

# PINE TECHNICAL COLLEGE

Study Hints and  
shortcuts



Pine Technical College

# Be Prepared

- If you want to be successful in college you must attend every class
- Be on time and prepared for class have your books, paper, highlighter, tape recorder etc with you
- If your instructor uses D2L for notes etc make sure you have printed any material/notes prior to class

# Study Habits

- Schedule study sessions in time slots that fit your study habits; ex. every day after school, or every evening after dinner
  - Stick to your schedule!
- Have all your study materials organized and at your study spot
- Make sure all participants in your study group are there to study! If you have a few that think it's more social than study don't be afraid to let them know you are there to study!

# Study Location

- Your study environment should not include your bed, the television or a cell phone
  - Your study environment must be quiet with NO interruptions
    - Study in a area that does is not comfortable (table chair vs. couch bed)
- Have all your study materials organized and at your study spot



	Sun	Mon	Tue	Wed	Thurs	Fri	Sat	
8:00-9:00			Med Term 2cr					
9:00-10:00						Intro Psych 3 cr		
10:00-11:00			Math 3 cr		Math 3 cr			
11:00-12:00								
12:00-1:00		Gen Bio		Gen Bio 4cr				
1:00-2:00								
2:00-3:00	Work 20 hr wk		Work	Gen Bio Lab			Work	
3:00-4:00								
4:00-5:00								
5:00-6:00								
6:00-7:00								
7:00-8:00								
8:00-9:00								

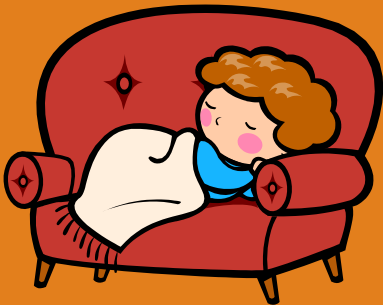
	Sun	Mon	Tue	Wed	Thurs	Fri	Sat	
8:00-9:00	Sleep in!		Med Term 2cr	Sleep in!				
9:00-10:00		Study			Study	Intro Psych 3 cr		
10:00-11:00	Study		Math 3 cr	Study	Math 3 cr Test!!			Study
11:00-12:00					Lunch			
12:00-1:00		Gen Bio 4cr	Study	Gen Bio 4cr	Study	Lunch with study group		
1:00-2:00		Lunch with Study Group		Lunch/ break				
2:00-3:00	Work 20 hr wk		Work	Gen Bio Lab			Study	
3:00-4:00								
4:00-5:00								Work
5:00-6:00							Study	
6:00-7:00		Study			Work		Hang out with Friends	
7:00-8:00			Study					
8:00-9:00								

# Getting ready

- Don't overextend yourself- balance is key!
- Set an alarm on your cell phone to remind you it's time to study.  
THEN SHUT YOUR PHONE OFF!
- Be organized! Use a daily planner to schedule your class time, work time, study time and free time.
- Your instructor will give you a syllabus, this will have all the important test days for the class

# Don't over extend yourself

- Balance your work, school, personal, family life out.
- Take breaks between subjects have a healthy snack
  - Get plenty of rest!
- Study when you are awake!



# Time Management

- Start on time every 10 min counts- don't waste time chatting

Make efficient use of your time- clear your mind of all other distractions

- Set up goals when studying – What chapter are you on? How much are you planning on covering?



# Order of operations

- Study your most difficult subjects first
- Start assignments as soon as they are given. **DO NOT WAIT!**
- If you know next week is going to be busy work ahead so you are not behind!



# Take good notes

- Be an active listener
- Taking notes helps you pay attention in class
  - Recognize important information
  - Take notes that are easy to read
- Spend time after each class reviewing and organizing your notes
  - Get lecture notes when you're absent

# Organize Assignments

- Pick out key words and phrases; this will help you learn to summarize your thoughts
- Go back and add more details to your notes after each class
  - Review material at least three times before a test
- Keep quizzes, notes, assignment all in the same folder for each class

# Study Hints and Shortcuts

- Vocabulary- use note cards
  - Make acronyms-  
ex SCUBA (Self-Contained Underwater Breathing Apparatus)
- Apply it to real life- eliminate the common sense words
  - ( hydro=water, etc. )

Find meaning in it- associate it with something you're familiar with

# Commit to College

- The most important, study habit is recognizing that **YOU are responsible for your successes and also your failures**
- Taking on this responsibility entails the understanding that **your** priorities, decisions, habits, and resources all determine the success you have, or do not have, with studying



# Surround yourself with supportive people

- This responsibility carries over to the friends, family, and acquaintances you choose to surround yourself
- Be healthy, choose good eating, sleeping, and social habits
- Let friends, family, co-workers know you are taking college classes and may not be available for happy hour as much



## Test taking skills

### Study Techniques for Essay Test

- Predict questions from your notes
  - Short answer questions
  - Compare and contrast questions
  - Discussion questions
- Practice writing answers to the questions you predict
- Plan your approach to answering the actual test question
  - Note points assigned to each question and allot your time accordingly
  - If you have a problem with a question, go on to the next one and come back to the first one later, if possible
  - Make brief, concise notes for each essay question

# Know your resources

- Form study groups with classmates
- Visit the LRTC
- Utilize the free tutoring on campus at the ASC
- Talk to the college Counselor/Disability Director
- Communicate with your instructor. Does he/she have an office hour for students to ask further questions

# Useful Websites

- A guide to learning styles [www.vark-learn.com](http://www.vark-learn.com)
- Study guides and strategies [www.studygs.net](http://www.studygs.net)
- MLA, APA, all aspects of writing [www.owl.english.purdue.edu](http://www.owl.english.purdue.edu)
- MLA, APA bibliography formatting [www.citationmachine.net](http://www.citationmachine.net)
- Grammar, punctuation, capitalization [www.grammarbook.com](http://www.grammarbook.com)



Pine Technical College

Remember  
YOU  
are responsible  
for your successes!

Community on NBC - September 17

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community