*

## **Highlighting**

**NOT** the most effective method.

### Procedure

After reading through your notes ONCE, go back and highlight key words and concepts.

To review, you should then use these highlighted sections to reread in entirety--the highlight is to draw your focus to key areas for further review.

To check your effectiveness--go back and look at your highlighted notes/textbook/handout. If your material seems to be predominately in the highlighted color, you have not processed the material.

## **Recopying**

Some people just recopy the notes taken in class--and incorporate handouts or textbook information either in the notes or in margins.

To study--reread all information orally

## **Exam Making**

This method can be especially helpful in classes that have essay exams. First, look over your notes and figure out how you would test the material. Next, write out essay questions that cover the material from class. Finally, write out the answers to your questions. Don't make the exam too easy. (Chances are one or two of the questions will be similar to the questions on the exam.)

## **SUMMING UP**

All methods are trial and error --perhaps a combination will work depending on the content material. Basically, they all try to have you reprocess the material. Always try to incorporate textbook and written handouts whenever possible.

## **TIPS FOR ANY COURSE**

1. Check out all illustrations, diagrams in textbook
2. Always read textbook's introduction (gives the overview) and summation (goes over main points)
3. Listen to lecturer-- underline or highlight any items noted as **important** or repeatedly constantly, (it will probably appear on exam in some form)
4. If you do not understand--ask--you are probably not alone.