Monte Ahuja College of Business

STUDY SKILLS

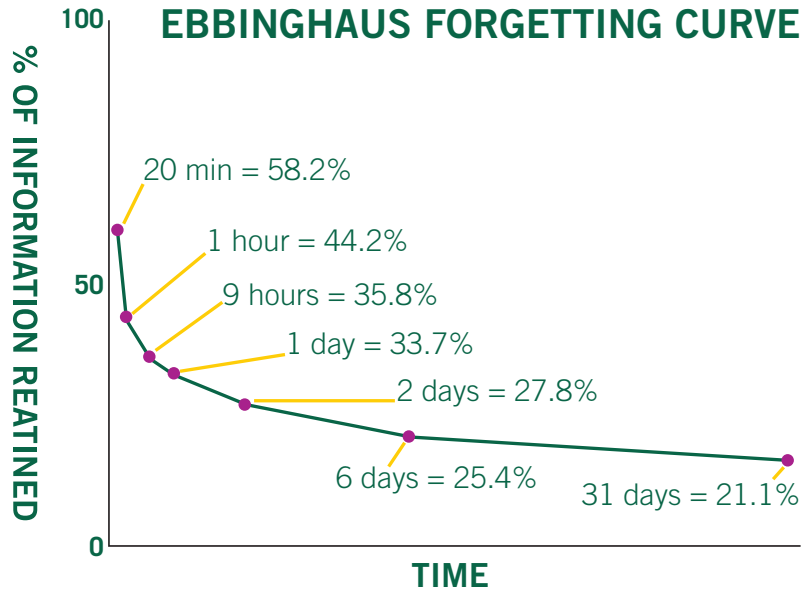
UNDERGRADUATE PROGRAMS & STUDENT SERVICES

IMPORTANT STEPS FOR STUDYING BETTER

1. How We Remember
2. Learning Styles and How to Adapt
3. Things to Help You Learn
4. SQ3R
5. Preparing for Exams
6. Time Management

HOW WE REMEMBER

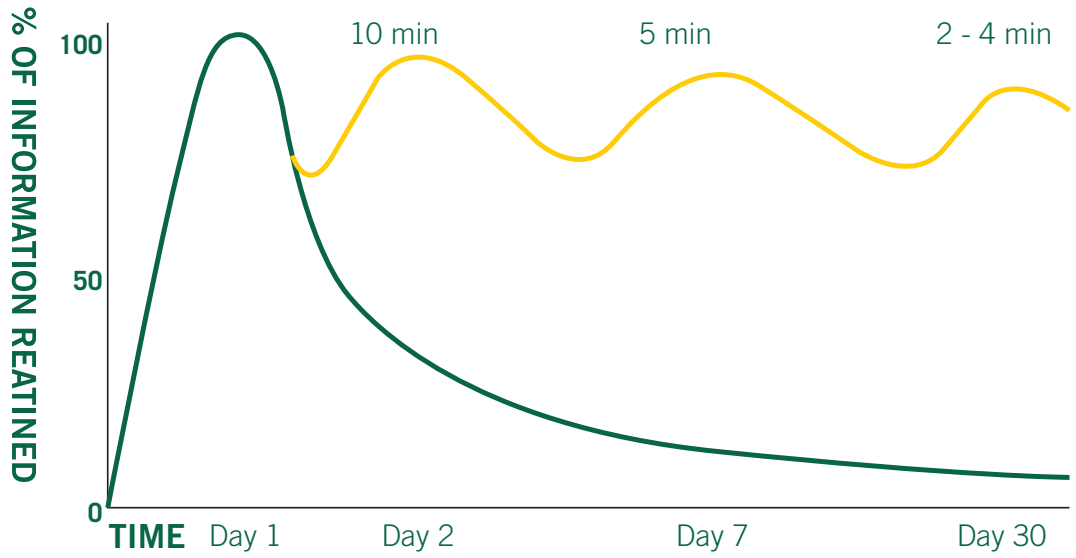
Ebbinghaus Study found that information is lost at a high rate when it is not meaningful or actively retained.



www.elearningcouncil.com/learning-theory/overcoming-ebbinghaus-curve-how-soon-we-forget/

HOW TO REMEMBER MORE

To overcome this, active review is needed retain the information. By this repetition, the memories become stronger until the information becomes known.



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TYPES OF LEARNERS

VISUAL

- You learn by reading or seeing pictures.
- You understand and remember things by sight.
- You can picture what you are learning in your head.

