

全国出国培训备选人员外语水平考试专用教材

内附光盘



# BFT

## 听力理解 教程

姜红 主编  
孟繁锡



机械工业出版社  
China Machine Press

全国出国培训备选人员外语水平考试专用教材

# BFT 听力理解教程

丛书编委: 傅泽田 孟繁锡 冯伟哲 邰 红

主 编: 姜 红 孟繁锡

副主编: 冯伟哲 程 怡 梁艳春 程 怡

参 编: 程 强 郭焕生 李树勤 李 聚

磁带录音: Ms.Alena Marie Bartoli

Mr.Darvid youkey 王 宁



机械工业出版社

本辅导丛书紧扣教材,紧扣考试大纲,并根据作者近年来教学实践经验,精心编写。全书主要由练习题、听力技巧介绍、考试模拟题、生词表四个部分组成。本书的特点不仅仅在于为考生提供习题与解答,而且在分析考生做题时所犯的 errors 和存在问题的基础上,还提供了解题思路和应试技巧。最后为了给考生提供更多的实践机会,特附加大量的练习和详细的解析,帮助考生顺利通过考试。

### 图书在版编目(CIP)数据

BFT 听力理解教程/姜红,孟繁锡主编.

北京:机械工业出版社,2004.1

(全国出国培训备选人员外语水平考试专用教材)

ISBN 7-111-13615-2

I. 英… II. ①姜… ②孟… III. 英语-听说教学-自学参考资料 IV. H319.9

中国版本图书馆 CIP 数据核字(2003)第 115461 号

机械工业出版社(北京市百万庄大街 22 号 邮政编码 100037)

策划编辑:陈宝英 责任编辑:肖蕾 版式设计:张丽花

北京蓝海印刷有限公司印刷·新华书店北京发行所发行

2004 年 5 月第 1 版第 1 次印刷

787mm×1092mm 1/16·9.75 印张·222 千字

0001-3000 册

定价:39.00 元(含 1CD)

凡购本图书,如有缺页、倒页、脱页,由本社发行部调换

本社购书热线电话:(010) 68993821、88379646

封面无防伪标均为盗版

# 前 言

BFT(全国出国培训备选人员外语考试)是由国家外国专家局于 1985 年设立的,是测试出国人员外语实际应用水平的国际级标准。相对国际国内其它外语考试, BFT 更突出考查考生的听说能力,形成了以交际能力为主的独特风格,是准确测量出国培训人员外语水平的较好方式。

BFT 考试笔试共计 150 分,其中听力为 50 分,阅读理解为 70 分,写作为 30 分。每年举办两次考试:一月份和七月份各举行一次,每次试题内容是不同的。初、中、高三级的考试时间均为 2 小时 10 分钟,其中笔试时间为 2 小时,口试时间为 10—12 分钟。三级考试总分均为 200 分,初级(C 级)120 分为及格;中级(B 级)和高级(A 级)采用同一份试卷,中级 90 分为及格,高级 120 分为及格。

听力理解一般由四部分组成。第一部分,侧重考察考生对数字和单词的听辨能力;第二部分,侧重考察考生对所听内容进行概括的能力;第三部分,侧重考察考生对事情的判断能力;第四部分,侧重考察考生对文章细节的掌握。

由于文化与生活环境、生活背景的不同,中国学生对英、美国的历史、地理、政治等方面的特点知道不多,加之考试时时间紧,题量大,很容易因此失分。

因此,平时要多阅读有关英、美等国家的历史、地理、政治及民族文化知识,了解相关常识性的内容,扩展知识面,久而久之,积少成多。

本书的特点不仅仅在于为考生提供习题与解答,而是在分析考生做题时所犯的 error 和存在的问题的基础上,提供了解题思路和应试技巧。最后为了给考生提供更多的实践机会,特附加大量的练习和详细的解析。

本书所分析的 error 和问题,以及实例均来自于编者在近几年来所办的 BFT 辅导班中学生所犯的 error 和存在的问题。大部分应试技巧和练习已在考生中进行过尝试,并证明是非常有帮助的。在考生的提议下,我们重新组织并汇编成册,以满足广大考生和自学者复习迎考的需要。

