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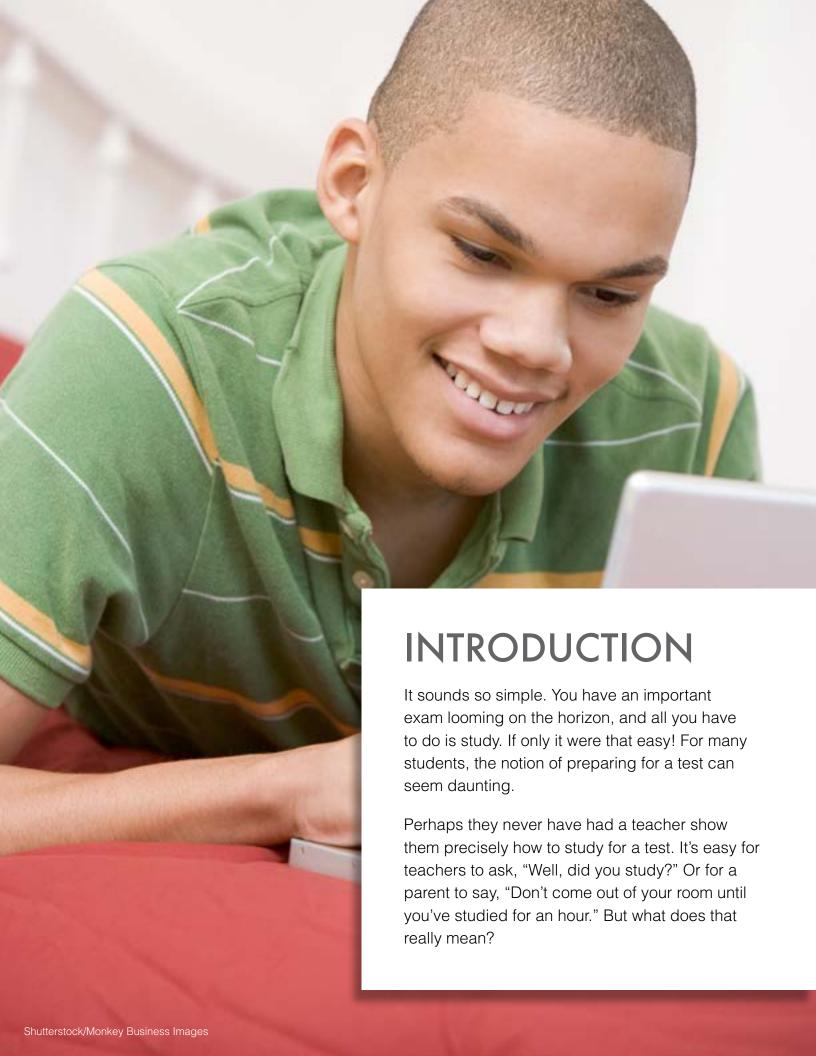
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Other students know what to do but find themselves too distracted to perform their best. Let's face it: There are tons of distractions out there. Extracurricular activities, not to mention social media, video games, and good, old-fashioned TV and movies all have a way of gobbling up time. Toss in a bit of real-life face time with friends and family, and it can seem nearly impossible to settle into some serious studying.

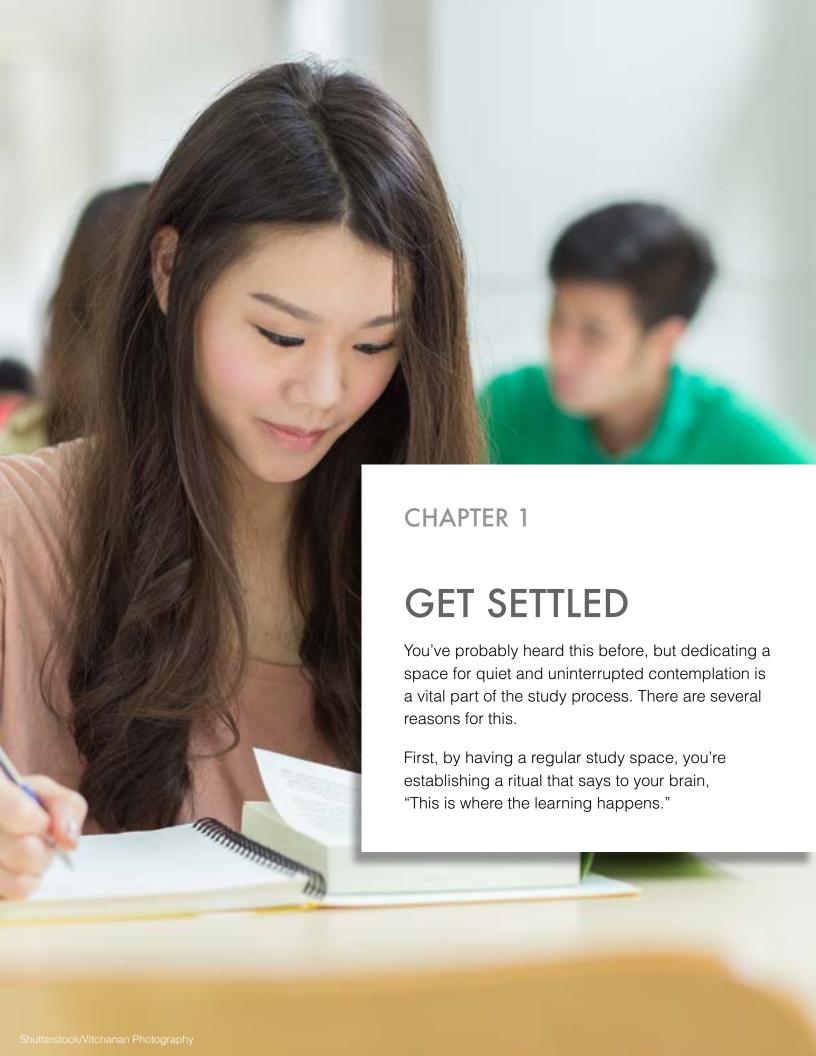
Finally, there are those students who don't want to study. They've tried it and have been unsuccessful. No matter how much time they spend reviewing terms or staring at a book, they just can't seem to absorb the material in a

meaningful way and invariably end up tanking the test. They give up, believing they are incapable of retaining facts and will never be able to crack the study code.

