

A Compendium of Study Aids & Advice

by VICKI DENNIS

Grades are not necessarily synonymous with intelligence. Often the best students are the ones who have learned the tricks of the trade. Here are six study tips that could make the difference for you.

Use the Necessary Tools

Any tradesman needs special tools, and the college student is no different. The first tool is a good dictionary, such as *Webster's New World Dictionary of the American Language* (Cleveland: World, 1970).

Get Acquainted with the Library

Don't wait till you have a big project to learn how to use the library. For starters, find out how the card catalog works. It consists of small wooden drawers full of alphabetical listings of all the library's holdings—arranged by author, title and subject headings. In the upper left-hand corner of each card, you'll find the "call number," which tells you the location of the book in the library. You should also become familiar with the reference room where encyclopedias and other general reference materials are located, including *The Reader's Guide to Periodical Literature*, a multivolumed listing of magazine articles grouped by year of publication; indexes of newspaper articles; and specialized indexes on subjects such as art, education and psychology.

AT FORD, THE BETTER IDEAS KEEP COMING.

For information on your choice of cars, pickups or vans, check boxes for catalogues on:

- | | | |
|--|---|---|
| ☐ Futura | ☐ Granada | ☐ Pickups |
| ☐ Fairmont | ☐ LTD II | ☐ 4x4 Pickups |
| ☐ Pinto | ☐ Ranchero | ☐ Bronco |
| ☐ Mustang II | ☐ LTD | ☐ Econoline Vans |
| ☐ Fiesta | ☐ Station Wagons | ☐ Courier |
| ☐ Ford Motor Credit Company | | |

All information is free, without obligation.

Name _____
Street _____
City _____ State _____ Zip _____

If you're alert, what you learn from a midterm can help you through the rest of the term and the final. For instance, the midterm lets you know what kinds of questions—and answers—the instructor prefers. Armed with this information, you can more easily isolate what you should learn for the final. In addition, a midterm lets you double-check your own study habits and note-taking skills. If you missed important points or found your notes impossible to comprehend, you can fine-tune your study technique or note-taking for the rest of the course. Finally, the midterm can tell you a lot about your test-taking skills. Did you run out of time? Were you calm or frantic? Were you able to organize your thoughts? Analyze your strong and weak points and work to improve your test performance before the final.

- *Study Tips: How To Study Effectively and Get Better Grades*. William H. Armstrong. (Woodbury, New York: Barron's Educational Series, Inc., 1975) \$2.25. A guide to organizing your study time.
- *Surviving the Undergraduate Jungle: The Student's Guide to Good Grades*. Kathy Crafts and Brenda Hauther. (New York: Grove Press, 1976) \$3.95. Teaches freshmen the art of collegiate self-defense.
- *How To Succeed in College: A Student Guidebook*. Joshua R. Gerow and R. Douglas Lying. (New York: Charles Scribner's Sons, 1975) \$4.95. A collection of advice and suggestions compiled by two college counselors after years of listening to students' complaints and problems.
- *Good Memory—Successful Student! A Guide To Remembering What You Learn*. Harry Lorayne. (New York: Stein and Day, 1976) \$1.95. Written by a well-known expert in memory techniques.
- *How To Take Tests*. Jason Millman and Walter Pauk. (New York: McGraw-Hill, 1969) \$2.95. Written by two nationally known authorities on tests and test-taking.
- *30 Ways To Improve Your Grades*. Harry Shaw. (New York: McGraw-Hill, 1969) \$3.95. All the way from "Uncovering Your Attitudes" to "Improve Your Test-Taking Methods."

Vicki Dennis collected study tips (and index cards) during graduate school.

Determine Your Best Study Time

Are you a day person, ready to studying as soon as you wake up from bed? Or do you find yourself more alert in the middle of the night the best time for intense learning? Keep a chart of your reactions to studying for a week or so. Record how you wake up and how you feel (rummy, full of pep?). During the week, write down the times when you feel tense and when you feel relaxed; when you are running at high energy and when you start to feel tired. Soon you'll see a pattern emerging. You can then plan your study day around your ups and downs (known as biorhythms). For example, plan study times for when you are most alert and don't rely on doing any heavy mental work during your very low energy periods.

Guides