# 目 录

听力能力的培养与提高 .....	1
练习题 (Exam 1~8) .....	7
Exam 1 .....	7
Tapescript .....	10
Exam 2 .....	14
Tapescript .....	17
Exam 3 .....	22
Tapescript .....	25
Exam 4 .....	29
Tapescript .....	32
Exam 5 .....	36
Tapescript .....	39
Exam 6 .....	44
Tapescript .....	47
Exam 7 .....	51
Tapescript .....	54
Exam 8 .....	58
Tapescript .....	61
练习题答案 (Exam 1-8) .....	65
考试模拟题 (Exam 9~15) .....	73
Exam 9 .....	73
Transcript .....	76
Exam 10 .....	81
Transcript .....	84
Exam 11 .....	88
Tapescript .....	91
Exam 12 .....	95
Tapescript .....	98
Exam 13 .....	103
Tapescript .....	106

Exam 14.....	110
Tapescript.....	113
Exam 15.....	117
Tapescript.....	120
考试模拟题答案 (Exam 9-15) .....	124
Word List .....	131

## 听力能力的培养与提高

英语学习者学习英语的过程就是对听、说、读、写、译等方面反复练习，最终掌握的过程。听力在英语学习及各类考试中占有非常重要的地位。然而相当一部分考生听力基础薄弱，听者能力差，归结原因，在基本能力、语音、语法及词汇方面存在一定问题，下面介绍几种有关听力的基本技巧。

### 一、语音方面的技巧

有些学生经常说：一句很简单的话读起来很容易理解，但听起来却反应不过来，听不懂。听力材料经常有连读、音素失爆、重读、弱读、同化、辅音、浊化及语调的抑扬顿挫等。如果对这些技巧和规律不熟悉，那么则很难正确理解听力材料所表达的准确信息。

#### 1. 正确辨音

正确辨音是听力理解中最基本的技能。如果不能准确理解每个词的正确发音，那么就不能正确理解该词的词义。正确辨音的基本方法是正确区分发音相似或相近的音素。

下面将语音中容易混淆的元、辅音列出来，注意它们的区别：

[i:]与[i]:least, list

[e]与[ei]:pen, pain

[e]与[æ]:head, had

[æ]与[ai]:sad, side

[θ]与[s]:think, sick

[f]与[v]与[w]:fine, vine, wine

[k]与[kr]:cloud, crowd

[gl]与[gr]:glass, grass

例句：Look at the clouds over there.如果考生将其中的 clouds（云彩）误听为 crowds（人群），一音之差，信息完全不同，因此考生要多听、多说、多练，做到完全准确地听懂每个单词。

数字之间也比较容易混淆，尤其难辨的是 13 和 30，14 和 40，15 和 50 等结尾发音很接近的数字。13~19 的结尾是 teen[ti:n]，39~90 的结尾是 ty[ti]。考生要特别注意：13~19 的第一个音节是次重读音，第二个音节是重读长音；而 30~90 的第一个音节是重读音，第二个音节是轻读短音。

13 thirteen [θə:'ti:n]

14 fourteen ['fɔ:'ti:n]

15 fifteen ['fif'ti:n]

16 sixteen [siks'ti:n]

17 seventeen [,sevən'ti:n]

18 eighteen ['ei'ti:n]

30 thirty ['θə:ti]

40 forty ['fɔ:ti]

50 fifty ['fifti]

60 sixty ['siks'ti]

70 seventy ['seventi]

80 eighty ['eiti]

19 nineteen [nain'ti:n]

90 ninety ['nainti]

## 2. 音变

音变包括连读、弱读、失音等。

连读就是两个或多个分属不同单词的音因相邻或语速的需要连在一起读出的现象。在一个句子中，单词之间往往没有停顿，而是首尾相接地自然连接起来。例如：The house is so beautiful that I can hardly forget it. house 与 is, that 与 I, forget 与 it 连读。连读在英语中是较常见的现象，只要了解其规律并多加练习，就很容易掌握。其规律是：如果后一个词以元音（音素）开始，前一个词以辅音（音素）结尾，那么在读的时候这两个音素往往被连读成一个音节。如 half an hour[hɑ:f ən auə]与 get it。

弱读是指在一个连贯性句子中一个单词不处于该句子主要意思中，因而不被重读，它的发音常以弱式读法读出。例如：Do you want to tell me something about your life in the countryside? 句中 to, me, about, your, in, the 等在句中弱读。弱读在句子中往往一带而过，如果不留心，则可能遗漏，造成信息的流失。失音是指在同个单词内或相邻单词之间的不完全爆破的发音现象。当两个辅音字母相邻时，如 Sit Down 中[t]，只要求发音者摆出舌位和口型，不发音，而发出音[d]。如果对失爆不熟悉则容易造成听力困难。

