About Academic Survival Skills

1. Academic survival skills are techniques to make learning more efficient and rewarding.
   A. Listen actively
   B. Get involved
   C. Get the most out of reading
   D. Take good notes
   E. Score higher on exams

2. Why are these skills important?
   A. Success depends on them
   B. Investments in today and tomorrow

3. Listen carefully. Be an active listener.
   A. Focus your attention
   B. Move closer
   C. Evaluate what you hear
   D. Take notes
   E. Ask questions

4. Develop a system for taking notes.
   A. Main points + key words
   B. Copy all information from the board
   C. Abbreviations, wide left margin, outline form
   D. Review notes
   E. Attend class regularly

5. Active participation in class discussion.
   A. Be prepared-read assigned material before class.
   B. Participate-don’t dominate
   C. Ask questions
   D. Verbally summarize what has been said
   E. Respect others’ opinions
   F. Be courteous

6. Budget your time.
   A. Develop a schedule that includes “regular” activities.
      1. Job, classes, meetings, appointments, etc.
      2. Sleep, exercise, recreation
      3. Review time-right before and/or after class
   B. Keep the following strategies in mind
      1. Plan ahead for major projects and exams
      2. Break up the tasks
      3. Study the same subject the same time each day
      4. Take short breaks (10 minutes or less)
7. Where you study is important, too.
   A. Quiet, well lit, free of distractions.
   B. Gather all needed materials before you begin.
   C. Study in the same place each day- use that place for studying only.

8. Be a better reader. Read well and you will do well academically.
   A. Eliminate bad habits that slow you down.
   B. Adjust your speed – for purpose and material.
   C. Expand your vocabulary.
   D. Get help.

9. Perfect your study strategy.
   A. Before you read – preview.
   B. As you read – evaluate.
   C. After you read – summarize and note questions you need to ask.

10. Take notes as you read.
    A. Underline or highlight only what’s important – main ideas, names, key terms, important information.
    B. Develop an outline.
       1. according to importance.
       2. follow proper form.
       3. write a summary –brief, own words.
       4. Make a concept map.

11. How to prepare for exams
    A. Review regularly
    B. Ask the instructor what to expect.
    C. Look up copies of old exams, if available.
    D. Try to predict test questions.
    E. Review your notes and highlighted section of text.
    F. Get a good night’s sleep.
    G. Eat lightly and do some non-strenuous exercise.

12. Remember what you want, when you want.
    A. Use flashcards.
    B. Try acronyms.
    C. Invent acrostics.
    D. Break it up, then repeat it.

13. It’s exam time.
    A. Objective tests:
       1. read directions.
       2. survey test.
       3. easy questions first.
       4. watch “qualifiers.”
5. write neatly.
6. for multiple-choice- read all answers first; then choose.

B. Essay test:
   1. read test/ decide on time.
   2. read each question carefully.
   3. outline major points.
   4. facts and specific examples.
   5. proofread.

C. Review the exam when it’s returned to analyze how to improve on next test.

   A. STUDY SKILLS CENTER
   B. Tutorial services
   C. Reading/writing improvement courses
   D. Instructors
   E. Librarians
   F. Academic advisor
   G. Counseling center

** SUCCESS DEPENDS ON SKILL -- NOT LUCK!!!
Make academic survival skills a part of your success story.