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# *Macleans College*

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## *Study Notes*

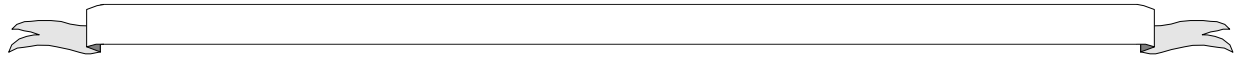


**Study is like the heavens' glorious sun**  
Wm Shakespeare

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*You can prepare yourself to succeed in your studies.*





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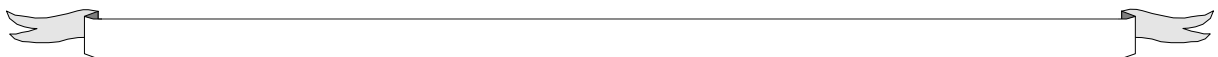


## **Effective Habits for Effective Study**

**You can prepare yourself to succeed in your studies.**

**Try to develop and appreciate the following habits:**

- **Take responsibility for yourself**  
Responsibility is recognition that in order to succeed you can make decisions about your priorities, your time, and your resources
- **Center yourself around your values and principles**  
Don't let friends and acquaintances dictate what you consider important
- **Put first things first**  
Follow up on the priorities you have set for yourself, and don't let others, or other interests, distract you from your goals
- **Discover your key productivity periods and places**  
Morning, afternoon, evening; study spaces where you can be the most focused and productive. Prioritize these for your most difficult study challenges.
- **Consider yourself in a win-win situation**  
You win by doing your best and contributing your best to a class, whether for yourself, your fellow students, and even for your teachers and instructors.
- **Look for better solutions to problems**  
For example, if you don't understand the course material, don't just re-read the material. Try something else! Consult with the teacher, a tutor, a classmate.



## **Review tools for tests**

- **Create study checklists**

Identify all of the material that you will be tested on-- list notes, formulas, ideas, and text assignments you are accountable for. This checklist will enable you to break your studying into organized, manageable chunks, which should allow for a comprehensive review plan with minimal anxiety

- **Create summary notes and "maps"**

Briefly map out the important ideas of the course and the relationships of these ideas.

Summary notes should display lists and hierarchies of ideas.

Creativity and a visual framework will help you recall these ideas.

- **Record your notes**

and significant portions of text on audio tapes so you can review material with a walk-man. Having a tape of important information will enable you to study while walking or relaxing in a non-academic environment

- **Create flashcards**

for definitions, formulas, or lists that you need to have memorized--put topics on one side of the card, answers on the other. Flashcards will enable you to test your ability to not only recognize important information, but also your ability to retrieve information from scratch



## "MURDER" A Study System

**Mood:**

Set a *positive mood* for yourself to study in.  
Select the appropriate time, environment, and attitude;

**Understand:**

Mark any information **you don't understand** in a particular unit;  
Keep a focus on one unit or a manageable group of exercises;

**Recall:**

After studying the unit,  
stop and put what you have learned **into your own words**;

**Digest:**

Go back to what you did not understand and **reconsider the information**;  
Contact external expert sources (e.g., other books or an instructor) if you still cannot understand it;

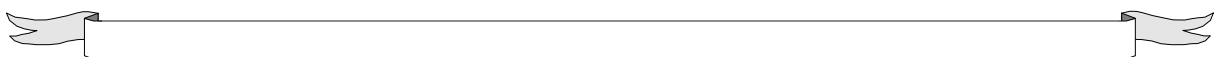
**Expand:**

In this step, ask **three kinds of questions** concerning the studied material:

- If I could speak to the author, what questions would I ask or what criticism would I offer?
- How could I apply this material to what I am interested in?
- How could I make this information interesting and understandable to other students

**Review:**

**Go over the material you've covered,**  
Remember what strategies helped you understand and/or retain information;  
Apply these strategies to your future studying.





## Time Management

Time discovers truth  
Annaeus Lucius Seneca

**Time Management** is setting *and following* a schedule of study in order to organize and prioritise your studies in the context of competing activities of work, family, etc.