## 3. 重音

英语是韵律性极强的语言。句子的重音和弱读构成了抑扬顿挫，使英语变得悦耳动听。英语句子中有重要意义的词如：名词、动词、形容词、副词等需重读，助动词（在句末或强调时除外）、连接词、前置词等弱读。同一个词重读与弱读之间含义不尽相同。如：He helped me. me 若重读，则意为：他帮助了我，没有帮助其他人。me 若弱读，则强调他帮助了我。


## 4. 语调

英语中语调有四种：降调、升调、降升调和升降调。降调常表示肯定和完结；升调表示疑问、不相信；降升调表示说话人有所保留或纠正别人说过的话，并常含有言外之意；升降调则表示惊奇、不耐烦、得意等。

## 5. 常用简化形式：

原形	简缩形式	读音形式
I am	I'm	[aim]
you are	you're	[ju:(r)]
he is	he's	[hi: z]
it is	it's	[its]
they are	they're	[ðei(r)]
they have	they've	[ðeiv]
that is	that's	[ðæts]
here is	here's	[hiəz]
there is	there's	[ðeəz]
I have	I've	[aiv]
I shall/will	I'll	[ail]
they had/would	they'd	[ðeid]





are not	aren't	[ɑ:nt]
were not	weren't	[wə:nt]
was not	wasn't	['wɒz(ə)nt]
have not	haven't	['hæv(ə)nt]
had not	hadn't	['hæd(ə)nt]
shall not	shan't	[ʃɑ:nt]
will not	won't	[wəunt]
must not	mustn't	['mʌs(ə)nt]

英语中，经常有简化形式的词语，读音也会与原来的有很大出入，因此考生要加以注意。

#### 6. 英美音差异

(1) [r]音是美音的一大特色。如 car, four, heart 中，美国人读作[kɑ:(r)] [fɔ:(r)]和[hɑ:t]

(2) 英美两种英语之间的元音转化：

[ɑ:] (英音)变成[æ] (美音)

[ɔ] (英音)变成[ɑ] (美音)

I can't help you 这句话中，英国人把 can't 发音为[kɑ:nt]，而美国人发音为[kænt]，在 It is hot 中，英国人读作[it iz hɒt]，美国人读作[it iz hət]。

(3) 英美发音的元音差异与重音差异：

	美音	英音
address	['ædres]	[ə'dres]
garage	[gə're:ʒ]	['gærɑ:ʒ]
schedule	['skedʒul]	['ʃedju:l]
secretary	['sekrəteri]	['sekrətəri]
neither	['ni:ðə]	['nai:ðə]

## 二、语法与句型


掌握一定的语法与句型，对于深入理解所听内容，正确选出合适答案有着很重要的作用。因此，将一些出现频率高，具有一定难点，且有规律可循的语法点及相关句型牢记在心，是进行正确听力理解的要点之一。听力语法重点要理顺各种关系，如从属关系、被动关系、否定、比较、虚拟语气等，这样才能使思路正确，有条不紊。

### 1. 从属关系

这类题要求考生理清人与人或物与物或人与物的关系，进而找出主句。从属关系题常以定语从句、物主代词、名词所有格及介词短语等形式构成。例如：The woman who has been convicted and sent to jail is Mr. Smith's girlfriend.句中有三个人物 the woman, Mr. Smith 和 girlfriend，并且还有一个提供信息的定语从句 who has been convicted and sent to jail。千头万绪，要抓住根本所在，即主句：The woman is Mr. Smith's girlfriend. 其他客观存在成分随即迎刃而解。

### 2. 被动关系

在英语语法中，被动语态与主动语态是最基本的语法之一，许多考生对之并不生疏。



要掌握被动语态的基本结构: be (变化时态)+过去分词, 并且搞清楚动作的执行者和承受者。此外, 多练习两种语态的互换。

### 3. 因果关系

掌握因果关系的前提是掌握表示这种关系的连接词、介词、介词短语、动词和动词词组等形式。

(1) 常用的连接词: because, as, for, since, so, now that, in that, therefore, hence, so...that..., such...that...

