


Study Tips Guide



Tips for effective study skills



Look for the ideal study spaces

In each location where you study – such as at home, work or at the course provider, look for the most ideal spot to study. This should be free from distraction. You also need to refrain from using your phone and other gadgets while you are in that area. Your goal is to maximise your concentration. It is also advisable to have a back-up space in case your ideal study space won't be able to serve its purpose at a certain time.

Review your notes and readings

Before the class or event starts, it is best to review your readings and your notes so you can ask your facilitator if something is unclear to you. This will also demonstrate that you are interested to learn more.

You also need to review your notes and materials soon after an event concludes. The first 24 hours of covering fresh information is critical – this is the time where information is held in your short term memory and further review is needed to assist in memorising the information for the longer term.

Do the most difficult task first

When studying, your mind works at its best if you are full of energy. Make it a point to do the most difficult task first when you still have ample amount of energy. You need to determine which subject or task is most difficult for you and start with that subject first.

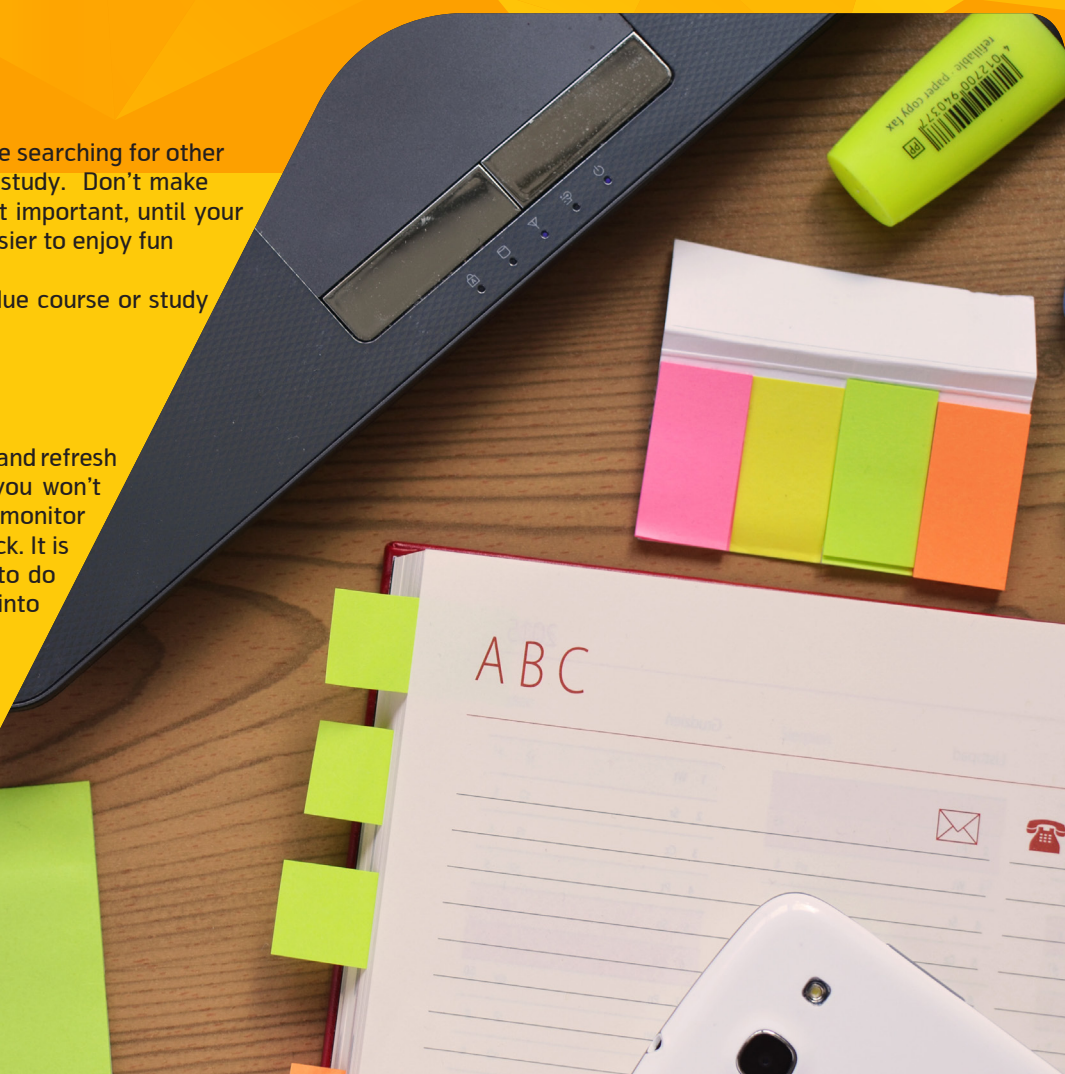
Use your free time wisely

You might need to devote your free time searching for other resources that can help you with your study. Don't make room for other activities, which are not important, until your work is done. Keep in mind that it is easier to enjoy fun moments if you don't need to worry about overdue course or study matters.

Conduct weekly reviews

Weekly reviews can help you remember and refresh the things that you have learned so you won't forget them. And it will also assist you monitor your own progress and keep you on track. It is important to determine the best time to do your weekly review, and learn to turn it into a useful habit.

Choose the best study time strategy that works for you. Remember that no two people are exactly alike. A certain study strategy might work for your friend, but not for you and vice versa. You need to find the best study time for yourself and stick to it.



Assessments

Reports and projects

When preparing to complete a report or project, consider the scope and limitation of your work. Plan a working outline of information that will be included. This might include:

- Title page, which would normally include the title, your name and date.
- Acknowledgements when it is necessary.
- Table of Contents, which are in numbered form that states the corresponding pages.
- Introduction: the overview of your topic.
- Main content: where the sections of the report or project are completed.
- Summary.
- References would be the list of authors or sources you used.

Remember to write in a simple and clear form.

Questioning, quizzes, interviews or exams

Preparing for questioning assessments involves intellectual, emotional, and physical preparation.

Intellectual Preparation

- Give yourself ample time for study. Don't resort to cramming at the last minute. Do your reading days ahead of the slated day of assessment. This will give you time to be familiar with the notes you are reading.
- Ask what type of assessment you will be taking. Short answer questions, essay writing or other activities may require different study techniques.
- Practice on old assessments if these are available. This is useful, most especially when you are familiar with the techniques used in the assessment and also reinforces the subject matter.

- Organise your notes. This is when your note-taking papers are put to good use. Because you took down notes in your own words, it is easy to memorise them come examination time.
- Use charts and diagrams. These will assist with your recall – particularly with more complex concepts.

Emotional Preparation

- Listening to relaxing music will not only boost your mood, but it will encourage the cells of your brain to function well.
- Plan your assessment day well. Make sure you have everything you need. Forgetting items you need may leave you worried and frazzled, which will not help you in gaining the momentum you need to answer questions.
- Group reviews are a great way of bonding with your friends, but will also lift up your mood. It will also leave you more motivated to study because you will share the burden of studying with friends.
- Have a positive attitude! Negativity will cloud your mind and your judgment.

Physical Preparation

- There is no better preparation than a good night's sleep on the eve of your assessment. This will allow your brain to recover and the rest will assist your memory.
- You might like to eat so called 'brain foods' such as nuts, fish, berries, yoghurt and choicest fruits.
- Drink plenty of water and eat nutritious food before and during assessments. Never skip your meals.

