

Study Skills

How to develop many different
types of skills to be a successful
university student.

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What skills do you want to work on?

- ◊ Studying
- ◊ •Getting Organized
- ◊ •Managing Time
- ◊ •Taking Tests
- ◊ •Taking Notes
- ◊ •Managing Stress

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STUDY SKILLS

- ◆ Find your own quiet place where you can concentrate on your work.
- ◆ Sit in a comfortable chair (not **too** comfortable, though or you could end up asleep).
- ◆ Avoid distractions like the TV and try to ignore the telephone. Your friends can leave a message!
- ◆ Play quiet background music. It might help you stay focused.
- ◆ Study with a friend or a group of friends. Compare notes and ask each other questions.

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STUDY SKILLS

- ◆ Know your learning style and study in a way that best matches it.
- ◆ Take short but frequent breaks.
- ◆ Relate what you're studying to things you already know. This helps you remember information more easily.
- ◆ Start with the most difficult tasks or assignments to focus maximum brainpower on the things that are hard. Then move on to the easier tasks.
- ◆ Plan to spend **more** time (not less) on the subjects that are harder for you.

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STUDY SKILLS

- ◇ Focus on the quality of your study time. It's much more important than the quantity.
- ◇ Get into the habit of studying every day.
- ◇ Determine your best study time and plan to study at that time every day.
- ◇ Think of homework as practice, not work. It takes practice to get better at sports or music or cheerleading. This is the same.

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STUDY SKILLS

- ◆ Ask questions if you're not sure about something. Asking questions is one of the most effective ways we learn!
- ◆ After each study session, try to recall the main points and as many details as possible.
- ◆ Reward yourself when you're done. Plan a fun activity or just relax.

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ORGANIZATIONAL SKILLS

- ◆ Use outlines, charts, or flashcards to help you organize and learn new material. You'll be reviewing the material as you make these tools. And, you'll have them to use later when it's time to study for tests.
- ◆ Create a planner to keep track of work assignments, tests, and projects. Write in your planner every day so it becomes a habit!

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ORGANIZATIONAL SKILLS

- ◆ Organize your notes and work assignments by subject in separate notebooks and folders.
- ◆ Keep a "To Do" list. Write down things you need to do. Then decide what you need to get done right away and what can wait until later.

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TIME MANAGEMENT SKILLS

- ◆ Plan ahead and stick to a schedule.
- ◆ Decide what you want to accomplish and how long you will spend on each subject or assignment.
- ◆ Break your workload down into manageable chunks.
- ◆ Don't procrastinate (that's a big word that means putting things off).
- ◆ Be aware of things that distract you or waste your time, and keep them to a minimum.

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TEST TAKING SKILLS

- ◆ Know what type of test you'll be taking (essay, multiple choice, true/ false, matching, etc.). It's likely that test questions will be similar to the work you have done.
- ◆ Don't cram. It's OK to spend extra time studying but don't try to learn **everything** in one night.
- ◆ Get plenty of rest the night before test day.
- ◆ **Don't panic.** If a question is too hard, miss it out and come back to it later.

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NOTE TAKING SKILLS

- ◆ Focus on the main ideas. Don't try to write down everything the teacher says.
- ◆ Use your own words.
- ◆ Keep your notes organized. They will be as important as the textbook.
- ◆ Review your notes every day. This will make things easier to remember when it's time to study for the test.

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STRESS MANAGEMENT SKILLS

- ◇ Don't worry about the little things. Prioritize your activities and focus on the most important ones.
- ◇ Exercise. It takes your mind off things that are bothering you.
- ◇ Take care of yourself. Eat properly and get enough sleep.
- ◇ Avoid alcohol. It does not reduce stress—it hides it.

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