(2) 常用的介词和介词短语: because of, for(兼有连词与介词功能), owing to, thanks to, as a result of, due to, on account of

(3) 常用的动词和动词词组: give birth to, give rise to, cause result in, attribute to, be brought about by

### 4. 否定

否定包括完全否定、部分否定及双重否定。

表示完全否定的词体现在 nothing, no, none, nobody, no one, no where, neither, never, not any, dislike, reject, deny, rather...than, instead of 以及 too...to... 等等。

部分否定中要注意下列词或词组: scarcely, barely, rarely, seldom, little, few, hardly any, not always, not all, not both, not everywhere。例如: I can hardly finish the project within three days.(我几乎不能在三天之内完成这个项目。) Not all the students agreed with what their teacher said.(不是所有的学生都同意老师讲的话。)

双重否定的句子往往会有两个否定词, 表达的意思是肯定的。如 I can't do it quite well without your help. (没有你的帮助我不能把它做这么好。)can't 与 without 为两个否定词, 加强了本句的语气。常见的双重否定结构有: not...without, not...unless, not...until 及 not +含否定意义词缀的词。

### 5. 比较

比较分为原级、比较级和最高级。做比较这类题时, 要注意比较的对象、被比较对象以及比较内容。搞清相互之间的关系, 增加选题的正确率。

有关比较的句型与结构也需要牢牢掌握:

(1) favorite 最喜欢的

(2) prefer...to... 喜欢……而胜过……

(3) no more...than 比……更不; 并不比

(4) more than 超过

(5) the more..., the more... 越……越……

(6) more and more 越来越多的, 越来越……

### 6. 虚拟

虚拟语气表示主观意愿和假想虚拟的情况。在听音中, 要注意与现在事实相反的虚拟条件句、与过去事实相反的虚拟条件句和与将来事实相反的虚拟条件句的表达方式。

表现与现在事实相反的虚拟条件句为:

If +主语+一般过去时, 主语+ would (should, could, might) +动词原形

表现与过去事实相反的虚拟条件句为:

If + 主语 + 过去完成时, 主语 + would (should, could, might) + have + 过去分词

表现与将来事实相反的虚拟条件句为:

If + 主语 + should + 动词原形, 主语 + would (should, could, might) + 动词原形

此外, 还需要注意“wish + 从句”这一结构。它表示一种无法实现的愿望。“If only + 从句”也用来表示一种无法实现的愿望, 意为“但愿, 要是……就好了”。

### 三、熟悉背景知识

由于文化与生活环境、生活背景的不同, 中国学生对英、美国的历史、地理、政治等方面的特点知道不多, 加之考试时时间紧, 题量大, 很容易因此失分。

因此, 平时要多阅读有关英、美等国家的历史、地理、政治及民族文化知识, 了解相关常识性的内容, 扩展知识面, 久而久之, 积少成多。

### 四、BFT 听力技巧

1. Part 1 考察学生对数字和单词的听辨能力, 是很基础的听力要求。在数字填空中, 要注意两点。第一, 正确区分以-teen 和以-ty 结尾的词的读音及单词重音。第二, 对于较大较长的数字要熟练地使用, 这就需要平时多练多听。单词填空考察的是对一些重要的动词、名词、形容词、副词的正确运用, 考生需要将教学大纲中的重点词汇牢记在心, 此外, 还需听懂单词所在句子及其段落, 这有助于正确填写单词!

2. Part 2 考察考生对所听内容进行概括的能力, 属于泛听范围。考生要掌握所听材料的重点信息, 找出主干, 挖掘出主要意思。例如, 考生听到如下内容: “My name is Kathy. I work in a university in London. I will go to Luton University for further study.” 从几句话中, 我们要善于总结重要的信息。信息 1: 说话人叫 Kathy。信息 2: 她目前在伦敦一所大学工作。信息 3: 她将进大学深造。只要抓住重点 Kathy, a university, further study, 那么就明白了整段话的意思。

3. Part 3 考察考生对事情的判断能力, 在听两遍原文的基础上, 要根据原文的内容, 对 10 个句子进行判断, 判断正误以及原文中是否被提及。Part 4 考察学生对文章细节的掌握。做这两部分题时, 要注意文章的开头段, 因为大多数开头段都引导整个文章的内容。了解开头段, 特别是开头段的主题句, 对正确答题有很大的帮助。此外, 在一段中要注意是否有段落主题句, 如果有那么它是本段的中心, 其余内容均为段落主题句的论据。如果没有段落主题句, 那么就要注意不同的信息, 即细节。文章主题句及其段落主题句概括了文章及其段落大意, 细节则是主题的论据, 抓住主题句及其细节, 是做好 Part 3 和 Part 4 的主要方法!