AUDITORY

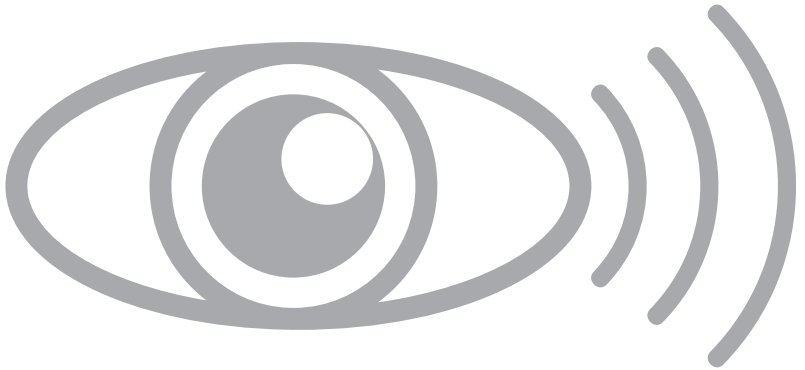
- You learn by hearing and listening.
- You understand and remember things you have heard.
- You understand better when information is spoken to you.

KINESTHETIC OR TACTILE

- You understand and remember things through physical movement.
- You are a "hands-on" learner.
- You often speak with your hands and with gestures.

VISUAL LEARNERS

- Print PowerPoint/lecture slides to take to class.
- Use online resources that accompany book.
- Make flash cards.
- Use colored sticky notes for textbook notes.



AUDITORY LEARNERS

- Sit in front rows to hear clearly.
- Use online book resources (sometimes auditory slides are provided).
- Review notes with friends.
- Use Smartphone to record lectures (*with professor's permission*).

KINESTHETIC OR TACTILE LEARNERS

- Take notes in class.
- Make flash cards.
- Move while studying.
- Teach what you learned to others.
- Envision yourself applying what you have learned in a real-world scenario.
- Role play examples with other classmates.

PAYING ATTENTION IN CLASS

- Sit in the front few rows.
- Take notes.
- Answer questions and be engaged.
- Have assignments completed before the start of class.
- Keep your smartphone in your bag unless using for class.

BEING ACTIVE

- Exercise is a perfect way to clear your mind an increase your energy.
- If working on a big assignment. Take mini-exercise breaks like walking.
- CSU offers a great Rec Center for it's students. For more information go to:

www.csuohio.edu/services/recreationcenter/

STUDY PLACES

- Find a place where you will not get distracted.
- Libraries, coffee shops and parks are very good places to study.
- Continue to study in that same location and time if possible.
- Keep your desk / workspace clean
- Know if you can study to music or need silence.

SOCIAL MEDIA / DISTRACTIONS

- Check social media before you start to study (get it out of your system)
- Do not check it again until you are done.
- If you have little self-control there are social media blockers available.
- Avoid trap of having movies / TV playing in the background.

NUTRITION TIPS

- Eat small, frequent meals and healthy snacks.
- Limit your caffeine intake.
  - Coffee is *awesome* except when you need sleep
- Drink plenty of water.
- **DO NOT** take an exam on an empty stomach

SLEEP AND STUDYING

- Make sleep a priority.
- Don’t eat, drink, or exercise prior.
- Stop using electronics an hour before sleep.
- Avoid coffee, tea, soda/pop and chocolate late in the day so you can get to sleep.
  - Coffee has a half-life of 4-6 hours

SQ3R

SURVEY

- Skim over the text and introduction. Look at images, headlines and charts.

QUESTION

- Make questions to what you are about to learn. Look at each section.

READ

- Read each section of text and answer the questions you have created. Make up new questions as need.

RECITE

- Stop after each section. Recall what you just read and answer the questions you have.

REVIEW

- Go back over the entire reading. Did you answer all the questions?

www.ucc.vt.edu/academic_support_students/study_skills_information/sq3r_reading-study_system

TEST TAKING STRATEGIES

BEFORE

- Go over all material.
- Make sure you have everything you may need.
- EAT SOMETHING!
- Go to the bathroom.
- Relax...you are prepared.

