

Study Tips

Time Management

- Get a pocket appointment calendar and use it!!!!
- Prepare a weekly schedule: Include reasonable homework allotments
- Sign up for a time management course or seminar
- Take a course in study skills
- Utilize available resources: library, tutors, computers, and peers

Improve Your Writing Skills

- Inquire about a writing laboratory
- Ask a friend to critique and edit your writing samples
- Use SPELL CHECKER on the computer or other word processing tools
- Use GRAMMER CHECKER on the computer or other word processing tools
- Plan your thoughts by outlining them first

Note Taking

- Sit close the front of the class so that you can see the instructor, the board, and hear the lesson
- On the RIGHT side of your notebook write down the main points of the lesson
- On the LEFT side of your notebook write down the details of those main points
- BUY some colored markers and use them:
- Black or Blue - underline key points
- Orange or green highlight - underline points that you might need to revisit or are unsure of
- Red - highlight:
- QUOTES from your instructor
- Items that will be on the EXAM
- Items that you should NOT FORGET
- Items that the instructor RE-EMPHASIZES a million times
- Leave white space in your notebook for additions or edit changes
- Re-type or re-write your notes for further understanding
- Take a course in short-hand or a seminar on note taking

Note Taking: Edits and Reviews

- Read your notes within a few hours of writing them!!!
- Re-type or re-write them in a PERMANENT notebook
- Try to outline the contents of the lecture
- Make a list of KEYWORDS and PHRASES
- Try to anticipate possible EXAM QUESTIONS
- Audio-tape the lesson for future reference

Choosing a Good Tutor

- BE CLEAR about your goals and objectives. Ask for constant feedback concerning how well you are progressing from session to session.
- AVOID those tutors who talk too much about their experiences and not the lesson of study
- CHOOSE someone that is knowledgeable about the subject matter, can explain it well, have anticipated questions, is encouraging, and knows when enough is enough for the session
- CHOOSE someone who cares that you are learning and absorbing the material

Falling Behind?????

- EVALUATE your own performance (identify weaknesses)
- SEEK your instructor for help and to let him/her know that you are trying
- Schedule MORE TIME to study
- FIND a serious study partner
- Check the bookstore for STUDY GUIDES and REFERENCE MATERIALS
- GET a good tutor
- Ask others that have taken the course for their NOTES, TIPS, HINTS, and SUGGESTIONS

Test Taking Tips for ACT/SAT/PSAT

Just Before the Test

- Get a good night's rest the night before the test
- Get up early, eat a good breakfast
- Wear something comfortable
- Arrive 30 minutes early to the test site
- In the test area, get away from doorways, drafty windows, and radiators
- Choose a seat away from the proctor's desk and other distractions
- Listen to the proctor's announcements
- If you need assistance during the test, raise your hand to summon a proctor

What to Take

- Your ticket of admission
- Three or more sharpened #2 pencils
- Identification - your school ID
- A Watch
- Candy or gum, if you need it

What to Leave at Home

- Books, dictionaries
- Electronic Devices
- Calculators, rulers, etc.

Tips for Answering Test Questions

- Problems are provided in increasing order of difficulty
- Do waste too much time on one problem; they all are worth the same amount so go on then go back to them
- Try to eliminate all wrong answers. Its better to guess between 2 choices, rather than 3 or 4 choices
- Use the Scrap paper provided by proctor
- It sometimes helps to work backwards from the answers
- On math questions, work out our own solution if necessary
- Work carefully, but quickly
- If you find yourself loosing concentration, pause for a few moments then continue
- Answer every question on every test, even if you have to guess
- Consider marking your answer sheet in groups. For example, work questions 1 - 5 and note the answers on the test booklet, then after completing the 5th question transfer your answers to the answer sheet. This helps avoid mistakes on the answer sheet
- Pace yourself, use your watch to keep abreast of time remaining
- If you finish a test early, check your answers
- Be confident!

A Final Word of Assurance

Remember, SAT, ACT, and the achievement tests are only one way to measure a part of your ability. They do not determine your future success in life; they do not even fully predict your potential academic success. If standardized tests are not your forte, do the best you can and then forget about them. Concentrate on building your other strengths: your high school curriculum, your grades, your outside activities.