### **Guidelines:**

- Monitor your time
- Reflect on how you spend your time
- Be aware of when you are wasting your time
- Know when you are productive

### **Knowing how you spend your time should aid you in planning and predicting project completion:**

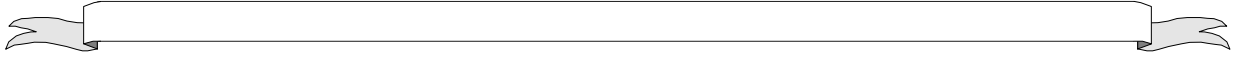
- Have a "To Do" list. Write down things you have to do, then decide what to do at the moment, what to schedule for later, what to get someone else to do, and what to put off for a later time period
- Have a daily/weekly planner. Write down appointments, classes, and meetings on a chronological log book or chart. Always know what's ahead for the day, always go to sleep knowing you're prepared for tomorrow
- Have a long term planner. Use a monthly chart so that you can always plan ahead. Long term planners also serve to remind you to plan your free time constructively



## **Planning for an effective study schedule:**

- Allow sufficient time for sleep, a well-balanced diet, and leisure activities
- Prioritise assignments
- Schedule time to go over new material immediately after class;  
Remember: Forgetting is greatest within 24 hours without review
- Schedule fifty minute blocks of study
- Choose a place free from distractions to study
- Plan to use "dead time"
- Schedule as much study time as possible during daylight hours
- Schedule a weekly review
- Be careful not to become a slave to your schedule
- The satisfaction of "crossing off" the completed task can yield a sense of accomplishment, and even a little sense of reward!





**He who has seen much  
will have remembered much**  
Jean de la Fontaine  
1709 French

## Using Memory Effectively

### **Acronyms and Acrostics: (for information involving key words)**

**An acronym** is an invented combination of letters. Each letter is a cue to an idea you need to remember. Example: BRASS is an acronym for how to shoot a rifle--Breath, Relax, Aim, Sight, Squeeze.

**An acrostic** is an invented sentence where the first letter of each word is a cue to an idea you need to remember. Example: EVERY GOOD BOY DESERVES FUN is an acrostic to remember the order of G-clef notes on sheet music--E, G, B, D, F.

**Everything becomes a little different  
as soon as it is spoken out loud.**  
Herman Hesse, German 1877-1961

### **Thinking Aloud/ Private speech**


**Thinking aloud** was essential to our early learning. Thinking aloud is also called private speech.

**Applications of private speech** in learning include;

- memorizing vocabulary by saying the words
- appreciating poetry by "dramatising" it
- editing papers by reading the text aloud
- talking through math problems to arrive at solutions
- 

**We use multiple senses and experiences** to process and reinforce our learning, and the combination of these strategies is very individual.





**He who puts off nothing till  
tomorrow has done a great deal**  
Baltasar Gracián  
1601-56 Spanish

## **Avoiding Procrastination**

**The only way to avoid procrastination is to do the project at hand.**

**To do the project at hand you have to become motivated.**

### **Ask Yourself the Following Questions:**

Why am I doing this?

What if I don't do this?

What will happen if I do this later?

*If you answer these questions honestly, you will realize the importance of beginning your task now.*

### **Reward Yourself**

At the completion of your task have a reward ready to give yourself.

If you fail to complete the project, deny yourself that reward.

Remember there is nobody here to hold your hand. If you fail to complete your tasks, you will fail. The fault and consequences will be yours alone.



## **Ten Tips for Test Taking**

### **Come prepared; arrive early for tests**

Bring all the materials you will need such as pencils and pens, a calculator, a dictionary, and a watch.

This will help you focus on the task at hand

### **Stay relaxed and confident**

Remind yourself that you are well-prepared and are going to do well.

Don't let yourself become *anxious*; if you feel anxious before or during a test, take several slow, deep breaths to relax

Don't talk to other students before a test; anxiety is contagious

### **Be comfortable but alert**

Choose a good spot to take the test.

Make sure you have enough room to work.

Maintain an upright posture in your seat

### **Preview the test**

Spend 10% of your test time reading through the test carefully, marking key terms and deciding how to budget your time.

Plan to do the easy questions first and the most difficult questions last.

As you read the questions, jot down brief notes indicating ideas you can use later in your answers

### **Answer the test questions in a strategic order**

Begin by answering the easy questions you know, then those with the highest point value.

The last questions you answer should

- be the most difficult,
- take the greatest amount of writing, or
- have the least point value



**When taking a multiple choice test, know when to guess**

First eliminate answers you know are wrong.

Always guess when there is no penalty for guessing or you can eliminate options.

Don't guess if you have no basis for your choice and if you are penalized for guessing.

Since your first choice is usually correct, don't change your answers unless you are sure of the correction

**When taking essay tests, think before you write**

Create a brief outline for your essay by jotting down a few words to indicate ideas you want to discuss. Then number the items in your list to indicate the order in which you will discuss them

**When taking an essay test, get right to the point**

State your main point in the first sentence.

