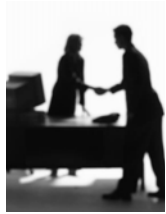


The Career Centre is here to get you onto the path of success!
We offer a variety of services at no cost to current full-time students and recent grads (up to 1 yr).



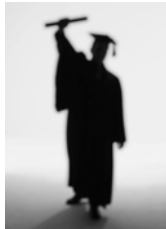
Career Counsellors are here to help you figure out the right career path for your unique qualities. Consultation services include:

- Career testing & vocational assessment
- Exploring career options
- Educational planning (university, college programs, apprenticeships, etc.)



Employment Advisors are here to help you locate employment opportunities and market yourself. Consultation services include:

- Resumé, cover letter, and career portfolio critique
- Interview preparation
- Assessment of job search attitudes and development of a job search strategy



English and Math Tutors are here to help you improve your grades! Here are a few things they can help you with:

- For English—grammar, punctuation, sentence and paragraph structure, APA/MLA documentation, conversation skills, and more!
- For math—general math, finance, accounting, statistics, calculus, algebra, trigonometry, and more!



Here is a list of **other services** that we provide:

- **Peer Tutors** provide subject-specific tutoring for up to 10 hours (a \$20 matching fee is required)
- The **Career Centre Web Site** (site listed below) offers useful resources for career direction, employment, education planning, and more!

For more information, come in to the Career Centre today!



<http://careercentre.sheridaninstitute.ca>
Traf-D103 Davis-B219 · Traf x2533 Davis x5328
Career Counselling · Educational Planning · Tutoring
Job Postings · Employment Advising · Career Events



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Written by
Kristen Blackler • English Tutor

Revised Fall 2006

Your notes & study strategies:

For more useful strategies, check out the Career Centre web site downloads page:

- **9 detailed tip sheets on study skills**
- **5 quick reference cards on Parts of Speech**
- **3 quick reference cards on Verb Tenses**
- **7 quick reference cards on Spelling & Grammar**
- **6 quick reference cards on Academic Writing**
- **4 quick reference cards on Documenting Papers**

http://web1.sheridanc.on.ca/services/career/cc_downloads.cfm#tutoring

Step 10

Develop a good test writing strategy: Some general tips

- **Read the test over first.** Though it might feel like wasting time, reading everything will help you plan which order to answer questions in.
- **Answer everything you know first.** If you don't know an answer, moving on and answering other questions can remind you of the right answer for the question you didn't know.
- **If you're stuck, answer all you can, mark the question with a star and move on.** After you've gone through the test go back and work on the questions you marked with stars.



Introduction

This guide is a collection of tips that can make a significant difference in your academic life that don't take a lot of effort to implement or even a lot of work.

This booklet is not intended to be comprehensive... These are the strategies that I personally find most effective as a student who is also in your position. I hope that you will find something from this list that you can add to your own routine.

Kristen Blackler

*University of Waterloo CoOp Student
Career Centre English Tutor—
Winter 2006*



Step 1

Go to as many classes as possible

- Skipping class, while tempting, will **catch up to you** when tests come around.
- If you do need to miss a class, make sure you **do the reading for the class you missed**. Preferably, do this before the next class so you don't fall behind.
- Get the phone number or e-mail of at least one person in your class in case you do miss a class so you can **get the lecture notes**.
- Never skip the classes which focus on the topics that are **weighted highest on the exams**. Also never skip the classes where assignments are being handed out, or when they are due.
- Remember, it is always ideal to go to class, and **the more classes you attend the better you will do**.



Step 10

Develop a good test writing strategy

Multiple Choice Tests

- **Cover the answers while you read the question** and try to answer it. This way the wrong answers won't confuse you.
- **First eliminate answers that you know are wrong**. Don't pick unfamiliar terms, if you don't recognize it you probably haven't learned it and so it's unlikely to be right.
- **Don't change your answer unless you are sure**. Your first choice is usually right.

Essay Tests

- **Underline key words** in the question.
- **Make an outline first!** This is very important so that you are organized and so that you remember to include everything you wanted to say.
- If the question has more than one part make sure you **answer everything it is asking you**.
- Don't leave out the basics, **the teacher does not assume you know something if you don't write it down**.

