

Treading Water while the Sharks are Circling

Table of Contents: Introduction; Time planning for study; Getting the most out of scheduled classes; Taking notes; Memory; Effective reading; Active study; Tackling assignments; Exam preparation; Examination technique; If you need more help; A checklist to help identify the areas that need attention; Frequently asked questions.

Introduction

Many information books on study skills have the terrible feature of being shockingly **fat**. If you need a little help with study, you most likely do not want to read a big fat book about it. This booklet tries to present the essentials of study skills in as concise a way as possible. There **are** more study skills than those listed here – but you should be able to do fairly handsomely with the ideas described below.

Time planning for study

Being able to manage your time is a key study skill. The points below look at some of the issues connected with this. Remember though that time is only a resource. If you cheerfully allocate the hours necessary for study and fail to use that time efficiently, then it has all been rather a waste. That is – time management by itself is not enough. What you then do with the time is much more important.