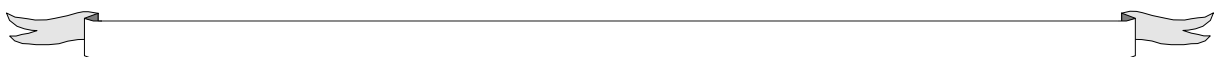
Use your first paragraph to provide an overview of your essay.

Use the rest of your essay to discuss these points in more detail.

Back up your points with specific information, examples, or quotations from your readings and notes

**Reserve 10% of your test time for review**

- Review your test; resist the urge to leave as soon as you have completed all the items. Make sure you have answered all the questions. Proofread your writing for spelling, grammar, and punctuation. Check your math answers for careless mistakes (e.g. misplaced decimals). Match your actual answers for math problems against quick estimates





## Swot Timetable

(An example)

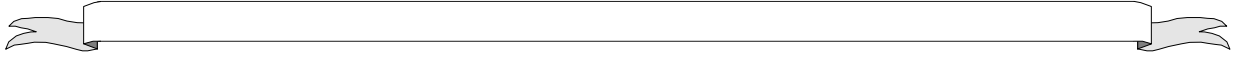
	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>		<b>Sat</b>	<b>Sun</b>
<b>3.30</b>	Shops	Rugby		Music		<b>9.00</b>	Sport	
<b>4.00</b>			Hmwk			<b>10.00</b>		Church
<b>4.30</b>			Hmwk		Maths	<b>11.00</b>		
<b>5.00</b>	Hmwk	Shower				<b>12.00</b>	Lunch	Lunch
<b>5.30</b>	Hmwk	Soc St	English	Science	Hmwk	<b>1.00</b>	Soc St	
<b>6.00</b>	Dinner	Dinner	Dinner	Dinner	Dinner	<b>2.00</b>	Movies	Hmwk
<b>6.30</b>		Maths			Science	<b>3.00</b>		
<b>7.00</b>	TV	TV	TV	TV	TV	<b>4.00</b>		Science
<b>7.30</b>	Maths	Hmwk		Hmwk		<b>5.00</b>	English	
<b>8.00</b>	Relax	Hmwk	Soc St	Hmwk	English	<b>6.00</b>	Dinner	Dinner
<b>8.30</b>	Science	Relax	Relax	English		<b>7.00</b>	TV	TV
<b>9.00</b>	Shower	Science	Maths		Hmwk	<b>8.00</b>	Maths	TV
<b>9.30</b>	English	Relax	Shower	Soc St		<b>9.00</b>		Maths
<b>10.00</b>	Bed	Bed	Bed	Bed	Bed	<b>10.00</b>	Bed	Bed
<b>10.30</b>						<b>11.00</b>		



**Swot Timetable**

**(Personal)**

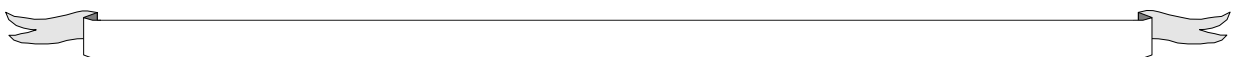
	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>		<b>Sat</b>	<b>Sun</b>
<b>3.30</b>						<b>9.00</b>		
<b>4.00</b>						<b>10.00</b>		
<b>4.30</b>						<b>11.00</b>		
<b>5.00</b>						<b>12.00</b>		
<b>5.30</b>						<b>1.00</b>		
<b>6.00</b>						<b>2.00</b>		
<b>6.30</b>						<b>3.00</b>		
<b>7.00</b>						<b>4.00</b>		
<b>7.30</b>						<b>5.00</b>		
<b>8.00</b>						<b>6.00</b>		
<b>8.30</b>						<b>7.00</b>		
<b>9.00</b>						<b>8.00</b>		
<b>9.30</b>						<b>9.00</b>		
<b>10.00</b>						<b>10.00</b>		
<b>10.30</b>						<b>11.00</b>		



## MACLEANS COLLEGE

### EXAMINATION INSTRUCTIONS

1. From the time you enter until you leave the exam room, you are under examination conditions. There is to be **no talking**. There is to be a silent, orderly and dignified entrance and exit.
2. Use a clear plastic bag as a pencil case. Ensure that nothing is written on any refill paper that you are allowed to take into the examination with you. The supervisor will check this at the beginning of the examination.
3. No one is permitted into the examination after the commencement of the exam unless they have permission.
4. No one is permitted to leave an examination early.





### **My Examination Timetable**

<b>Subject</b>	<b>Time</b>	<b>Day/Venue</b>

