



## Study Skills

### Part 1 of 2

by Robert Brandon

In order to prepare for college and ultimately succeed once there, students must develop good study habits, including time management, and learn how to study. Some general guidelines pertaining to these important areas follow.

### Good Study Habits

Good study habits consist of more than just the behaviors a student engages in after school. Good study habits begin in the classroom. Classroom behaviors are the foundation upon which studying is built. If a student fails to acquire the class materials or has a poor understanding of what is presented in class, he or she cannot study effectively. Therefore, this list includes not only good study practices for after school, but good classroom behaviors as well.

- Move closer to the front. It is easier to see, hear and pay attention. If sitting in front is not possible, be sure to obtain an unobstructed view of the instructor.
- Get involved in class discussions. This helps you exchange ideas and polish communication skills. It is also an opportunity to confirm correct understanding or expose misunderstanding of the lesson.
- Ask questions if you don't understand something.

- Take thorough notes. Don't try to write down everything that is said. Listen for and record main ideas and supporting facts. Take notes as a recorder because otherwise you may miss some important points. Draw a partial blank line while recording your notes to mark any information you miss. Use as few words as possible, devising your own symbols or using common abbreviations for frequently repeated words. Take notes in outline form when possible.

- Copy all information written on the board.

- Review your notes as soon as you can after class. Check for understanding and missing information.

- Attend every class. Class attendance directly relates to class performance. Do not rely on someone else's note taking.

- Use a planning notebook or calendar to aid in time management. Write down all of your regular activities such as classes, job schedule and extracurricular activities. Schedule review time after each class, if possible. This is especially important for math courses.

- Plan two study hours for every hour you spend in class. Study difficult (or boring) subjects first. Try to study the same subject at the same time each day.

- Use a regular study area. Choose a place that minimizes distractions. Don't get too comfortable; sit or stand so that you remain attentive.

- Avoid marathon study sessions. Study for about one hour then take a brief five-to 10-minute break before resuming studying.

- Do not let others misuse your time. Learn to say no to others and yourself. Get off the phone, and turn off the TV.

### ACADEMIC SUPPORT STAFF



Robert Brandon



Wanda Simpson



Bob Morrison



Deola Dean



Eddie Stephenson

## ON THE YARD

### Where is your favorite place to study?

**Dominique Jackson, Sophomore  
Elementary Education**

*"The library because it is nice and quiet. You can get a lot of stuff done."*



**Ken Sheedy, Senior  
Elementary Education**

*"The library. It is quiet, and they have a lot of good resources."*

**Margaret Dorsey, Sophomore  
Health Management**

*"I like to study in the library. I can get more books I want to read, and it is more quiet. I meet other students there, and we help each other."*



**Lamarr Harris, Freshman  
Business Entrepreneurship**

*"I like to study in a little office in my house. It is real quiet. I can focus more."*

**Peter Apples, Freshman  
Education (Music)**

*"At home. It is quiet. I especially like to study outside on the patio."*



**Kelly Nicholson, Senior  
Urban Education**

*"I like to study in Student Support Services. It is quiet and when you need instruction, you have people there to help you."*

**Latresha Kilpatrick, Freshman  
Middle School Education**

*"I like to study at home, at my desk in my dining room. That is my area, and the kids don't normally come in there. They know that's my area."*



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## ACADEMIC SUPPORT PROGRAMS

### BRIDGING THE GAP

"STUDENT POTENTIAL TO STUDENT ACHIEVEMENT"

#### LAB HOURS FOR FALL 2009

Monday-Thursday	8:30 a.m.-9 p.m.	HGA
Friday	8:30 a.m.-5 p.m.	HGA
Monday-Thursday	6-9 p.m.	GRH
Saturday	9 a.m.-2 p.m.	HGA
Sunday	11 a.m.-4 p.m.	HGA
Monday-Thursday	6:30-8 p.m.	ABSB (South Campus)

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## ACADEMIC SUPPORT PROGRAMS

### NOW OFFERING TUTORING SERVICES FOR SPANISH!

Tuesday	11 a.m.-1 p.m.
Thursday	9 a.m.-1:30 p.m.
Friday	2:30-5 p.m.

Dr. Henry Givens Jr.  
Administration Building,  
Room 307 C/D

For more information, contact:

Wanda J. Simpson

Coordinator, Learning Assistance & Testing

(314) 340-3648

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TUTORING NOW AVAILABLE IN MATH  
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Monday	6:30-8 p.m.	ABSB (South Campus)	<i>Craig Rebmann, Accounting and Economics</i>
Tuesday	6:30-8 p.m.	ABSB	<i>Angela Hammon, Accounting</i>
Wednesday	6:30-8 p.m.	ABSB	<i>Dominique Beeks, Math</i> <i>Craig Carter, Accounting, Economics &amp; Statistics</i>
Thursday	6:30-8 p.m.	ABSB	<i>Craig Carter, Accounting, Economics &amp; Statistics</i>

SOUTH CAMPUS  
5707 Wilson Avenue

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