



# A Practical Study Guide

Brought to you by your WHS Counseling  
Department

# General Study Tips: How to study SMARTER not harder

## Identify Your Ideal Study Time:

Not everyone has the inclination (and patience) to buckle down and study at any given time. You need to identify the best time when your attention and concentration for studying is at its peak. If you get sleepy very early at night, then maximize the morning or afternoon for studying. Or, if you are physically active and gets stressed during the day, then night studying might be for you. Identifying your best study time allows you to breeze through tedious tasks such as memorizing lectures or composing essays.

## Prioritize Difficult Subjects:

Studying can be physically exhausting and mentally draining. Because of this, you must study the difficult topics first, then proceed with easier topics later on. This way, you can allot more energy on the subjects where you need to focus on the most. Your mind needs to process more information for more complex subjects, and so you need to start with these. Never mind if you have less energy for other subjects — at least you won't be expending too much effort for easier topics.

## Find a Good Place to Study:

Environment plays a crucial factor in how we execute different tasks — including studying. Looking for a place that allows you to focus and concentrate fully on your academics will help you study effectively. Most of the time, this place needs to be quiet and organized, so there will be no distractions when you study.

## Take a Break and Relax:

Exhaustion from too much studying is not helpful as this will prevent your mind from absorbing all the information you need for an exam. Take an occasional break in between your study period. A good 5- to 10-minute break is already enough to rest your eyes from reading and your brain from taking in all information.

## Get a Good Night's Sleep:

Apart from taking short breaks, a good, long sleep will help you condition your body and mind a day before an exam. A solid night's sleep before an exam allows your brain to take a good break and prepare for the tedious mental activity the following day. This is the reason why cramming is bad for you — it stresses your body and mind the entire night, which in turn badly affects you come examination day. Studies show committing to an 8-hour sleep time will do the trick.

## Eat Properly:

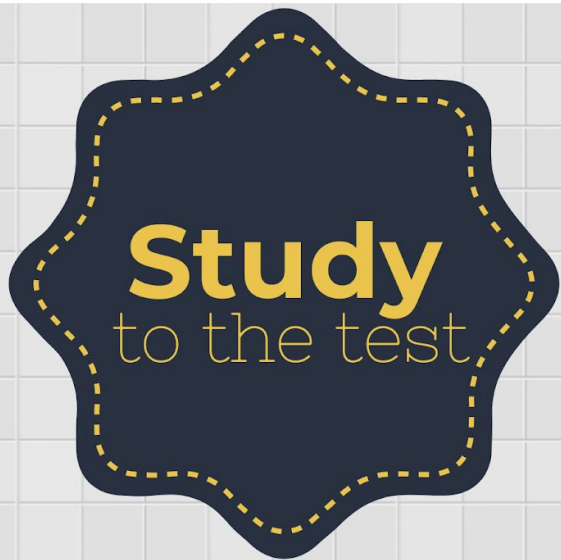
Food serves as the fuel for both body and mind and will be helpful if you need that boost come exam day. Make sure to eat healthy food so as to provide you with the right nutrients you need. Researchers suggest food such as dark leafy vegetables and carbohydrates to serve as nourishment for your brain.

## Study Days Ahead of Time:

Days before the exam, you definitely have a few ideas already as to the topics to be covered. So, make time to go over your notes days or weeks before an exam. This allows you to memorize easier and retain information better, which will become very helpful come exam day. Also, it will make you less stressed and worried when you're already about to take the test.

SUCCESS!





# Match Your Study Technique to the Type of Test You Will Take

## Objective: Multiple Choice, T/F, and Short Answer

- Emphasis is on detail: terms, dates, events, character, plot
- Brainstorm all possible questions
- Group "names" with terms and theories
- Group "facts" with names and theories
- Use memory techniques: acronyms, mnemonic devices, rhymes & jingles, images
- 5 Ws: who, what, when, where, why, how
- Flash cards
- Oral practice, recitation, verbatim memorization with repetition
- Alternate concentrating & relaxing, while keeping a positive attitude

- Emphasis is on themes and broad ideas
- Look for key words that tell you what kind of information the teacher is looking for
- Review notes
- Understand essay types descriptive, persuasive, compare/contrast, research
- Compare/contrast know how alike, how different
- Describe/discuss/explain: broad with detail
- For all create an outline/mapping (combines left & right brain techniques: begin with a word or picture on a topic, draw branching lines for subtopics with one key word

## Essay and Long Answer



### Open Book

- Organize notes by topic
- Date & number all pages
- Cross-reference lecture notes to text
- Prepare any study guide

### Every Type of Test

- Organize your notebook with all handouts, study outlines, rewritten notes
- Prepare answers for all review questions
- Outline, list or map what you consistently forget or do not understand
- Review your teachers pet topics, especially old tests and quizzes
- Create a checklist of what to take to exam, i.e. formula or vocabulary cards, calculator, pens/pencils

# Strategies to Do Your Best on Every Test



## Testing Tips

**Objective Tests: multiple choice, matching, T/F, short answer:**

- Skip & mark questions you are unsure of to make the best use of limited time
- Answer those you know first to help your thinking flow and build your confidence
- Skip a question and return to it later; subsequent questions may jog your memory
- When you are through, go back and double check that no questions are left blank. Do not change answers unless you see a careless error; your first response is usually the best.

**Multiple Choice:**

- Read question stem and do not look at answers, then formulate the elements of the correct answer in your own words, and check each choice against your own to find the best match
- Free associate: brainstorm
- If you have no idea: eliminate obvious wrong answers & select the option that sounds best
- Read all options: even wrong answers may be partly right
- Make sure your answer is grammatically correct
- If you must guess, always choose the same letter

**True or False:**

- Watch for absolutes: always, never, none vs. some, often, rarely
- Check each part of statement to see if true or false

**Matching and Short Answer**

- Answer those you know first
- Use process of elimination for those you're not sure of
- Look elsewhere in test for clues to answers

**Essay tests:**

- Read questions carefully to see what you are being asked
- Less is more; write short paragraphs with focused content
- Write neatly
- Plan your time: 50 minutes to write an essay: 10 to think and organize, 25 to write, 15 to revise & proofread (check content, general vocabulary, spelling, etc.)

# Final Exam Study Plan

Class: \_\_\_\_\_

Type of Exam: \_\_\_\_\_

Study Guide: \_\_\_\_\_

Plan of Attack:

Concerns:

Class: \_\_\_\_\_

Type of Exam: \_\_\_\_\_

Study Guide: \_\_\_\_\_

Plan of Attack:

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