



***“IF YOU
THINK
EDUCATION
IS EXPENSIVE... TRY
IGNORANCE.”***

-Derek Bok

LDS Business College
Learning Assistance Lab
2005

ALL YOU NEED TO SUCCEED!



***“...AND IF A PERSON
GAINS MORE KNOWLEDGE
AND INTELLIGENCE IN
THIS LIFE THROUGH HIS
DILIGENCE AND
OBEDIENCE THAN
ANOTHER, HE WILL HAVE
SO MUCH THE ADVANTAGE
IN THE WORLD TO COME.”***

D&C 130:19

A Study Skills Booklet

WHAT IS YOUR LEARNING STYLE?

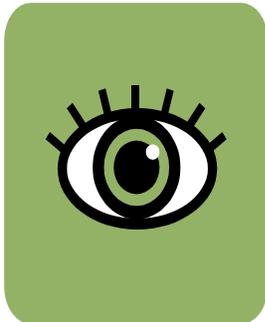
AUDITORY (hearing)

- Learns through lectures and discussions.
- May be distracted by noise.
- Memorizes in logical order.



VISUAL (seeing)

- Prefers to observe.
- Likes to read.
- Memorizes with pictures.
- May be distracted by movement.
- Notices detail.



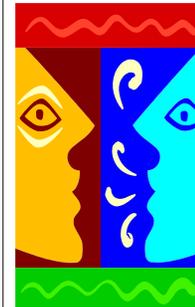
KINESTHETIC (doing)

- Learns through movement.
- Touches people when talking.
- Physically works through problems.
- Uses hands when talking.
- Prefers reading action stories.



SKILL #11 TALKING POINTS

Participate in class discussions



- Be prepared—complete assignments before class.
- Ask questions; it's one of the best ways to learn and retain information.
- Summarize in your own words to show you understand.
- Know when to talk and when to listen.
- Be open to all ideas. A good class discussion may alter your opinion.
- Encourage others to share their ideas and opinions.
- Be polite; never interrupt others.

Class discussions are especially successful for auditory and kinesthetic learners.

“CHANGE AND GROWTH TAKE PLACE WHEN A PERSON HAS RISKED HIMSELF AND DARES TO BECOME INVOLVED IN EXPERIMENTING WITH HIS OWN LIFE.”

-Herbert Otto

SKILL #10 THE PEN IS MIGHTIER THAN THE SWORD



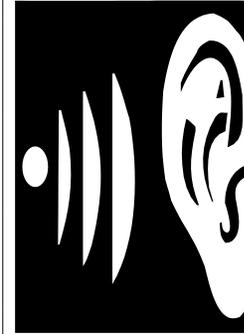
How to write a good paper

- Follow instructions.
- Identify the purpose.
- Know your audience.
- Brainstorm for ideas.
- Ask who, what, where, when, why, and how.
- Write a thesis statement—a central message.
- Write a working outline:
 - ◊ Informal outline (mind map) = right brain
 - ◊ Formal outline = left brain
- Write multiple drafts for a successful paper.
 - Include:
 - * Introduction
 - * Body
 - * Conclusion
- Credit all sources.
- Do not plagiarize.
- Have someone else proofread your paper.
- Read the paper aloud as if you were hearing the information for the first time; you will catch details you might have left out.

***“...TRUTH IS KNOWLEDGE OF THINGS
AS THEY ARE, AND AS THEY WERE,
AND AS THEY ARE TO COME.”***

-D&C 93:24

HOW TO STUDY FOR *YOUR* LEARNING STYLE...

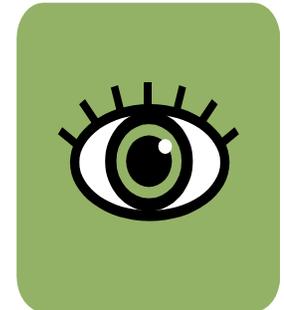


If you are **Auditory**...

- Speak or explain aloud when reviewing.
- Use a tape recorder.
- Use study groups.
- Use songs or rhymes to help remember.
- Listen to soothing music.

