

STD 100 Web College Survival Skills

1. Go to class early, stay late.

The first five minutes of a class is usually a summary of the previous class. Getting there early and setting up before your teacher begins will allow you several minutes to go over your notes. You will be ready to add anything you have missed.

2. Sit close to the teacher.

A correlation exists between grades and where you sit in the classroom. There are exceptions to this rule, but generally, the closer to the front of the room a student sits, the higher the grades. There are fewer distractions in the front of the classroom and it's easier to hear the teacher.

3. Repeat after me.

Repetition is the key to a good memory. The fastest way to transfer information from short term to long term memory is to rehearse or review often, preferably aloud. If you have ever had to recite a poem to an audience, you probably practiced aloud until you had it memorized.

4. Find a pattern.

Learning miscellaneous items or lists can be difficult unless you find a pattern to help you remember them. If you had to remember the number 16385, you could break it into two patterns: 1-3-5 (odd) 6-8 (even)

5. Use Acronyms

Memory tools such as acronyms can help you remember lists or key terms. SCUBA (Self Contained Underwater Breathing Apparatus) is a well-known acronym. HOMES reminds you of the names of the Great Lakes (Huron, Ontario, Michigan, Erie, Superior)

6. Assign a Number.

If you were trying to remember the types of joints in the human body, it would help to jog your memory if you knew that there were five kinds. In a test situation, if you could remember four types but knew there were five, you would be more likely to come up with the fifth type.

7. Keep it short

Study periods can last up to 50 minutes if you are reviewing, taking notes or doing homework, but for straight memory work they shouldn't be longer than 20-30 minutes without a break.

8. True-False Test Questions

Answers that have "always" or "never" in them are usually false. Questions with qualifiers such as (all, most, sometimes, rarely) are usually true.

9. Multiple Choice Questions

When you are stumped, take your best guess. Studies prove that (b) is the correct answer 40% of the time, (c) 30% of the time, (a) 20% of the time and (d) 10% of the time.

10. Attend Class.

Don't make the mistake of cutting classes and trying to teach you from the text. Your teacher has already identified the highlights and important points of your textbook for you. Pay special attention to the last five weeks of the semester. It's been said that **50%** of course work takes place in the last third of the term.

11. Know your instructor.

Study the syllabus (course outline) and refer to it periodically to make sure you are on track. Find out your instructor's testing format, grading system and expectations. You will be able to tailor your work to meet the requirements.

12. Schedule regular study periods.

The most effective way to learn anything is to **rehearse it regularly**. If you don't set aside a specific time to review, chances are you won't review.

13. Study short and often.

Your brain takes in information faster and retains it better if you don't try to overload it. Four short study periods a week are more effective than two long ones for two reasons: 1. *Frequent repetition is the key to building your memory.* 2. If you leave a long time between study periods, you may forget a good portion of the material you studied.

14. Start study sessions on time.

It sounds like a small detail, but it's amazing how quickly those 10 minute delays add up. Train yourself to use every minute of your scheduled time.

15. Set a specific goal for each subject you study.

You will accomplish more, faster if you set a specific goal for each study session. Let's say you have set aside 30 minutes to read your accounting text. If you start reading without a particular purpose, you may get only 9 pages read. But if you set a goal of 15 pages in that time period, you will probably finish all 15.

16. Review your notes regularly.

Taking good notes is the first step; reviewing them is the second. The best way to learn anything is to review the information (aloud if you choose) often. When the time comes to be tested, you will only have to review, you won't have to learn it all. The following schedule will help you retain up to **80%** of the course material in long term memory:

- 1st review: same day (reduce to key words)
- 2nd review: later the same week
- 3rd review: 1 week later
- 4th review: 2-3 weeks later
- 5th review: monthly