This book will unlock the secrets of how to prepare effectively and efficiently. It offers you the tips and tools you'll need to make the most of your study experience so that all your hard work translates to a good grade.

And best of all, you might find that the keys to good grades are less mysterious than you previously thought.

Are you ready to get started? Good! We are, too.





"As much as possible, you should designate a special place to study. This place should be uncluttered and should provide few distractions to allow for maximum concentration. Needless to say, some study tasks must be done elsewhere, but having a regular 'home base' that you associate with studying helps to reinforce your self-discipline. It also provides a place where essential materials can be stored."

-The University of
Alabama Center for
Academic Success

This spot does not have to be spotless. It doesn't have to have a desk. It's doesn't require hip décor. It doesn't have to be anything except quiet, private, well lit, and removed from the bustle of family life. If your home is too chaotic, try a library, coffee shop, or local park (but take headphones or ear plugs to block out conversations you don't want to listen to).

Secondly, when you're in an environment that you can somewhat control, you're taking charge of your own learning experience. You may add in classical music or soft lighting—whatever it takes to put your mind in a malleable state in which you can absorb and deeply process information without your subconscious putting up too much of a fight.

A MATTER OF TIME

Finally, your study space should also factor in the notion of time. Working late into the night when all is quiet may seem like the best time to study, but trying to retain material in the wee hours of the morning can be counterproductive, especially if you find yourself nodding off between the pages. Keep your studying within reasonable hours for the best results.

Don't wait until the last minute. Cramming is among the least effective study strategies. You will learn more material, gain a deeper understanding of it, retain it longer, and be more likely to actually use it later if you space out your studying over time.

The best way to avoid the last minute crunch is to block out regular study times during each day. Time blocking—setting aside a block of time to focus on only one particular task—is far more productive than multitasking or waiting until the right mood strikes. Building consistent study habits now will serve you not only in high school but in college as well.

CONTROLLING

The world today is a festival of distractions. Everything and everyone is competing for your attention. The following tips can help you block out common distractions to achieve your greatest mental focus.

- Try noise canceling headphones or inexpensive earplugs (available at most drug stores) to block out distractions.
- Download free distraction-blocking
 apps for the electronic devices you use:
 computer, smart phone, and/or tablet. These
 apps allow you to block texts, social media,
 and other distracting websites for an amount
 of time you choose. Turn off any devices you
 don't need during your study session.
- When working on a computer, keep open only the window(s) you need at the moment.
- **Time your breaks.** It's easy for an intended 5-minute break to turn into a 25-minute one. Time lost in returning to a task and refocusing adds up.
- Try the Pomodoro time management technique. Break your study sessions into intervals (typically 25 minutes), then take a short

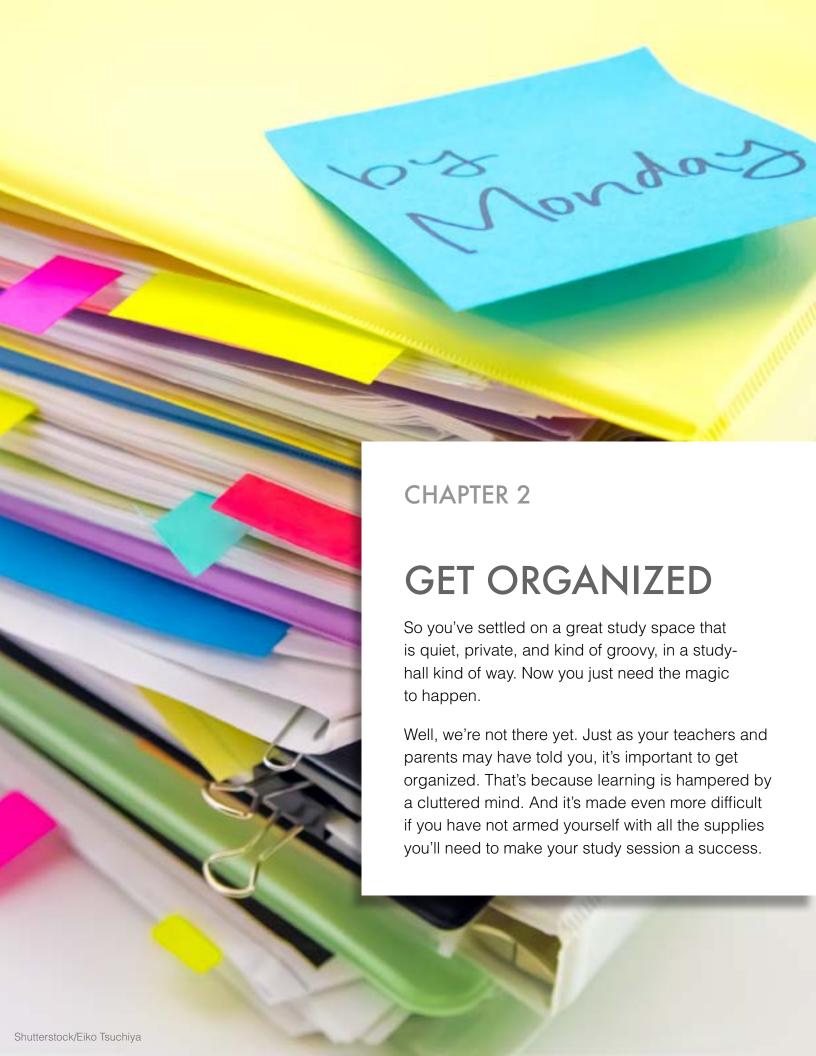


break (3–5 minutes). Return to studying for another 25-minute session (one "Pomodoro," the Italian word for tomato, after the tomato-shaped kitchen timer for which the technique is named). After four Pomodoros, take a 15- to 30-minute rest. This technique is based on the idea that the brain functions better with frequent breaks. Look for free apps online that facilitate this technique.



