

- ◆ Use PowerPoint sheets or study guide while reading to find information
- ◆ Take notes while reading—be an active reader.
- ◆ Use notes to prepare for class
- ◆ Helps to pay better attention in class.

Note Taking Skills

Physical Factors:

- ◆ Be a positive and active listener.
- ◆ Sit near the front.
- ◆ Avoid distractions.
- ◆ Take notes with a pen.
- ◆ Use wide-lined 8½" x 11" notebook paper in a three-ringed notebook. Using a three-ringed notebook allows you to insert all the handouts that correspond to the lecture notes. Have one notebook per course.
- ◆ Label notes with course and date in upper right hand corner. If using a laptop, label all notes and save as course number or name of course, and date of class.

Prepare for Class:

- ◆ Read and study chapter before class.
- ◆ Make notes from the book.
- ◆ Print and read over PowerPoint presentations from CANVAS if provided by instructor.
- ◆ Come to class with a positive attitude.
- ◆ Review notes from the last lecture.
- ◆ Be open-minded to the lecture.

After Class:

- ◆ Review notes as soon as possible.

- ◆ Fill in gaps and write out shorthand.
- ◆ Compare notes with a classmate.
- ◆ Use your notes as a learning tool.
- ◆ Do a self-test after reviewing your notes.
- ◆ Make note cards.

In general:

Write down only main parts.
 Copy everything on the board or overhead.
 Leave plenty of space.
 Be accurate and write legibly.
 Develop your own shorthand.
 Use copy of PowerPoint presentation, if provided. (Always check CANVAS.)

For more information contact:

- ◆ Leigh Bailey, Counselor
769-1551 x4861
lbailey@gulfcoast.edu
- ◆ Becca Sofarelli,
Academic Coach
769-1551 x2829

References

www.adm.uwaterloo.ca/infocs/Study/listening.html
www.dartmouth.edu/admin/acskills/no_frames/Isg/notetaking.html
www.mtsu.edu/~studskl/tmt.html
www.ucc.vt.edu/stdysk/notetake.html
www.ucc.bt.edu/stdysk/cornell.html
www.unc.edu/depts/unc_caps/TenTraps.html#Preparing
 Quick Study@Keys to College Success



Compiled by

The Counseling Center

Of

Gulf Coast State College

November 2001 Last Update: September 2013,
 April 2015, May 2016, October 2017, June 2018,
 August 2020



Pathways to College Success



▶ Study Skills



Basic Study Tips

- ◆ **Always check CANVAS** to find study guides, study tips, and PowerPoint presentations. These can be used as study tools while reading and studying.
- ◆ **Minimum study time** - spend a minimum of 2-3 hours/week of study for each hour of class. For example: A 3 credit hour class requires at least 6 hours a week of study. (2 hours of study x 3 hours of class = 6 hours of study each week for that class. Based on a 16 week semester.)
- ◆ **Set goals for your study time**—determine what needs to be accomplished.
- ◆ **Minimize the noise in your study area** - study in an area that is quiet and free of distractions.
- ◆ **Have a neat study area** - clear area of debris and anything that might distract you.
- ◆ **Avoid interruptions** - turn off cell phones, beepers, and pagers.
- ◆ **Have everything you need to study** - pens, paper, books, syllabus, etc. Constantly getting up for study aids distracts your concentration.
- ◆ **Do difficult task first** - gives you time to ask for assistance if needed.
- ◆ **Study in small time frame** - about 30-40 minutes and then take a 5-10 minute break.
- ◆ **Avoid studying late at night** - very little information is retained late at night.
- ◆ **Study at a desk or table** - a bed or couch is too comfortable.
- ◆ **Learn information forwards and backwards** - many times students can recall a definition and not the word.

- ◆ **Join a study group** - join a study group at the beginning of the course and continue until after the final exam.
- ◆ **Quiz yourself** - after each study session, quiz yourself on the information you just learned
- ◆ **Tutoring Services** - The Math Lab is located on the second floor of the Student Union West and the Reading/Writing Lab is located in the Rosenwald Classroom Building
- ◆ **Math Course Videos**—Course videos for most math courses taught at GCSC are available on the Math Division's web-site.
- ◆ **Remember that college is your full-time or part-time job.** Studying is preparing you for your "work" day.

Memory Tips

Seven is the magic number - repeat information 7 times a day for 7 days or place 7 index cards in areas that you will see them frequently.

Key ideas - highlight key phrases and bold words. Make up acronyms to help you recall information (i.e., Please Excuse My Dear Aunt Sally = Parentheses first, then Exponents, then Multiplication, Division, Addition and Subtraction).

Mapping - make a mental or physical map (chart) of your information.

Studying for Different Tests

Objective:

- ◆ Study as if it were an essay test.
- ◆ Stress specifics such as list of items and definitions.

Fill in the blank:

- ◆ Use index cards and place a fill in the blank question on the front and the answer on the back.

Essay:

- ◆ Stress concepts.
- ◆ Practice writing an essay from an outline.
- ◆ Take a subject from your notes and/or PowerPoint presentations and write an essay on everything you know about that subject.

Problem (Math Related):

- ◆ Memorize formulas and rules and then practice different problems.
- ◆ Note cards and/or charts are great study tools.

Tools:

- ◆ **Index cards** condense information, help in learning forwards and backwards, and can be used almost anywhere you are.
- ◆ **Charts** put like information together, help condense information, very good for procedures or sequential information. Great for visual learners.

"Real" Testing Environment

The best way to study for a test is to put yourself in a real testing environment. Use old tests, make up test questions, and/or use the questions at the end of the chapters to create a test similar to your instructor's test. Have a time limit (similar to your real testing time) and see how you do. Remember do not use notes and/or books unless they will be available during the "real" test. This allows you to see what you really know before a grade is given.

Reading Skills

- ◆ Skim the chapter to give you the "big picture" of what you will be learning.
- ◆ Break chapter up into smaller parts.
- ◆ Read to answer questions and find information.