Checklist to Success & Study Skills Reflection    Bio 107    Name ____________________

For an additional 10 pts, reflect on your preparation habits for the first exam. If whatever you are doing is not working for you consider making some changes; try something else. Return this reflection completed (check appropriate boxes and answer questions) by September 23rd, 2015.

1. Attend Class Regularly -
   - How many times have you missed lecture and/or lab?
     - □ Never    □ 1-3 times    □ 3-5 times    □ more than 5 times

2. Budget Your Time Efficiently -
   - Developing a habit can be very effective – try to study the same subject at the same time and same place each day.
     a) Develop a schedule: allocate time to go to class, eat, exercise, study, etc.
     b) Anticipate deadlines
     c) Plan to study/read at least a little each day
     d) Set goals
     e) Study in a quiet, well lit place, free from all distractions
     f) Have access and use all helpful resources/materials
   - Explain which of these, if any, do you practice?

3. Be a Good Reader -
   - Read syllabus assignments before coming to class
   - Train your eyes to take in a larger grouping of words with each glance
   - Expand your vocabulary –
     - □ use the glossary to learn definitions
     - □ use the new terms you have learned with your classmates
   - With each new chapter –
     - □ read the Title and Introduction (don't overlook for they set the theme)
     - □ look at Headings, subheadings, and topic sentences
     - □ learn the **boldfaced** and *italicized* words
     - □ don't forget the Chapter Summaries and Review Questions
     - □ examine all graphs, tables, charts, and illustrations
     - □ remember to read all figure legends (often contain material not in the text)
     - □ To improve your retention, verbally summarize a chapter to a study group partner or a significant other. If you can teach them, then you probably really know this stuff.
   - How many hours per week do you spend reading and reviewing the text and/or notes outside of class?
     - □ Never    □ 1-3 hours    □ 3-5 hours    □ more than 5 hours
4. Be an Active Listener -
- Move closer to the front so you won't have any trouble seeing, hearing, or paying attention to the lecturer.
- Focus on what the speaker is saying.
- Evaluate what you hear.
  - "What do the speaker's words mean"?
  - "How do they relate to what you already know"?
- Explain how your reading habit/strategy affect your ability to focus, listen, and participate in classroom discussions and activities?

5. Get involved in class room discussions –
- Think about the topics which may be discussed in class each day.
- Be prepared to answer questions or offer opinions..... Ask questions.... from lecturer, other students, via textbook
- Respect the opinions of others, and be courteous.
- Describe your level of involvement during class. Are you mentally “in class”?

6. Take Good Lecture Notes -
...because it is impossible to remember all that has been said.
- Develop your own Note Taking System......
  - First, record main points/key themes.......in your own words
    "Do not write down everything that is said"
  - Outline, underline, use key words.....
  - Devise your own abbreviation system for common words, etc.....
  - Leave a wide left margin.....to add additional notes later
- Listen for clues, hints, and key words
  - "major cause of x is y"
  - "you should remember this because......."
- Copy all material written on the board by a speaker
- Always date each page
- Make an Outline and Summary

7. RECOPY your Lecture Notes -
...because it is impossible to write everything down in lecture.
- Supplement your revision with material from book, glossary term, etc....
- Taking notes from the book:
  - get the big picture first .... what is chapter's main theme?
  - summarize each section of chapter's key points
- Explain the steps you take if you come across terms and/or concepts that you don’t know.
8. Form a Study Group -
...because sharing ideas, thoughts, and what you have learned will re-enforce your learning.
- What you have missed will be filled in by your study partners.

9. Prepare for Exams -
......as if you were training for an athletic event.....
- Ask instructor.....
  o What to expect; What's on test; is it essay or multiple choice;
- Try to predict some questions..... even write some of your multiple choice's
- Review your notes, study guides, and readings
- use flash cards, if that works for you...
- break long sentences into smaller one in order to memorize them
- Get a good nights sleep before a test
- Eat lightly and do some light exercise to get your blood pumping.
- Explain the preparation strategies that you use, their effectiveness, and what you are considering to try differently.

10. Taking the Exam -
    RELAX
- READ the DIRECTIONS carefully
  "Pick the BEST choice from those given"....... 
- Decide how much time to spend on each question
- Read each questions TWICE before answering
- Skip difficult questions and come back
- Pay close attention to qualifiers....usually, none, always
  - read all of the answer choices given before you pick an answer
- Explain difficulties you have during an exam. Is it mostly feeling unprepared with the content, is it the type of question format (multiple choice, T/F, matching, or essay) that is more/less challenging?