Time management also plays a role here. Use a calendar or student planner not only to note project due dates and exam dates, but also to plan in advance when you will begin preparing for big tests and to set intermediate deadlines for completing each stage of your projects. (Schooltrag is an online digital planner with students in mind.) Take into consideration outside activities that might compete with study time, and factor in more time than you think you'll need.

The takeaway: Choose a place and then create a study vibe during a time when your brain is awake, alert, and ready to receive information.



Consider the following tips for getting your study act together both in school and when studying at home:

- Sit close to the front of class to help maintain your focus. Sitting near the front of the class will help you hold your attention on what the teacher is saying and discourage you from falling prey to distractions during lectures and discussions. Think about it: Don't you pay closer attention when the teacher is right in front of you? Also avoid sitting near the students who are most likely to distract you.
- Take notes in class, even if your classmates do not. Jot down any information or ideas that are important and that you worry you will not be able to recall later. Emphasize particularly important facts with colored pens or highlighters for easy viewing. If you find that you are highlighting everything, make another pass over the notes and underline the most important points with a colored pen or pencil. (More tips on note-taking in a moment.)
- Keep your notes, along with any additional classroom materials for each subject, secured in a binder. If you have material for more than one class in the binder, separate the classes with dividers. Some students prefer spiral notebooks with plenty of pockets. Whatever method you choose, just make sure you have room for notes and any handouts, returned papers, and so on, all in one place. This will make the material easier to locate when you need it.
- If you are not sure about a concept that was covered in class, arrange to speak with your teacher immediately. It is better to spend those extra few minutes after class



Upsplash/Jonathan Simcoe

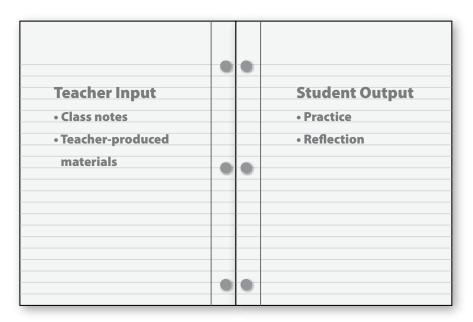
gaining clarification than to find yourself wondering and clueless after the teacher has gone home for the evening. Instructors at some schools, and definitely in college, have specific office hours set aside just for meeting with students. Don't be afraid to take advantage of this time.

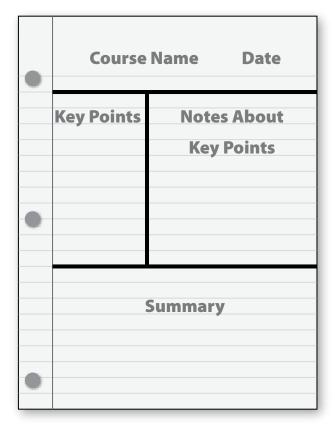
- Before you leave school at the end of the day, make sure to have all relevant materials with you. This includes notes, study guides, textbooks, and projects. Having these resources within your reach as you study will be invaluable. You might even want to make a list of essential items for the day in your planner.
- Make sure you know what's going to be
 on the test. This may sound like an obvious
 piece of advice, but you will save yourself
 tons of time and stress if you know where to
 focus your energy. Take advantage of the
 syllabus and any study guides your teacher
 gives you.

NOTE-TAKING

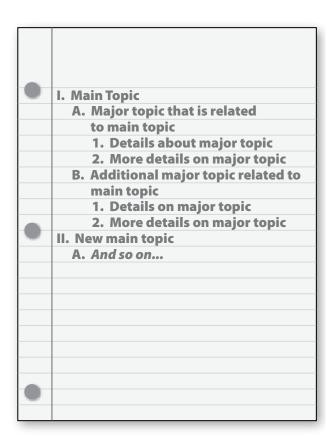
Here are our top six tips for effective note-taking:

- **Take notes by hand.** Research has shown that students learn more deeply and retain more when they take notes by hand, as opposed to typing.
- Write down the most important stuff. This includes but is not limited to
 - o Anything your teacher bothers to write on the board
 - Ideas the teacher repeats or emphasizes in other ways
 - o Concepts your teacher discusses in great detail
 - Names of people, their important actions, and any movements or philosophies they are associated with
 - o Events, their causes, and their results/significance
 - o Key terms and definitions
- Use a note-taking system. Your system should allow you to collect and organize ideas given by the teacher or found in the readings, as well as to add your own commentary and questions.





Cornell System



Interactive Notebook

Outlining

 Use shorthand and abbreviations. Below are a few common ones.
 Don't hesitate to make up your own, but be sure to keep a key in your planner as a reminder.

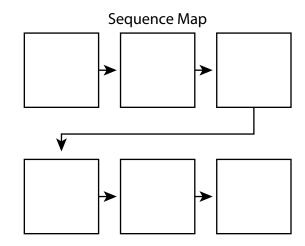
• Summarize and paraphrase.

Don't try to write down everything the teacher says word for word.
Summarize and condense the information, putting it in your own words. But be sure to make note of any subjectarea vocabulary terms the teacher uses.