If you are **Visual**...

- Color-code notes.
- Use pictures, charts, maps, and timelines.
- Take detailed notes.
- Make cue cards with important information.
- Sit toward the front of the classroom.



If you are **Kinesthetic**...



- Walk while studying
- Use flash cards when memorizing.
- Type or rewrite information in own words.
- Teach material to someone else.
- Take notes during lectures.

SKILL #1
PQ4R IS THE KEY TO
SUCCESSFUL READING

BEFORE YOU READ

Preview:

- Introduction
- Headings
- Bold print
- Pictures and graphs

Question:

- Create questions from previewed information.
- Write questions in the margin of the text.



AS YOU READ

Read:

- Read to find answers to your questions.
- Highlight answers in text or summarize answers in the margin.

Reflect:

- Reflect on your questions and answers. Try to understand the information—think of examples.
- Relate the information to what you already know.

AFTER YOU READ

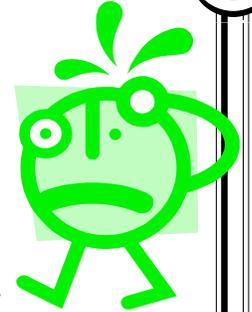
Recite:

- Recall information you learned within 24 hours.

Review:

- Review information again before the test.

SKILL #9
DON'T SWEAT THE
SMALL STUFF



How to deal with test anxiety...

- Take time to prepare for exam.
- Think positively.
- Don't compare yourself to other students.
- Seek study partners who understand the subject and are willing to help you.
- Study in an appropriate setting.
- Eat right, exercise, and get enough rest.
- Clear your mind of all other thoughts.
- Take three deep breaths—this action will wake you up and calm you down.
- Close your eyes for a few minutes.
- Picture positive mental images.
- If you draw a blank, read through the test to remind yourself of the concepts.
- Stay focused on what you are doing.
- Keep the test in perspective.
- Reward yourself after you finish.

***“NO ONE CAN MAKE YOU FEEL INFERIOR
WITHOUT YOUR CONSENT.”***

-Eleanor Roosevelt

SKILL #8 SHOW...WHAT YOU KNOW

During the test...

- Read *all* instructions carefully.
- Determine how much time you can spend on each section and be aware of time.
- Work from easiest to hardest.
- Pay attention to qualifying words, i.e. *usually, none, always, etc.*
- Rephrase questions in your own words.
- Underline key words.
- Cross out answers you know are incorrect.
- Look for answers in other test questions.
- Trust your instincts.
- Write neatly.
- Focus on the quality, not the quantity.
- Proofread your answers.

After the test

- Learn from your mistakes by reviewing them after the test.
- Acknowledge your correct answers!



TIPS FOR BECOMING A SKILLED READER

Read with Speed

- Read groups of words rather than single words.
- Avoid using your finger as a guide. This action slows you down.
- Avoid vocalizing your reading.
- Avoid thinking each word to yourself as you read it.
- Do not backtrack.
- If you are looking for an answer, *skim* the material.

Read with Accuracy

- Determine your purpose for reading.
- Overcome negative attitude toward topic.
- Ask yourself questions to check your understanding while reading.
- Relate to prior knowledge.
- If you are reading technical material, *slow down*.
- Have a dictionary available for new words.



**“A JOURNEY OF A THOUSAND MILES BEGINS WITH
A SINGLE STEP.”**

-Lao Tzu

SKILL #2 THE ART OF LISTENING

- Be an active listener— ASK QUESTIONS.
- Listen with an open mind—you may get new ideas.
- Always sit toward the front of the class.
- Relax—clear your mind of unrelated information.
- Listen for key words, i.e. *specifically, for example, in conclusion*, etc.
- Learn how to adapt to different instructors personalities and teaching styles.
- Don't assume—ASK QUESTIONS!



***“MINDS ARE LIKE PARACHUTES.
THEY ONLY FUNCTION WHEN THEY ARE OPEN.”***

-Sir James Dewar

SKILL #7 SHOW... WHAT YOU KNOW

Before the test...

