

- ◆ Take notes while reading. Be an active reader.
- ◆ Use notes to prepare for class

## NOTE TAKING SKILLS

### PHYSICAL FACTORS

- ◆ Be a positive and active listener.
- ◆ Sit near the front.
- ◆ Avoid distractions.
- ◆ Take notes with a pen.
- ◆ Use wide-lined 8½" x 11" notebook paper in a three-ringed notebook. Using a three-ringed notebook allows you to insert all the handouts that correspond to the lecture notes. Have one notebook per course.
- ◆ Label notes with course and date in upper right hand corner. If using a laptop, label all notes and save as course number or name of course, and date of class.

### PREPARE FOR CLASS:

- ◆ Read and study chapter before class.
- ◆ Make notes from the book.
- ◆ Print and read over PowerPoint presentations from CANVAS if provided by instructor.
- ◆ Come to class with a positive attitude.
- ◆ Review notes from the last lecture.
- ◆ Be open-minded to the lecture.



### AFTER CLASS:

- ◆ Review notes as soon as possible.
- ◆ Fill in gaps and write out shorthand.
- ◆ Compare notes with a classmate.
- ◆ Use your notes as a learning tool.
- ◆ Do a self-test after reviewing your notes.
- ◆ Make note cards.

### IN GENERAL:

- ◆ Write down only main parts.
- ◆ Copy everything on the board or overhead.
- ◆ Leave plenty of space.
- ◆ Be accurate and write legibly.
- ◆ Develop your own shorthand.
- ◆ Use copy of PowerPoint presentation, if provided. (Always check CANVAS.)

### FOR MORE INFORMATION CONTACT:

- |  |  |
|--|--|
| ◆ Leigh DeVae Bailey<br>Counselor<br>850-769-1551 x4861<br>lbailey@gulfcoast.edu | ◆ Chrystal Fuller<br>Academic & Career Coach<br>850-769-1551 x2829<br>cfuller7@gulfcoast.edu |
|--|--|

Located on the first floor of the Student Union East.

### REFERENCES

[www.adm.uwaterloo.ca/infocs/Study/listening.html](http://www.adm.uwaterloo.ca/infocs/Study/listening.html)  
[www.dartmouth.edu/admin/acskills/no\\_frames/lsg/notetaking.html](http://www.dartmouth.edu/admin/acskills/no_frames/lsg/notetaking.html)  
[www.mtsu.edu/~studskl/tmt.html](http://www.mtsu.edu/~studskl/tmt.html)  
[www.ucc.vt.edu/stdysk/notetake.html](http://www.ucc.vt.edu/stdysk/notetake.html)  
[www.ucc.bt.edu/stdysk/cornell.html](http://www.ucc.bt.edu/stdysk/cornell.html)  
[www.unc.edu/depts/unc\\_caps/TenTraps.html#Preparing](http://www.unc.edu/depts/unc_caps/TenTraps.html#Preparing)  
 Quick Study® Keys to College Success

Compiled by

The Counseling Center  
Of Gulf Coast State College

November 2001 Last Update: September 2013, April 2015, May 2016,  
October 2017, June 2018, August 2020, August 2021, August 2024

## Pathways to College Success



# STUDY SKILLS



## BASIC STUDY TIPS

- ◆ **ALWAYS CHECK CANVAS** to find study guides, study tips, and PowerPoint presentations. These can be used as study tools while reading and studying.
- ◆ **MINIMUM STUDY TIME** of 2-3 hours per week for each hour of class. For example, a 3 hour credit class requires at least 6 hours of study each week. (2 hours of study x 3 hours of class = 6 hours of study each week for that class) \*based on a 16 week semester.
- ◆ **SET GOALS FOR YOUR STUDY TIME** - determine what you need to study.
- ◆ **MINIMIZE THE NOISE** - keep your study area quiet and free of distractions.
- ◆ **HAVE A NEAT STUDY AREA** - clear area of debris and anything that may distract you.
- ◆ **AVOID INTERRUPTIONS** - turn off cell phones.
- ◆ **BE PREPARED** - have everything that you need to study with (study guide, book, pen/paper, etc.).
- ◆ **DO DIFFICULT TASKS FIRST** to give yourself time to ask for help if you need it.
- ◆ **STUDY IN SMALL TIME FRAMES** - for about 30-40 minutes and then take a 5-10 minute break.
- ◆ **AVOID STUDYING LATE AT NIGHT** - very little information is retained late at night.
- ◆ **STUDY AT A DESK OR TABLE** - a bed or couch is too comfortable.
- ◆ **LEARN INFORMATION FORWARDS AND BACKWARDS** - many students can recall a definition and not the word.
- ◆ **JOIN A STUDY GROUP** at the beginning of the course and continue through the semester.

- ◆ **QUIZ YOURSELF** after each study session about the information you just learned.
- ◆ **TUTORING SERVICES** - The Math Lab is located on the second floor of the Student Union West Building. The Reading/Writing Lab is located in the Rosenwald Building.
- ◆ **MATH COURSE VIDEOS** - Course videos for most math courses taught at GCSC are available on the Math Division's website.
- ◆ **REMEMBER THAT COLLEGE IS YOUR JOB** - Studying is preparing you for your "work" day.

## MEMORY TIPS

**Seven is the magic number.** Repeat information 7 times a day for 7 days, or place 7 index cards in areas that you will see them frequently.

**Key ideas.** Highlight key phrases and bold words. Make up acronyms to help you recall information. (example: Please Excuse My Dear Aunt Sally = parentheses first, then exponents, multiplication, division, addition, and then subtraction (in that order).

**Mapping.** Make a mental or physical map (chart) of your information.

## STUDYING FOR TESTS

- ◆ **OBJECTIVE** - Study as if it were an essay test and stress specifics such as list of items and definitions.
- ◆ **FILL IN THE BLANK** - Use index cards and place a fill in the blank question on the front and the answer on the back.

- ◆ **ESSAY** - Stress concepts and practice writing an essay from an outline. Take a subject from your notes and/or PowerPoint presentations and write an essay on everything you know about that subject.
- ◆ **PROBLEM (MATH)** - Memorize different formulas and rules, and then practice different problems. Note cards and/or charts are great study tools.

## "REAL" TESTING ENVIRONMENT

The best way to study for a test is to put yourself in a real testing environment. Use old tests, make up test questions, and/or use the questions at the end of the chapters to create a test similar to your instructor's test. Have a time limit (similar to your real testing time) and see how you do. Remember not to use notes, the text, or the internet unless they will be available to you during the real test. This allows you to see what you really know before you test and a grade is given.

## READING SKILLS

- ◆ Skim the chapter to give you the "big picture" of what you will be learning.
- ◆ Break chapters up into smaller parts.
- ◆ Read to answer questions and find information.
- ◆ Use PowerPoints or study guides while reading to find information.