Step 9

Get to know the study process

- **Start studying well in advance** so that you can cover all your material.
- Read over all of your textbook notes as well as your class notes. Think about what you read and **paraphrase in your head to make sure you understand.**
- **Think of possible questions** that your teacher may ask you and make sure you can answer them.
- **If practice questions or tests are provided, do them!** Even if the answers are not provided the practice questions will tell you what areas to focus on.
- If you run out of time for studying don't cram, make a choice about what is most important and focus on studying that. **When you cram, you are not learning the material you are simply trying to remember it all.** This is not effective because you will forget most of it!
- **Get enough sleep** and **eat a good breakfast.** It'll give you the energy to do the test.

Step 2

Make use of Calendars and Schedules

- Get a large monthly calendar to hang over your workspace at home. The dry-erase kind works best. When you get your course outline, **immediately record all the important due dates and exams** on your calendar.
- **Record important information that your teacher gives you in class in an agenda,** and then transfer it to the big calendar when you get home.
- **Don't try to remember all important dates in your head!** Writing them down helps with effectively planning your time and is less stressful.
- **Write down the very important things you have to get done on post-it notes and place them around your house.** If you place them where you will see them frequently such as your computer, your door, even your TV, they will remind you of what you have to do.



Step 3

Do tasks according to their priority

- It is very tempting to do all of the little work you have to do for your favourite class before starting a major project in your least favourite class but it is **very important that you don't do this.**
- **Organize your work from most to least important and complete it in this order.**
- If you find yourself losing concentration on one task, switch to another one for awhile. **Sometimes switching subjects can be just as effective as taking a break from studying.**
- **Make an old fashioned "To Do List"** and keep it on your desk, it is surprisingly satisfying to be able to cross something off when you finish it.



Step 8

Take effective notes from a textbook

- **Pay attention to chapter or section summaries** because they contain the most important information that was covered. Normally they will cover most of what you need to know.
- **Pay attention to charts and diagrams;** don't skip over them when you are reading.
- When you read, have a highlighter and post-it notes nearby. Highlight the most important facts. **Keep in mind that highlighting everything is the same as highlighting nothing!** So be choosy about what you highlight. Put post-it notes on the pages with important diagrams or summaries so you can easily find them when studying.
- Keep your lecture notes near by and **add the important points from the textbook.**



Step 7

Take effective notes in class

- **If your teacher provides lecture notes for you to use, do so.** Print them off and bring them to class. Add all the important information that wasn't mentioned in the notes.
- Don't write down everything! **Listen to what your teacher stresses or mentions a few times.** Look for hints about what the teacher considers important enough to put on the test.
- **Record things that are written on the board or on overheads** because this is normally the most important information.
- **Do the reading before your class** because you will have an idea of what areas are the most important to take notes on and which areas you need clarification for. Knowing which part is the most challenging for you before you go to class is great because you can structure your notes accordingly.



Step 4

Don't do something tomorrow when you can do it today

- If you have an assignment due in a week but you have free time today, **start working on it early.** It's amazing how fast unexpected work and reading can build up so make use of the time when you have nothing to do.
- Even if you don't "feel like" doing your assignments, **try to at least get something started,** especially when you have free time. You're less likely to regret time spent on doing an assignment than time wasted by doing nothing.



Step 5

Take breaks and reward yourself!




- People can't work all the time. It is important to take regular breaks to keep you sane. **Find out how long you can work until your concentration starts to drop and plan breaks accordingly.**

- Watching a movie or going out with friends is not what I mean by a break. **Try to keep breaks to half an hour or less.** Relax and take your mind off your work if you can.



Step 6

Keep notes organized

- It is extremely frustrating when you have a test coming up and you can't find your study notes so this is very important. What I've found works the best is having a **different colour spiral notebook for each class** and writing all notes in there. 
- If you get a lot of hand-outs it is useful to **keep them in a 3-ring binder or to staple or tuck them into your notebook.**
- **Keep all of your notes and handouts for each class separated!** If you prefer to use one notebook during the day and record all of your notes in there, separate them into their individual subjects when you get home. This is a huge time saver when it comes time to study and it will ensure that notes will not go missing. 