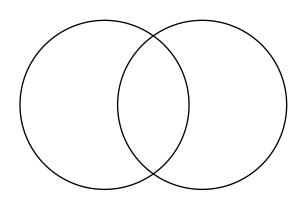


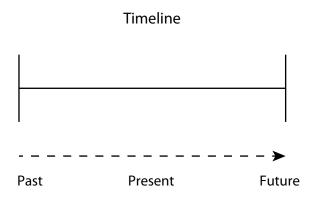
Symbols and Abbreviations			≠	not equal, not the same as
	e.g.	for example	≈	approximately
	i.e.	in other words	↑	increase
	w/	with	↑ ↑	rapid increase
	w/o	without	↓	decrease
	V.	very	↓ ↓	rapid decrease
	VV.	extremely	\Rightarrow or :.	therefore
	etc.	and so on	\rightarrow	leads to, causes
	VS.	against	<	less than
	#	number	>	greater than
	*	important	x or ø	no, not, incorrect
	1	per	xx or øø	definitely not, disproved
	& or +	and, plus, with	?	uncertain, possibly, unproven
	_	minus, without	✓	yes, correct
	=	equals, same as, results in	/ /	definitely, certain, proven

Draw. Use arrows to connect ideas or show causes and effects. Use Venn diagrams to compare and contrast, as well as other types of graphic organizers that show relationships. Anything that helps you to visualize concepts and show how they connect is fair game. A few sample graphic organizers are shown here.

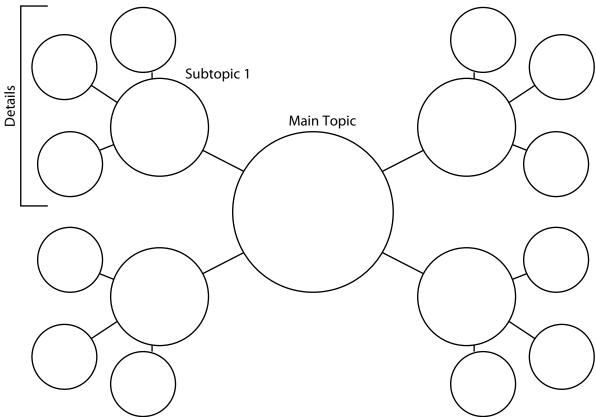


Venn Diagram









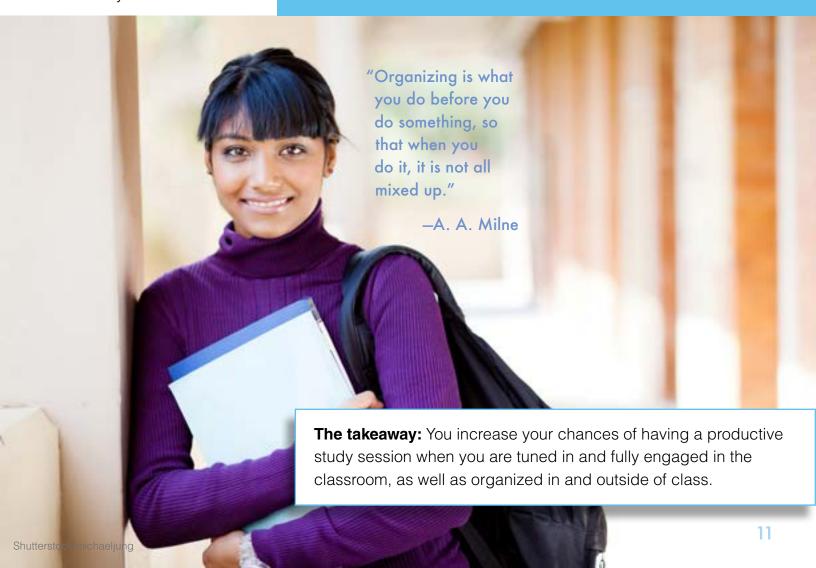
- Review your notes as soon as possible after class. Fill in any missing bits, ask questions, add examples, make connections, and correct any illegible handwriting.
- Review your notes again at least a day later. Leaving some time between review sessions forces your brain to work a little harder to retrieve what you learned last time. This periodic retrieval practice burns the material a little deeper into long-term memory.

HELPFUL HOMEWORK SUPPLIES

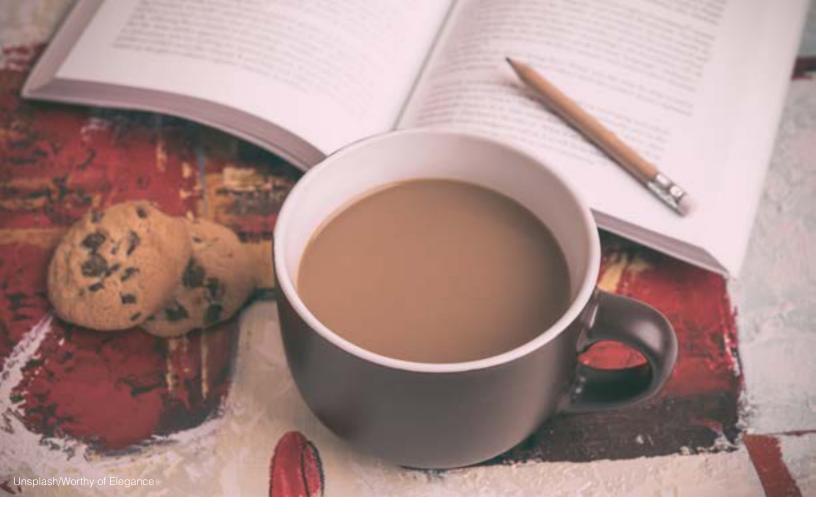
Make sure your study space or backpack/book bag contains whatever study supplies you may need, such as the following:

- Pens, pencils with erasers
- Highlighters in a variety of colors
- Sticky notes in a variety of colors
- Paper clips, binders
- Calculator
- Dictionary
- Index cards
- Folders
- Ruler, protractor
- Tape, glue
- Paper

If you don't have access to these supplies, talk to your school counselor. Funds may be available to help you secure the supplies you need.