### 五、本听力书由四部分组成

第一部分为听力技巧介绍。第二部分 EXAM 1 至 EXAM 8 为练习题, 对考生进行考前训练。第三部分: EXAM 9 至 EXAM 15 为考试模拟题, 对考生进行考前模拟测试! 每题有相关分数。第四部分为单词表, 对一些难度较大或超纲单词给出汉语意思以方便考生使用教材!

## Acknowledgements

The following materials should be credited:

English Salon

English Language Learning

New International Business English

College Core English

Some materials could not be credited because the original sources or authors were not available. If any unintentional omissions have occurred in our books, we are sorry.

# 练习题 (Exam 1~8)

## Exam 1

### Part 1

#### Section 1

Questions: 1~6 (marks 6)

Directions: You will hear a short passage. Listen carefully and answer the following questions in numbers.

#### Advertisements

- Share Flat Happy Valley big flat, 1 room ready for use immediately, quiet and convenient, fully furnished, part view. \$ 6800 including bills with maid. Female nonsmoker. No pet. Sara. 1 or 2.
- Moving sale 2 armchairs, red/brown at \$400 each; coffee table, black, wood, \$800; oil painting, big, \$900; Tianjing carpet, green, 3\*7, \$600; double bed, \$500; mirror, big square, \$500; fridge, big, double-door, \$1000; old pictures, \$ 140, up, each; paints, big and small. Tel: Weekend, 3 /Weekday, 4.
- Part-time Laboratory Assistant Wanted Required by busy electronics company to help with development of computer. Should have an electronics degree and some practical experience of working in an electronics laboratory. Hours 5 Mon.~Fri. Fourteen days paid leave. Salary 6 dependent on experience. Letter of application to: Mrs. G Chan, NOVA ELECTRONICS, 45 Gordon RD, Hung Hom Kowloon.

#### Section 2

Questions: 1~10 (marks 10)

Directions: Listen carefully to the following passage and fill in the blanks with what you hear on the tape. You will listen to the passage twice.

As more women in the United States move up the 1, more are finding it necessary to make 2 alone. Since this is new for many, some pieces of advice are certainly in order. If

you are married, it is a good idea to 3 your husband and children to learn to cook a few simple meals while you are away. They will be much happier and probably they will enjoy the experience. If you will be eating alone a good deal, choose good restaurants. In the end, they will be much better for your 4. You may also find it useful to call the restaurant in advance and say, that you will be eating alone. You will probably get better service and almost certainly a better table. Finally, and most importantly, think about your travel needs as a business woman: this starts with 5 luggage which you can easily manage even when fully 6. Take a folding case inside your suitcase. It will come in extremely handy for dirty clothes, as well as for business 7 and papers, you no longer need on the trip. And make sure you have a 8 so that you can keep 9 required papers 10. Obviously, experience helps, but you can make things easier on yourself from the first by careful planning, so that right from the start you really can have a good trip!

## Part 2

### Questions: 1~10 ( marks 10 )

Directions: You will hear five tips of how to improve your study habits. For questions 1~5, choose from the list A~F the main idea of each tip. Use the letters only once. There is one extra letter which you do not need to use.

A. Find a good place to study.

1. Tip One

	9
--	---

B. Plan your time carefully.

2. Tip Two

	10
--	----

C. Develop a good attitude towards tests.

3. Tip Three

	11
--	----

D. Study regularly.

4. Tip Four

	12
--	----

E. Make good use of your time in class.

5. Tip Five

	13
--	----

F. Skim before you read.

### Part 3

Questions: 1~10 (marks 10)

**Directions:** 1. Look at the ten statements for this part.  
 2. You will hear a passage about a man named Samuel Alexander Mudd.  
 3. Decide whether you think each statement is right, wrong, or not mentioned.

1. Doctor Samuel Alexander Mudd helped to kill President Abraham Lincoln.
2. Doctor Samuel Alexander Mudd didn't commit any crime on purpose but was sentenced to prison.
3. If it had not been for President Andrew Johnson, Considered a criminal.
4. At first Doctor Mudd was sentenced four years, imprisonment.
5. People in America hate Doctor Mudd's name, so Mudd changed it.
6. Doctor Mudd used to be Booth's friend so that people hate him very much.
7. The Mudd family is still suffering from the name now.
8. The word "physician" means physicist in the passage.
9. Doctor Mudd cures a lot of prisoners in a yellow fever outbreak.
10. If what somebody has done does harm to his reputation, we may say to him "Your name will be mud."

