

Tutoring Tip

“BUDDY, DO YOU HAVE MY NOTES?”

- Identify a “buddy” who will be responsible for picking up handouts, assignments and other relevant information in case you miss class. Buddies also record due dates, projects, etc.

- Identify a “backup buddy”. Buddies can also be done in groups of two or three.

- If you still have questions for your instructor after receiving the information you missed, get clarification and share the information with your buddy.

- Establish this “buddy system” for all of your classes.

- When visiting your instructor, take your buddy with you.

- When visiting the tutoring center, take your buddy with you.

- Exchange contact information with your buddy and discuss the best times to contact you.

- Lastly, look out for one another.

Adapted from Sue Davis, Continuing Ed. Department, New Brunswick Community College, St. John, CN.

Tutoring Tip

TOP TEN LISTS FOR SUCCESS!!!!

Best Study Practices

1. Read assigned texts/handouts
2. Don't procrastinate
3. Pay attention to the organization of the text
4. Highlight key points/terms in text as you read
5. Review often!
6. Study with a study group
7. Get help before it's too late
8. Do homework assignments
9. Make an outline or take notes of your reading
10. Set aside a quiet place to study with few distractions

Best Ways to Study for a Test

1. Review and organize/reorganize notes
2. Review text summaries and highlighted points
3. Get together with study partners (choose ones who are serious about succeeding)
4. Complete study guides
5. Ask questions you are unclear on before the exam/understand what is being tested
6. Make practice tests
7. Don't procrastinate
8. Read assigned texts/handouts
9. Make note cards
10. Eat well and get enough sleep

Best Things to Do in Class to Succeed

1. Ask questions and participate
2. Take notes that you can understand
3. Attend class
4. Pay attention (turn off cell phone)
5. Come prepared
6. Sit where you can see and hear the instructor
7. Tell instructor if you are having trouble with the way he/she is teaching
8. Get to know the instructor (go to office hours)
9. Read applicable text before class so you know what to expect
10. Eat well and get enough sleep

Best Resources to Help You Succeed

1. Instructor
2. Study partner for each subject (choose successful students)
3. Tutor
4. Library
5. Center for Academic Support
6. Teaching Assistants
7. Study Group
8. You – be proactive
9. Professionals in the subject
10. Select internet resources

Common Mistakes Students Make

1. Not attending class
2. Not viewing “**RESPONSIBILITY**” as an “**OPPORTUNITY TO RESPOND**”
3. Procrastinating
4. Not asking questions when something is unclear
5. Not spending enough time studying
6. Not getting help soon enough (utilizing the tutoring center and other campus resources)
7. Not taking notes
8. Not answering questions fully on homework and tests
9. Not completing assignments and being up-to-date on material
10. Being passive

Adapted from Lisa Smith, Academic Success Coordinator, Trio Student Support Services. Northwest College, WY.

Tutoring Tip

“Survival Strategies for Taking Tests”

Before you Begin:

1. Preview the test before you answer anything. This gets you thinking about the material. Make sure to note the point value of each question. This will give you some ideas on budgeting your time.
2. Do a mind dump. Using what you saw in the preview, make notes of anything you think you might forget. Write down things that you used in learning the material that might help you remember. Outline your answers to discussion questions.
3. Quickly calculate how much time you should allow for each section according to the point value. (You don't want to spend 30 minutes on an essay question that counts only 5 points.)

Taking the Test:

4. Read the directions. (Can more than one answer be correct? Are you penalized for guessing? etc.) Never assume that you know what the directions say.
5. Answer the easy questions first. This will give you the confidence and momentum to get through the rest of the test. You are sure these answers are correct.
6. Go back to the difficult questions. While looking over the test and doing the easy questions, your subconscious mind will have been working on the answers to the harder ones. Also, later items on the test might give you useful or needed information for earlier items.
7. Answer all questions (unless you are penalized for wrong answers).
8. Ask the instructor to explain any items that are not clear. Do not ask for the answer, but phrase your question in a way that shows the instructor that you have the information but are not sure what the question is asking for.
9. Try to answer the questions from the instructor's point of view. Try to remember what the instructor emphasized and felt was important.
10. Use the margin to explain why you chose the answer if the question does not seem clear or if the answer seems ambiguous.
11. Circle key words in difficult questions. This will force you to focus on the central point.
12. Express difficult questions in your own words. Rephrasing can make it clear to you, but be sure you don't change the meaning of the question.
13. Use all of the time allotted for the test. If you have extra time, cover up your answers and actually rework the question.

Tutoring Tip

“MAKING NOTES”

Adapted from www.oncourseworkshop.com/studentsuccessstrategies

Learning to make notes effectively will help you to improve your study and work habits and to remember important information. Often, students are deceived into thinking that because they **understand** everything that is said in class they will, therefore remember it. This is dead wrong! Write it down.

As you make notes, you will develop skill in selecting important material and in discarding unimportant material. The secret to developing this skill is **practice**. Check your results constantly. Strive to improve. Notes enable you to retain important facts and data and to develop an accurate means of arranging necessary information.

Here are some tips on note making.

1. Don't write down everything that you read or hear. Be alert and attentive to the main points. Concentrate on the "meat" of the subject and forget the trimmings.
2. Notes should consist of key words or very short sentences.
3. Take accurate notes. You should usually use your own words, but try not to change the meaning. If you quote **directly** from an author, quote **correctly**.
4. Think a minute about your material before you start making notes. Don't take notes just to be taking notes! Take notes that will be of real value to you when you look over them at a later date.
5. Have a uniform system of punctuation and abbreviation that will make sense to you. Use a skeleton outline and show importance by indenting. Leave lots of white space to make additions later.
6. Omit descriptions and full explanations. Keep your notes short and to the point. Condense your material so you can grasp it rapidly.
7. Don't worry about missing a point...but do mark it so you can fill in later.
8. Don't keep notes on oddly shaped pieces of paper. Keep notes in order and in one place.
9. Shortly after making your notes, go back and rework (not redo) your notes by adding extra points and spelling out unclear items. Remember, we forget rapidly. Budget time for this vital step just as you do for the class itself.
10. Review your notes regularly. This is the only way to achieve lasting memory.