Putting off a study session for too long can have dire consequences. Beware! Putting off a study session for too long can have dire consequences. All of that subject matter has a way of piling up, and if you're planning to cram it all into your mind the night before the test, chances are you will not be happy with the results.

DON'T FEED THE PROCRASTINATION MONSTER

<u>California Polytechnic State University</u> offers the following four simple reasons we procrastinate:

- **Difficult** The task seems hard to do; we naturally tend to avoid difficult things in favor of those that seem easy to us. Or the task seems laborious, unchallenging, or boring, requiring extra motivation to complete it.
- **Time-consuming** The task will take large blocks of time, and large blocks of time are unavailable right now.
- Lack of knowledge or skills No one wants to make mistakes.
- Fear Everyone will know how you messed up.

Perfectionism, resentment of a particular task, and self-doubt are some of the more complicated reasons that we put off studying. But there are straightforward solutions to overcoming procrastination:

- Be aware that you are procrastinating.
- Understand why you are procrastinating.
- Counter your feelings of perfectionism, resentment, or fear with positive thoughts.
- Take two minutes to create an action plan.
- Break a large task into smaller, more manageable chunks, then focus on the first step rather than the overwhelming big picture.
- Beware of the tendency to put instant gratification before long-term goals. It may seem like more fun to play a video game or chat with your friends now, but there will be a price to pay in the form of last-minute stress and loss of sleep—and a lower grade than the one you could have earned.
- Visualize yourself starting, pushing through, completing the task, and receiving a great grade.
- Offer yourself a reward. You might reward one hour of studying with 10 minutes of doing something you really enjoy (but set a timer so you don't get sucked in).



- Tackle an easy task first. The sense of completion on a small task can compel you to continue on. Or tackle the most daunting task first and get it behind you, then the rest will seem easy.
- Get started on your task without delay. Set a timer for 15–25 minutes, and focus on working just for that first bit of time. Once the barrier of getting started is behind you, you will likely keep going. Often just getting the ball rolling is all it takes to propel you through to completion. So simply begin.

"I was a terrible student. Still, I managed to get into college, but my daydreaming threatened to sabotage me. I used behavior modification to break the cycle. I started by setting an arbitrary time limit on studying: For every 15 minutes of study, I'd allow myself an hour of daydreaming. I set the alarm."

-Sandra Cisneros, author of The House on Mango Street

The takeaway: Don't put off until tomorrow the studying that you can and should do today.





Actually, your available study strategies include more than just burying your nose in a book. In fact, there are all kinds of traditional and not-so-traditional ways to absorb new information. From concept maps and journaling to flashcards, once you find what works for you, go with it. You'll know it's right when those grades start climbing and your worries begin to fall right off your shoulders.

So, let's begin:

• Preview the text. Before your first read, scan for key text features so you will know what to expect. Read the title, headings, subheadings, and any sidebars. Look at photos and graphics, and read their captions. Read the chapter preview and the end-of-chapter summary. Predict what the text will be about, and connect the topic to your background knowledge and experiences. This habit of previewing will till the soil of your mind and get it ready for planting new knowledge.

- Read carefully, but don't get bogged down. If there's something you don't understand, look up more information on the topic, or make a note to come back to it later. (More on this in a moment.) Set a time goal for when you will finish each section or chapter. This will help you push through to the end.
- concepts and vocabulary terms written in bold print, and reacquaint yourself with their meanings. Doing this will allow long-forgotten information to resurface. Make up a quick batch of flashcards with the words on the front and the definitions on the back to use as a quick learning tool later. It's amazing how much you will learn by flipping through those flashcards in just the two minutes it takes to breeze through a commercial break. Shuffle the cards as you go to keep your learning fresh.

- Annotate. As you have scanned through the text or study guide, it's possible that you've noticed some material that's difficult or completely foreign to you. Pick up a pencil and jot down those trouble spots. Write notes directly on sticky notes, study guides, and other papers that you own (but not on your school books; don't be that person). Keeping your questions next to any difficult text will help you clarify what you don't understand and show you where to seek answers in the surrounding text.
- Summarize. Dig deeper into your text and notes for information about the material, and do more background reading about the topic on the Internet if the ideas are still unclear. Then write your own paragraph summary of the material in your notes. Doing so will force your brain to process and "own" the concept. An active pen creates an active mind.

LEAST EFFECTIVE STUDY STRATEGIES

- Rereading or repeating the same text over and over
- Cramming

MOST EFFECTIVE STUDY STRATEGIES

- **Quiz yourself:** Self-quizzing, such as using flash cards, is a form of periodic retrieval practice. It forces you to recall information from memory, which strengthens long-term memory and retrieval, and slows forgetting.
- Space it out: By studying a little bit every day, rather than cramming at the last minute, you're more likely to store the information in your long-term memory.
- Challenge yourself: Don't take the easy route. Research shows that study habits requiring a little extra brainpower result in better learning. So try solving the problem or answering the question on your own before looking up the answer.
- Mix it up: Interweave the practice of two or more subjects. For example, practice math, take a break to review social studies, then go back to math. This forces your mind to switch gears and work a little harder to recall what you were working on before.
 Believe it or not, this extra work helps the learning stick.
- Look for rules, patterns, causes and effects, and other connections. Don't just memorize the answer. Try to understand the underlying principles.
- Come up with your own examples. You will understand the ideas better by making real-world connections to your own background knowledge and experiences.
- Paraphrase. Putting ideas into your own words forces you
 to process them more deeply. Check your understanding
 by reading your version along with the original to make sure
 you've accurately paraphrased. Better yet, ask a friend or
 family member to tell you if reading your version clarifies the
 original for them.
- **Use your senses.** Processing the ideas using as many of the five senses (sight, sound, taste, smell, touch) as possible will help you remember. So quiz yourself aloud. Draw a quick sketch representing the concept using different colored pens, pencils, highlighters, and notecards. Use tactile study methods such as sorting flash cards. And don't forget to use your imagination. For example, if you are studying the Civil War, imagine how the battlefield smelled, felt, and tasted.