### Part 4

Questions: 1~7 (Marks 14)

**Directions:** 1. Look at the questions for this part.  
 2. You will hear a passage about market economy.  
 3. For the following questions, indicate which of the alternative A, B or C is the most appropriate response.

1. A market is made up of such forces as \_\_\_\_\_.  
 A. supply and demand  
 B. manufacturers  
 C. customers
2. The use of resources and distribution of products are determined by \_\_\_\_\_.  
 A. society  
 B. demand  
 C. price
3. In order to make exchange easier \_\_\_\_\_.  
 A. a common money unit is used  
 B. the quality of goods must be good

- C. prices should be steady
4. What is the characteristic of barter?
- A. No bargaining is done.  
B. No money is involved.  
C. No price is fixed.
5. The main role in the market economy is played by \_\_\_\_.
- A. price  
B. hard work  
C. customers
6. Which of the following is not the one that makes a demand for goods and services possible?
- A. Desire for goods or services  
B. Buying power and willingness to spend money  
C. Rich resources
7. In paragraph seven an example is given to show \_\_\_\_.
- A. people's buying power  
B. demand and desire are the same  
C. the meaning of the term "demand"



## Tapescript

### Part 1


#### Section 1

#### Advertisements

- Share Flat Happy Valley big flat, 1 room ready for use immediately, quiet and convenient, fully furnished, part view. \$ 6800 including bills with maid. Female nonsmoker. No pet. Sara. 25720836 or 10077809.
- Moving sale 2 armchairs, red/brown at \$400 each; coffee table, black, wood, \$800; oil painting, big, \$900; Tianjing carpet, green, 3\*7, \$600; double bed, \$500; mirror, big square, \$500; fridge, big, double-door, \$1000; old pictures, \$ 140, up, each; paints, big and small. Tel: Weekend, 2521-6011 /Weekday, 2524-5867.
- Part-time Laboratory Assistant Wanted Required by busy electronics company to help with development of computer. Should have an electronics degree and some practical experience of working in an electronics laboratory. Hours 9:30a.m.~1:00 p.m. Mon.~Fri. Fourteen days paid leave. Salary 6 598~10 230 dependent on experience. Letter of application to: Mrs. G Chan, NOVA ELECTRONICS, 45 Gordon RD, Hung Hom Kowloon.

#### Section 2





As more women in the United States move up the professional ladder, more are finding it necessary to make business trips alone. Since this is new for many, some pieces of advice are certainly in order. If you are married, it is a good idea to encourage your husband and children to learn to cook a few simple meals while you are away. They will be much happier and probably they will enjoy the experience. If you will be eating alone a good deal, choose good restaurants. In the end, they will be much better for your digestion. You may also find it useful to call the restaurant in advance and say, that you will be eating alone. You will probably get better service and almost certainly a better table. Finally, and most importantly, think about your travel needs as a business woman : this starts with lightweight luggage which you can easily manage even when fully packed. Take a folding case inside your suitcase. It will come in extremely handy for dirty clothes, as well as for business documents and papers, you no longer need on the trip. And make sure you have a briefcase so that you can keep frequently required papers separate. Obviously, experience helps, but you can make things easier on yourself from the first by careful planning, so that right from the start you really can have a good trip!

## Part 2

### How to Improve Your Study Habits?

1. Make a list of your weekly tasks. Then make a schedule or chart of your time. Fill in committed time such as eating, sleeping, meetings, classes, etc. Then decide on good, regular times for studying. Be sure to set aside enough time to complete your normal reading and work assignments. Of course, studying shouldn't occupy all of the free time on the schedule. It's important to set aside time for relaxation, hobbies, and entertainment as well. This weekly schedule may not solve all of your problems, but it will make you more aware of how you spend your time. Furthermore, it will enable you to plan your activities so that you have adequate time for both work and play.
2. Choose one place for your study area. It may be a desk or a chair at home or in the school library, but it should be comfortable, and it should not have distractions. When you begin to work, you should be able to concentrate on the subject.
3. Look over a passage quickly before you begin to read it more carefully. As you preview the material, you get some idea of the content and how it is organized. Later when you begin to read, you will recognize less important material and you may skip some of these portions. Skimming helps double your reading speed and improves your comprehension as well.
4. Study regularly. Go over your notes as soon as you can after class. Review important points mentioned in class as well as points you remain confused about. Read about these points in your textbook. If you know what the teacher will discuss the next day, skim and read that material too. This will help you understand the next class. If you review your notes and textbook regularly, the material will become more meaningful and you will remember it