Mathematics Review

Be familiar with the following mathematical concepts/areas:

<u>PRE-ALGEBRA</u>	<u>ALGEBRA AND COORDINATE GEOMETRY</u>	<u>GEOMETRY</u>	<u>TRIGONOMETRY</u>
Sets, Subsets, Operations on Sets Union, Intersection, Complement Numbers <ol style="list-style-type: none"> Natural Whole Integers Rational Irrational Real Numeration Systems Axioms of Real Numbers <ol style="list-style-type: none"> Closure Commutative Associative Identify Inverse Distributive Order of Operation Rules Operations with Signed Numbers <ol style="list-style-type: none"> Addition Subtraction Multiplication Division Exponentiation Roots Divisibility Prime and Composite Numbers Factorization Factors and Multiples <ol style="list-style-type: none"> Least Common Multiple Greatest Common Divisor Proper and Improper Fractions Mixed Numbers Operations with Fractions <ol style="list-style-type: none"> Addition Subtraction Multiplication Division Exponents with Fractions Complex Fractions Operations with Decimals <ol style="list-style-type: none"> Addition Subtraction Multiplication Division Percents <ol style="list-style-type: none"> Percents to Fractions Fractions to Percents Decimals to Percents Percents to Decimals Proportion Statistics <ol style="list-style-type: none"> Range Mean Median Mode Probability	Constants and Variables Equations Inequalities Polynomials Operations on Polynomials <ol style="list-style-type: none"> Addition Subtraction Multiplication Division Factoring Difference of Squares Difference of Cubes Quadratic Equations The Quadratic Formula Fractions Operations on Polynomials <ol style="list-style-type: none"> Addition Subtraction Multiplication Division Word Problems Exponents Radicals Operations on Radicals <ol style="list-style-type: none"> Addition Subtraction Multiplication Division Radical Equations Graphing Distance Formula Midpoint Formula Linear Equations Conic Sections <ol style="list-style-type: none"> Circle Ellipse Parabola Hyperbola Degenerate Forms Functions System of Equations Nonlinear Systems Exponential and Logarithmic Functions Sequence and Series The Binomial Theorem Complex Numbers	Lines Angles Polygons Triangles Quadrilaterals Relationships among Chords, Secants, and Tangents	Angles Definitions of Trigonometric Functions Applications of Trigonometric Functions Graphs Trigonometric Identities Inverse Trigonometric Functions

English Review

Be familiar with the following English concepts/areas

<u>USAGE/MECHANICS</u>	<u>SENTENCE STRUCTURE</u>	<u>RHETORICAL SKILLS</u>
Punctuation <ol style="list-style-type: none"> 1. Comma 2. Semicolon 3. Colon 4. Hyphen 5. Apostrophe 6. Dash 7. Question Mark 8. Exclamation Point 9. Quotation Marks and Parentheses Grammar and Usage <ol style="list-style-type: none"> 1. Subject-Verb Agreement 2. Parts of Verbs <ul style="list-style-type: none"> • Present • Past • Present Participle • Past Participle 3. Verb Form and Verbals <ul style="list-style-type: none"> • Infinitives • Gerunds • Participle Pronouns <ol style="list-style-type: none"> 1. Personal Pronouns 2. Interrogative Pronouns 3. Demonstrative Pronouns 4. Relative Pronouns 5. Indefinite Pronouns 	Sentence Fragments Run-on Sentences Connectives Modifiers <ol style="list-style-type: none"> 1. Adjectives and Adverbs 2. Misplaced Modifiers 3. Dangling Constructions 4. Illogical Comparisons Consistency and Tense <ol style="list-style-type: none"> 1. Verbs in Subordinate Clauses 2. The Present Infinitive 3. The Subjunctive Mood Parallelism Transitional Words and Phrases	Descriptive Writing Narration Explanation of a Process Comparison and Contrast Cause and Effect Persuasion Organization <ol style="list-style-type: none"> 1. The Main Idea 2. Supporting Material 3. Transitional Words and Phrases 4. Opening and Closings Style <ol style="list-style-type: none"> 1. Formal Writing Style 2. Informal Writing Style 3. Esoteric Writing Style 4. Elevated Writing Style Word Choice <ol style="list-style-type: none"> 1. Diction 2. Imagery and Figurative Language <ol style="list-style-type: none"> 1. Wordiness 2. Omissions 3. Sexist Language