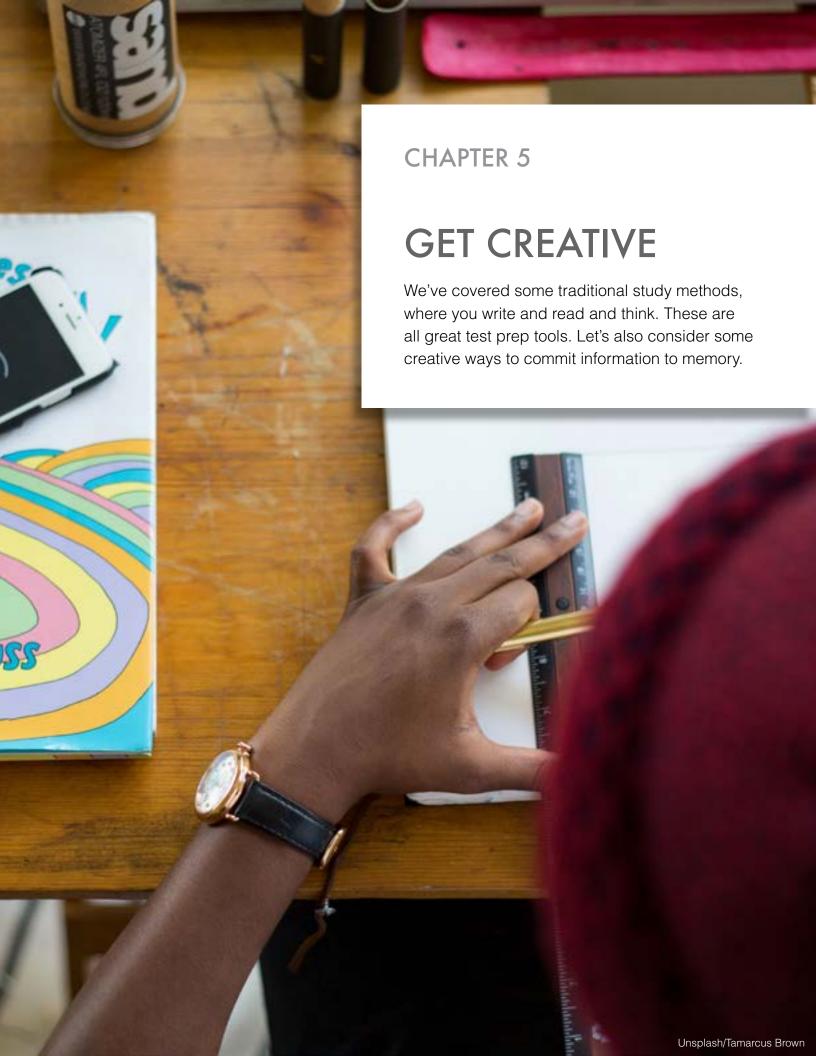
"Rereading text and massed practice of a skill or new knowledge are by far the preferred study strategies of learners of all stripes, but they're also among the least productive. By massed practice we mean the single-minded, rapid-fire repetition of something you're trying to burn into memory, the 'practice-practice-practice' of conventional wisdom. Cramming for exams is an example. Rereading and massed practice give rise to feelings of fluency that are taken to be signs of mastery, but for true mastery or durability these strategies are largely a waste of time.

"Retrieval practice—recalling facts or concepts or events from memory—is a more effective learning strategy than review by rereading."

> –Peter C. Brown, Henry L. Roediger III, and Mark A. McDaniel, Make It Stick: The Science of Successful Learning

• Anticipate. One powerful learning tool is to predict questions and answers that might appear on the test. Turn the material around to write down questions that you feel would be viable test items. For example: What were some of the obstacles faced by the protagonist in Ernest Hemingway's novella *The Old Man and the Sea*? Answer the questions on the page or in a series of flashcards to guiz yourself later.

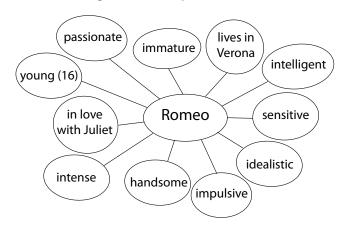
The takeaway: Use a variety of effective study strategies to process the material more deeply and store it in long-term memory. Scan, linger, annotate, and anticipate your way through a study session.





Board games. Traditional board games may seem a bit outdated, especially if you're into video games, but they can be a useful tool in helping you study. Simply use those flash cards that you've written with all the key terms and definitions instead of the game questions. Advance as you would on the game board, but use your own sets of cards: science, Spanish, social studies—toss them all in there!

Cluster clouds. When it comes to language arts tests, studying can be a challenge. So here's an idea: If you're being tested on a story such as Romeo and Juliet by William Shakespeare, write the names of the main characters in the center of a sheet of paper, then circle the names. Then draw more circles around them. Fill in those clouds with information to include traits, flaws, themes, and settings for a more comprehensive understanding of the story.



Concept maps and diagrams. Similar to cluster clouds, concept maps and diagrams allow you to draw out a concept on paper. Don't quite understand the composition of a plant cell? Draw it out with accompanying notes that give detailed explanations of the structure. Your diagram doesn't have to be neat or even brilliant. The point is simply to illustrate the relationships among objects and ideas.

Songs and poems. Many students find it helpful to memorize facts and information by writing their own songs or poems. It's amazing how a singsongy groove can help you commit something to memory. Whether you hum a tune or bust out a rhyming rap, you can easily apply this strategy to math algorithms or even details about the U.S. Constitution. Why do you think we sing our A-B-C's?