DURNING

- Breathe.
- Do whatever section that takes you the longest first.
- If you can't remember, try to visual your notes, flash cards, or text books.
- Don't spend too long on any one question. Circle the number, skip it, and come back later.
- CHECK YOUR TEST BEFORE YOU TURN IT IN

AFTER

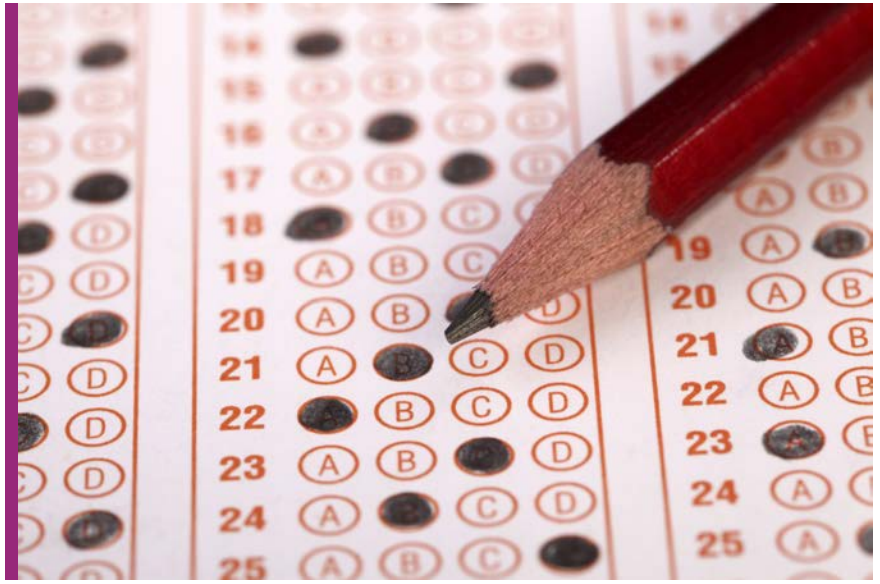
- Find a quite place.
- Review your material.
- Look up any questions you were uncertain of.
- CELEBRATE! You did it!
- Get some sleep.

TRUE/FALSE QUESTIONS

- When you do not know the answer. Mark it true!
- Look for any factor that will make a statement false.
- Look for extreme modifiers that tend to make the question false.
- Qualifying words tend to make a question true
- Questions that state a reason tend to be false.

MULTIPLE-CHOICE QUESTIONS

- Formulate your own answer before reading the options.
- Eliminate unlikely answers first.
- Select numbered answers from the middle range, not the extremes.
- Watch out for "NOT TRUE”
- Your FIRST instinct is usually right



ESSAY QUESTIONS

- Organize your thoughts in an outline.
- Paraphrase the original question to form your introductory statement.
- Identify the verbs or words in the question that give you direction.
- Read over your essay and make sure you answer every part of the question.

TIME MANAGEMENT

- Prioritize your assignments.
- Use your free time wisely.
- Use a smartphone to set reminders.
- Set a timer when working on long assignments.
  - Take breaks to prevent eye strain and clear your mind.
- Use a planner to track long-term assignments and important deadlines.
- CHECK YOUR SYLLABUS!!!

RESOURCES

Business Librarian

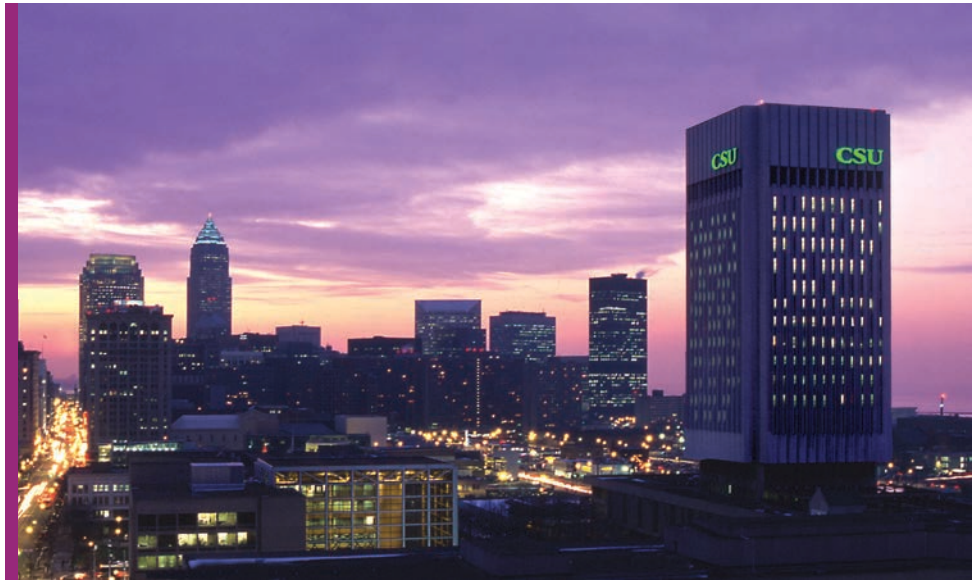
- b.c.richards@csuohio.edu

Disabilities Services

- www.csuohio.edu/disability/disability

Undergraduate Advising

- www.csuohio.edu/business/student-resources/academic-advising

Writing Center

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