

# How to Study Help Guide

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**Introduction:** Success in school whether it is Jr. High, High School, or College depends on the desire to learn and the willingness to spend the time and effort to learn. Contrary to some beliefs, the responsibility of learning rests squarely on the shoulders of the student. Then with some help and support from parents, friends, and teachers to help students reach their education goals. But sometimes students may need some extra help and direction in achieving the goals of learning and getting good grades, this is the reason for the *How to Study Help Guide*. The following are some excerpts from the book, How To Study by Arthur W. Kornhauser with some explanations and my own studying points.

## **The Meaning of Study:**

- There are two aims in study: one is to acquire certain bodies of knowledge; the other is to acquire certain abilities to do things.
- By studying you can independently approach a problem and think it through to a successful solution.
- Knowing how to study gives you ability to think, observe, concentrate, organize and analyze information.
- Studying is like practice, you must first determine where you need to improve, hold to the task, be persistent to learn, and do it often.

## **Fundamental Requirement for Effective Study:**

- Acquire information about the subject from a variety of sources. You increase your understanding by getting into the subjects.
- Tie the new information to your old bodies of knowledge. It becomes interesting when subjects are applied to everyday life.
- Make new information personal.
- Actively use your new knowledge. Read, think, and ask questions from what you gain from the book and class.
- Make your task definite. Decide what is to be done and do it. Concentrate and manageable work first then proceed to the next.
- Feel intensely the urge to do the task before you. Make clear your goal to study and tasks.
- Get started at all costs. Turn your attention away from imagined difficulties and other things you would rather do. Get started, focus and get it done.
- Check every tendency to daydream and mind-wander.
- Face personal problems and worries directly. Adopt the most reasonable solution you can find or seek objective help from someone else. Worry and problems are frequent causes of ineffective study and disrupt other activities as well.

## **Conditions Favorable for Concentration:**

- Whenever possible, study in a quiet room. Stop and tune out auditory and visual distractions.
- See your place of study is properly lighted and heated/cooled.
- Arrange your chair and work to avoid strain and fatigue.
- Keep yourself in good physical condition. Eat at regular times. Avoid heavy meals and never begin study immediately after eating.
- Get sufficient sleep so you feel adequately rested.

### **System and Regularity in Studying:**

- Fixed commitments on your schedule. Get other things done and make time for studying.
- Make a list of all the things you will need to do within a given time period. Time management; don't try to do too much. Be realistic.
- Break down each task on your list into smaller tasks. Plan approximate time for assignments and study.
- Keep some time unscheduled so you can deal with the unexpected.

### **Reading Effectively:**

#### **Reading for the Big Picture.**

- Think about the topic of study before beginning to read. It gets you focused on the subject and topics.
- Formulate questions that can guide your reading. Write questions down if need be. Think about how *you* would develop the subjects.
- Go beyond the book. If you have interest in a topic of which you are reading, go beyond and do some research on it.
- If you don't understand the topic, take a short amount of time off and re-read it a time or two. It may take a little time and some thinking about the topic to understand it.
- Make some notes about what you read. A good way to later review the material read.
- Review your reading notes before proceeding to read your new assignment.

#### **Reading for Details.**

- Keep the purpose of the reading in mind as you read. You are reading to gain knowledge of the subject so you can understand the work in class.
- Be sure you have the main thought of each paragraph. Don't just read to read. If the paragraph is not clear, go back and read each sentence alone. If a sentence is not clear, go back and read each phrase and word. If the meaning of a word is unclear, look up the definition of the word.
- Think critically as you read. Draw your own conclusions. Go beyond the book. Spend time thinking over the material you read rather memorizing the points.

### **Listening and Note Taking:**

- Before class, prepare by reading and doing the requested material. Come to class wanting to learn the material.
- During class, think all around the points raised in the lecture or discussion. Go beyond that which is presented. Tie together ideas, think critically of the conclusions and views expressed. Be *active* in your listening. Ask meaningful questions.
- Concentrate on the topic of discussion. Focus and don't mind-wander. Ignore students with disruptive behavior, they are looking for attention and don't care if you learn or not.
- Take notes on what is presented (the written presentation).
- Take notes on the important points of the lecture.
- After each class day, read over your notes and think about the points that were made. This is a part of studying.

### **Aids in Memorizing:**

- Get the meaning of the idea to be remembered. Make sure you clearly understand the material.
- Go over the material to be remembered again and again, (before you need it).
- Avoid mechanical repetition. Talk to other students about the material.
- Learn with the intention of recalling. Make definite expectation of recalling.

- Have confidence in your ability to remember. Forgetting is often due to a lack of confidence. After you have mastered a topic, trust yourself to remember it.
- If necessary, form arbitrary association to help you remember information with no logical connection.

### **Tests and Exams:**

- Review your notes often once you know a test is coming.
- Give yourself plenty of time to review.
- Don't wait until the night before a test to start studying.
- Study with other students of that class, it can help.
- Complete the test study guide as soon as you can and review it often.
- Review your textbook chapters that covers the test.
- Get a good night's rest and eat a good breakfast before you take a test.
- When you take a test, relax. The more you study and prepare the better you feel and the more confident you are.
- If you don't know the answer to a question, skip it and come back to it later. That may help you with the question.
- If you still don't know the answer to a question, at least guess! A good guess beats leaving a question blank.
- Treat every test like it matters! Study for and take final exams with intent to get an A grade. Hoping your quarter grades will carry you to a D to pass the class is not smart. Study to get the best grade you can.