Writing limericks also is a fun way to learn new info. Here is an example of a limerick:

There was a young lady named Bright, Whose speed was far faster than light; She started one day In a relative way, And returned on the previous night.

—Arthur Henry Reginald Buller in *Punch* (Dec. 19, 1923)



"Consider using unique accents, singing, or imitating a famous person while reciting information. Such exercises will pull even more of your brain and your senses into the reading experience and help you with recall later. Remember that what you do is remembered more than what you see or hear."

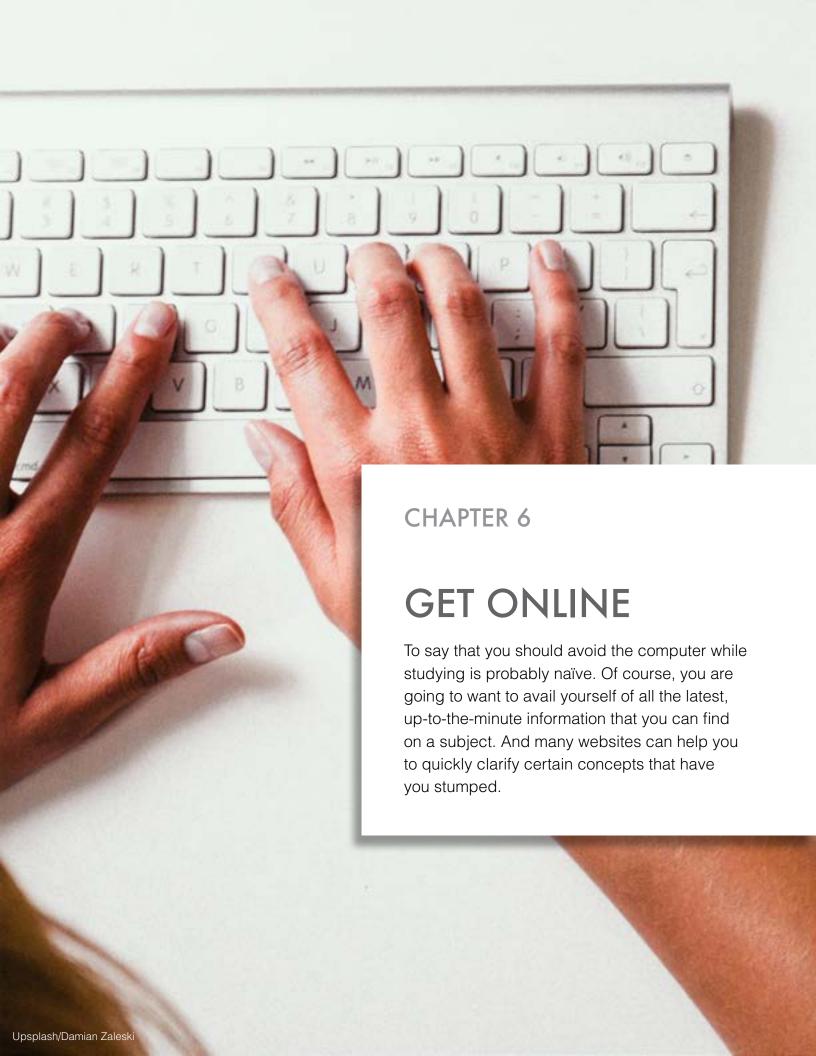
-Georgetown College

Drawing and visualization. Similarly, visual learners often find success in attaching a picture to the information they want to remember. Illustrate your notes. If you are studying the state of Florida, doodle an alligator in the margins of your paper. Can't remember what the word *nascent* means? Draw a baby bottle on the flashcard to show that it means "beginning to exist or develop."

Be silly. Read the text aloud using a funny accent. Walk around and act out any dialogue or quotations. Imagine your favorite video game or comic book characters reading the text aloud.

News flash. Instead of a basic summary, summarize the text in the form of a zany news flash like you might hear or see on radio or TV.

The takeaway: You can improve your study skills by using such creative methods as concept maps, clustering, songs, mental pictures, and games.



The problem? You must be very disciplined when scanning the web. Don't allow yourself to get sidetracked by social media and other distracting sites.

Do consider the Internet for the following study tools:

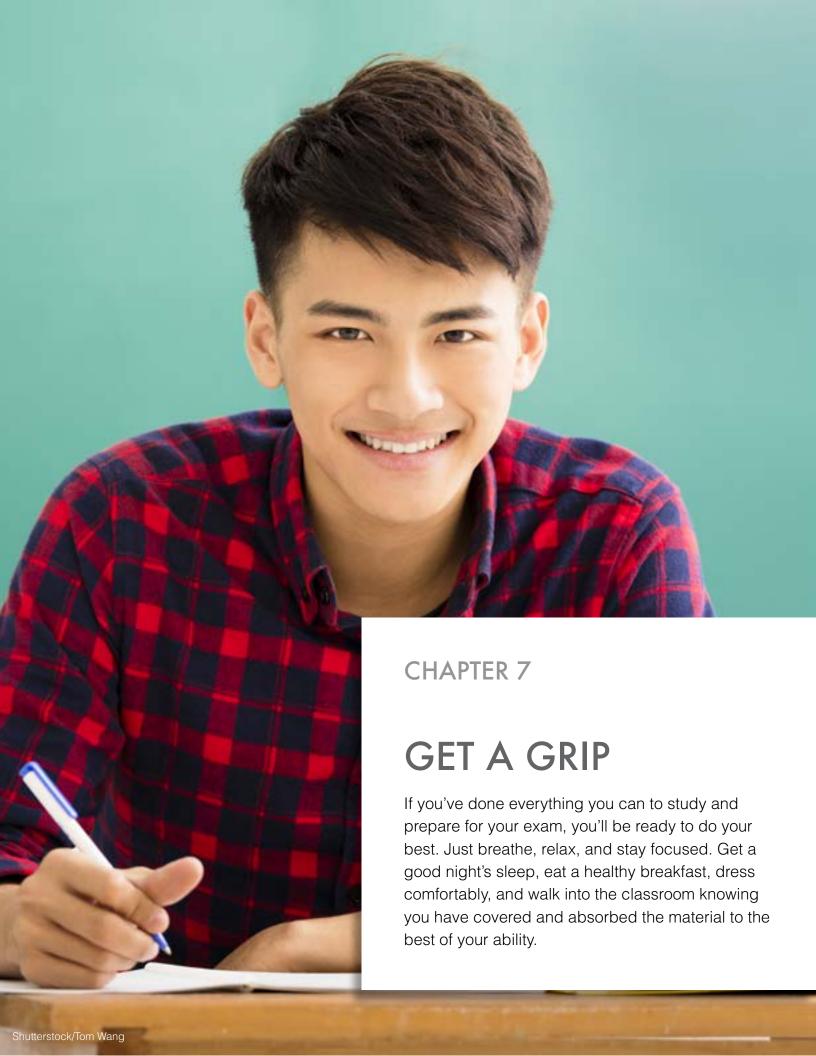
- Online learning tools such as <u>GoConqr</u>, <u>Quizlet</u>, <u>StudyBlue</u>, <u>StudyStack</u>, and <u>Memorize.com</u> can help you create mind maps, flash cards, quizzes, games, and study guides—and even collaborate with fellow students.
- Many teachers will provide links to exactly the online games and websites they want you to review for an exam. Be sure to check them out.
- Reference tools such as online dictionaries, thesauruses, and encyclopedias will help you fill in any blanks that you experience as you study. Can't find in your textbook the date that the Declaration of Independence was signed? Do an Internet search.
- Evernote and Google Docs can help you organize and store your notes in the cloud for use anywhere you have Internet access. These tools also allow you to share documents and collaborate with other students and your teachers.
- Several educational websites, such as <u>DiscoveryEducation.com</u> and <u>CoolMath.com</u>, offer games and tutorials for students. It's amazing how easily you can memorize facts and figures if it feels as if you're just playing a game online.

CONSIDER THE SOURCE

Whenever you turn to the Internet for information, always consider the trustworthiness of the source. Much of the information on the Internet is not regulated for quality or accuracy. Find out what you can about the author, publisher, purpose, and reputation of the site before using it as an official source for any academic project.

The takeaway: Online study tools can be helpful, as long as you stay focused on your learning and are wise about which resources you use.

You must be very disciplined when scanning the web.
Don't allow yourself to get sidetracked by social media and other distracting sites.





DEALING WITH TEST ANXIETY

Most people get a little anxious when taking a test. In fact, some anxiety is good—it helps you be on your toes, get ready for the test, and focus at exam time. But too much anxiety can negatively affect your performance. Here are a few tips for keeping test anxiety manageable:

- Begin preparing well in advance. Waiting until
 the last minute will just increase your anxiety
 level. Take a practice test beforehand, even if
 you have to create one yourself.
- Visualize yourself walking into the room, sitting down at your desk, receiving the test, and answering the questions correctly. Imagine yourself finishing the test and turning it in on time, with a sense of satisfaction that you did your best.
- Replace negative thoughts with positive but realistic ones.
- Plan ahead to make sure you get to the exam on time, or even ahead of time, without feeling rushed.
- Avoid personal drama with family and friends in the days and hours leading up to the test.
- Practice deep, measured breaths to calm yourself. If you feel yourself becoming anxious, slowly count your breaths to 10, then repeat.

- Wear a watch, and keep an eye on the time as you complete your test. Don't spend so much time on one question that you risk not completing the test on time. Do your best, then move on. Mark the more difficult questions to return to if you have extra time at the end. Always use all your available time to go back and check your work.
- Remind yourself that you are not aiming for perfection, just your best. One test score is only a fraction of your overall grade, so keep this exam in perspective. If there's room for improvement when you get your score, then zero in on the study skills presented here. Choose the ones that gave you the greatest success, and double down on them for the next study session. Study the questions you missed for clues on how to do better next time.

Above all, give yourself a hearty pat on the back for being an engaged, serious learner. How do we know you are an engaged and serious learner? Well, you read this book, didn't you? That says a lot about your commitment to being the best student you can be. Now all you have to do is shine.

The takeaway: Test anxiety is normal and can be managed by taking the appropriate precautions and putting the test into perspective.



IN CLOSING

If you follow Doorway to College Foundation's recommendations in this book, you should be ready to tackle any classroom exam that will test your knowledge and skills. Simply sample and test the study tools that work best for you, then apply them for the best results possible.

For more in-depth information on study strategies, time management, goal setting, and other skills for academic success, sign up for a Study Smart! class at www.doorwaytocollege.com/study-smart/.

Studying for a classroom test your teacher gives is not the same as prepping for a college entrance exam. We can help you with that, too! Visit www.doorwaytocollege.org to learn about independently verified test prep instruction for the ACT, SAT, and PSAT. You'll also find other free and low-cost e-books to help you with the transition to college.

We wish you the best of success!

ABOUT THE AUTHOR

Kerri S. Mabee is a veteran teacher of English and creative writing in the San Diego, California, area. In 1998, she left



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ABOUT DOORWAY TO COLLEGE FOUNDATION

Doorway to College Foundation strives to demystify the college application process in its many forms. We give parents and students the information needed to be fully informed and prepared for the challenges and changes that lie on the horizon. For more information about products and services from Doorway to College, including college admissions support and test prep, visit us at www.doorwaytocollege.org.



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