

# GETTING READY FOR TESTS



CACC Training Aid 5-T-2  
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## Take Good Notes



- In order to be successful in the classroom, students must be prepared to study hard, pay close attention to the instructor and most of all be present in class. Here are a few ways that will help you with these tasks.
  - Be an active listener
  - Take notes that will help you pay attention
  - Recognize important information that is given by the instructor
  - Take notes that are easy to read
  - Go over your notes as soon as possible
  - Get lecture notes if you are absent from class

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## Know How to Read a Textbook



- In order to be successful in the classroom and taking test, students should learn the 3 learning tools of reading a textbook.

**RULE #1**

**SCAN** – Scanning allows you to take a quick overview of the material that will be read for the class. To scan a textbook properly you must read the title, the subtitles, and everything in bold and italic print. Scanning also provides you with a great deal of information in a very short amount of time. Scanning also provides the student with an excellent overview of the text and a information framework.

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## Know How to Read a Textbook (continued)



### RULE #2

**READ** – According to studies, when students feel that reading has a purpose their comprehension levels improve, they stay focused, and can identify important information. In order to give your reading purpose, try turning each **BOLDFACE** subtitle into a question. For example, you could turn the subtitle, The flowers change colors in the summer, into the question, “What colors do the flowers change to?” Keep the question in mind as you read and at the end of the section see if you can answer the question. Your questions will give you something specific to look for, and it will keep your mind from wandering.

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## Know How to Read a Textbook (continued)



### RULE #3

**REVIEW** – after you have scanned and read the material you still have one final step that you must complete, reviewing. Always try to take a few extra minutes after the first two steps to review what you have read. This step will make a huge difference in what you are able to remember later. When you review, you lock the information into your brain before it has a chance to evaporate. To complete this last step successfully follow these suggestions.

- Go back to the beginning and go through the same process you did when you scanned the material.
- As you read the **BOLDFACED** subtitles, restate the purpose or point of each section to yourself using your own words.
- Look at the vocabulary words and the words in bold and italic print and think about what they mean and why they are important

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## Study Smart



Studies have proven that students who study smart find they spend less time studying and still get better grades. To achieve smart study habits try the suggestions listed.

- Find a good place to study
- Know your learning style
- Organize your study time, and
- Know how to study for test

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## Find a Good Place to Study



- It is always best to have a place where you study regularly that is comfortable, has a good surface for writing, and has adequate lighting. This area or space should be stocked with the materials that you will need for studying (i.e. pencils, paper, calculator).
- Now that you have all the essentials, remove obstacles that will distract you from concentrating or that might interrupt you. Let this area be your comfort zone and the way that you need it to be. Some students like quiet areas and some prefer music playing. Whatever your preference might be, just realize that the environment you choose to study in must be one you can concentrate in without constant interruptions.

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## Know Your Learning Style



- One thing that we all must realize is that we all have our own unique style of learning. Some students learn best by seeing the material (**visual learners**), some learn best from hearing the information (**auditory learners**), and some learn best by doing (**kinesthetic learners**). Once you know your style of learning you will be able to adjust your study habits and make them suit your style of learning.

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## Organize Your Study Time



- Once you have designated a study area, and know your Learning Style it is time to organize your study time. The following suggestions will help you to get organized and ready to study.
  - Plan your study time by deciding exactly what you want to get done and the order in which you want to do it.
  - If there is a lot of studying to be done, be sure and prioritize your work.
  - Always allow more time than you think you'll need.
  - Study your least favorite subject first to get it out of the way.
  - Alternate types of assignments (read English, do math, read psychology, .)
  - Know when and how to take breaks. Students learn the most during the first and last ten minutes of study sessions. Try studying for 10 – 15 minutes and then take a short break.

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## Know How to Study for Test

When preparing to study for a test you should always:

- > Know the material that will be covered
- > Have a general understanding of that material
- > Pay close attention during class
- > Have all the required reading done ahead of time
- > Know the answers to the chapter review questions that are located at the end of the chapters that are assigned.
- > Go over old test and quizzes, and
- > Write down any names, dates, and formulas that you might need to remember on an index card and take that card with you to study before the test.



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