

# Salem County Christian Academy-Study Skills Booklet

## Prepare and Study for Tests

### Begin to prepare the day you begin a new unit or topic

#### HOW? You must . . .

- ✓ Attend class
- ✓ Listen
- ✓ Take notes
- ✓ Ask questions
- ✓ Get a summary of the class when absent
- ✓ Do assignments on time
- ✓ Use SQ3R when reading textbooks.

### Begin to study for a test as soon as it is announced

#### HOW?

- ✓ Listen carefully when the teacher explains what type of questions will be on the test.
- ✓ Use the right study technique for the type of questions that will be included.
- ✓ Plan to study during several short sessions, not all at one time. In other words, **DO NOT CRAM!**
- ✓ Reread your notes and assignments
- ✓ Pick out key words and important points
- ✓ Recall definitions of words, names, dates, places, and points you have picked out.
- ✓ Review questions at the end of each chapter.
- ✓ Briefly summarize the main ideas of the chapter(s)
- ✓ Review with one or two other students
- ✓ Allow time for a quick review about an hour or two before the test.
- ✓ Arrive on time

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### **Prepare and Study for Tests (continued)**

- ✓ Have materials required: pencils, pens, eraser, scratch paper, etc.
- ✓ Carefully listen to and read all directions
- ✓ Make sure you understand the directions before you begin.
- ✓ Read each question carefully.
- ✓ Divide your time by the number of questions so you will know how long to spend on each.
- ✓ Know the grading system. If some questions are worth more than others, give those more time.
- ✓ Answer questions you know first.
- ✓ Mark questions skipped so you won't forget to come back to them
- ✓ Don't spend time thinking about questions you are unsure of until you have completed all the rest.
- ✓ If there are important facts or points you think you might forget, quickly write them in the margin before you begin the test.
- ✓ Check your answers for careless mistakes.
- ✓ Be a "bitter-ender". Stay working until you are required to stop.