- MAKE SURE YOU STUDY TO UNDERSTAND— NOT TO MEMORIZE.
- Identify test type and material covered.
- Review and take old tests.
- Question people who have taken the course.
- Review regularly to move information into long term memory.
- Study weakest subjects first.
- Work with a study group. (Auditory and Kinesthetic)
- Use flashcards. (Visual and Kinesthetic)
- Study for short periods of time.
- Eat right and sleep well.
- ALWAYS MAINTAIN A GOOD ATTITUDE.

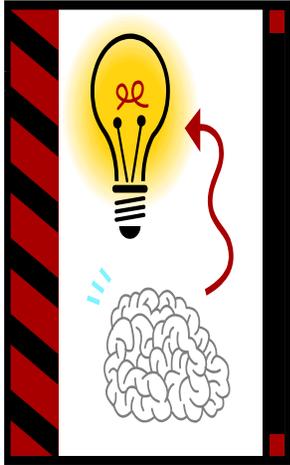


***“THERE IS NO SUBSTITUTE FOR
HARD WORK.”***

-Thomas Edison

SKILL #6

WHERE THERE'S A WILL THERE'S A WAY...TO REMEMBER



- Have a purpose for what you want to remember.
- ACTIVELY LISTEN.
- Study course material within 24 hours of learning it.
- Identify logical connections or associations to help you remember.
- Recite information that you want to remember. (Auditory)
- Rehearse the information, summarize, and write it down. (Visual and Kinesthetic)

- Use color-coded flashcards. (Visual and Kinesthetic)
- Create acronyms. (Make up words using the first letter of each word or term.)
- Use rhymes or songs.
- Keep study periods short and frequent.
- Focus on the middle—you will remember the beginning and the end.
- Break things up into segments and memorize small portions.
- Sleep on it. Study and get a good night's sleep.

“THE TRUE ART OF MEMORY IS THE ART OF ATTENTION.”

-Samuel Johnson

SKILL #3

THE NOTES HAVE IT!



How to take good notes...

- Skim the chapter you will be discussing before class.
- Be prepared— have paper and pen ready.
- Summarize in your own words.
- Use abbreviations for speed.
- Leave spaces when you fail to keep up.
- Record what the instructor emphasizes.
- Write down questions asked by the instructor - they may appear on a test.
- Highlight important information with identifying marks.
- Create questions in the margin that are answered in your notes or that you can research later (an excellent testing strategy).
- Go over your notes as soon as possible. Editing and reviewing are the most important parts of notetaking!
- Compare notes with classmates' notes.

Taking notes is especially useful for visual and kinesthetic learners.

“OBSTACLES ARE WHAT PEOPLE SEE WHEN THEY TAKE THEIR EYES OFF THE GOAL.”

-New York Subway Bulletin Board

SKILL #4 BE MOTIVATED

Persistence is the key!

- Rule #1—BE POSITIVE.
- Be a person of integrity.
- Be responsible for your own attitude and actions.
- Set and commit to *specific* goals.
- Know yourself :
Understand your learning style.
Recognize how to create interest.
Remember you are a child of God.
- Start projects early.
- Find a role model to help you.
- Look for solutions.
- Celebrate your successes!



SKILL #5 THE CLOCK IS TICKING...

Manage your time wisely

- Identify your values: family, religion, school, etc.
- Identify your priorities according to your values.
- Use a planner to help you stay organized and keep track of your daily assignments.
- Arrange regular study hours.
- Study at the same time and at the same place every day—a routine is habit-forming.
- Set daily and weekly goals and stick to them.
- ATTEND CLASS—be attentive—a great time saver.
- Start projects as soon as you receive them.
- Divide assignments into smaller, more manageable pieces.
- Identify your productive time—morning, evening, etc.
- If you have a large project, take a few short breaks.



***“A LITTLE KNOWLEDGE THAT ACTS IS WORTH
INFINITELY MORE THAN MUCH KNOWLEDGE
THAT IS IDLE.”***

-Kahlil Gibran