



E S S E N T I A L

S T U D Y S K I L L S

L I N D A W O N G



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L I N D A W O N G

LANE COMMUNITY COLLEGE

HOUGHTON MIFFLIN COMPANY Boston Toronto

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PREFACE

Essential Study Skills is a worktext that presents an array of practical study skills strategies, enabling students to select, refine, and adapt the techniques that will serve them best.

Recognizing that each student is an individual with a unique way of learning, the book helps students identify and understand their personal learning styles, strengths, and attitudes. As students progress through the text, their understanding of the concept of studying and the process of learning broadens; they come to view academic learning as a product of a set of skills and behaviors that they can comprehend, acquire, customize, and implement effectively.

Essential Study Skills is appropriate for all post-secondary students. Its encouraging tone, clear rationales, step-by-step approach, versatile exercises, and ample feedback make it ideal for students considered at risk, students with specific learning disabilities, adult students returning to school, students who have experienced difficulties in school, and students in developmental studies programs.

Content and Organization

The information in *Essential Study Skills* is organized into four parts. Part I, "Setting the Stage for Learning," equips students with knowledge about themselves as learners and about how best to absorb the information presented throughout the book. Chapter 1 points out the many **resources** available to college students and includes a comprehensive questionnaire that identifies each student's preferred **learning style**. Chapter 2 encourages students to set both **academic and personal goals** and to **manage time** week by week in order to achieve those goals. Chapter 3 offers practical tips and exercises for **improving concentration**, from arranging a distraction-free study area to preparing one's mind for receiving information to applying the technique of concentrated listening. Chapter 4 establishes the underpinning of the rest of the book: that by understanding how we learn new information, we enhance our ability to learn. The chapter walks students through the **information processing model** and presents a set of twelve **memory principles** that helps students learn more efficiently.

Part II, "Selecting and Processing Information for Memory," applies the information processing model and memory principles directly to learning from textbooks and lectures, emphasizing the rationale for the steps and the significance of the strategies for promoting stronger memory skills. Chapter 5 tells how and why to **survey textbooks**. Chapter 6 presents **SQ4R**, a proven method for thorough textbook reading and comprehension. Chapters 7, 8, and 9 cover the varying techniques for **taking notes** in textbooks, from textbooks, and from lectures.

Part III, "Rehearsing and Retrieving Information from Memory," encourages students to develop creative, original study tools that emphasize their learning strengths and make learning an exciting, active process. Chapter 10 shows how to make and use vocabulary sheets and flash cards for learning general and course-specific **vocabulary**. Chapter 11 shows how to create and study from **visual tools** including mappings, hierarchies, category grids, and timelines. Chapter 12 shows how to create and study from **multisensory tools**—visual, auditory, and kinesthetic—and offers compensatory measures

for learners with weaker skills in each area. Chapter 13 shows how to create **mnemonics** for academic and general use.

Part IV, "Testing Your Skills and Your Memory," provides students with strong test-taking skills, which will reduce students' test anxiety and increase their test scores. Because many students need test-taking skills early in the term, several basic skills are introduced indirectly in the chapter review questions throughout the book. Part IV teaches the skills thoroughly. Chapter 14 examines **test anxiety** and presents methods for **taking control of stress**, thereby reducing the effects of anxiety on students' performance. Chapter 15 offers strategies for answering **objective test questions**. Chapter 16 provides **educated guessing** strategies to be used selectively—and only when all else fails. Finally, Chapter 17 teaches strategies for answering **recall questions** (fill-ins and listings) and **recall-plus questions** (definitions, short answers, and essays).

By providing strategies that increase students' self-esteem, confidence, learning potential, and success, *Effective Study Skills* equips students with learning tools for their college courses and beyond.

Special Features Each chapter of *Effective Study Skills* includes eight features designed to raise students' self-awareness, highlight important information, and provide practice.

- The *visual mapping* provides an overview of the chapter, literally at a glance. At the end of the chapter, students expand the map to include supporting details that will help them recall the content.
- The *profile* allows students to assess their attitudes and behaviors. Students complete each self-evaluation twice, once before reading the chapter and again at the end of the term. By recording the scores on the Master Profile Chart in the Appendix, students generate before and after "academic portraits" that show their strengths, weaknesses, and progress.
- *Boxed information* throughout the chapters highlights key points. Students will benefit from previewing this information, referring to it as they take notes, and reviewing it in preparation for tests.
- *Exercises* throughout the chapters provide guided practice in applying the skills to material from an array of academic disciplines. The exercises can be used in a variety of ways: as homework assignments, as material for class discussion, and as partner or small group activities.
- The *chapter summary* reviews the main points in succinct lists, which students can consult for a quick review of the chapter content.
- "*Personalizing What You Learned*" activities encourage students to tailor the chapter information to their own academic needs. In *scoring the chapter profile*, students identify the skills they already use and those they need to develop. In *expanding the visual mapping*, students dig into the chapter, identifying key terms and supporting details and arranging them in a meaningful, visually memorable way. In *creating vocabulary lists or flash cards* for the key terms printed in color, students compile their own glossaries for further reference and study.
- *Review questions* at the chapter end assess students' progress in learning the strategies and in applying them to course content. The questions can be assigned as homework, answered in class, or completed with partners or in small groups.
- *Writing assignments* promote reflective, critical, and creative thinking about the chapter content and its applications.

***Instructor's
Resource Manual***

Essential Study Skills is accompanied by an Instructor's Resource Manual. Part I of the IRM provides complete answer keys and teaching tips. Part II contains twenty-two additional exercises and eight transparency masters. Part III provides tests (with answer keys) for each of the four parts in the student text that assess students' retention and integration of material across the chapters.

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TO THE STUDENT

Essential Study Skills is designed to provide you with skills that will unlock your learning potential. By consistently using the skills presented in this book, you will learn information more thoroughly and remember it more easily. This section tells you how to get the most out of *Essential Study Skills*.

How to Start Each Chapter

For the best results, prepare your mind before you read each chapter.

1. Read the paragraph on the first page for a glimpse of the skills you will learn in the chapter.
2. Study the visual mapping that follows the first paragraph. This mapping is a picture form of the main headings in the chapter.
3. Answer the chapter profile questions on the second page of the chapter to become aware of your current study habits and attitudes.
4. Preview the chapter for about ten minutes. Read through the chapter headings, subheadings, summary, and review questions, and look at the visual aids and the key terms printed in blue.

Now you are ready to begin the process of thorough, accurate reading.

How to Use the Chapter Features

The special features in each chapter will help you learn and apply essential study skills.

Visual Mapping This overview shows the big picture of the chapter, that is, the most important information and how it fits together. The chapter title is in the middle of the map. The main headings branch out from the title; read them clockwise, beginning from the 11:00 position.

Profile You will discover your current strengths and weaknesses by completing this self-evaluation honestly. During the term, you will learn strategies and techniques for bolstering your weaknesses. At the end of the term, you will answer the questions again to assess your progress.

Boxed Information During your chapter previews and reviews, pay special attention to the blue boxes throughout the chapter. Read each box carefully; then read the following text, which discusses each point in detail. A review of the boxes will be especially useful when you study for tests.

Summary For a brief list of key points in the chapter, turn to the summary. Read it during your preview and again after you have read the chapter thoroughly. By expanding the summary's points with additional details you have learned, you can make it a helpful review tool.

Personalizing What You Learned When you do the three activities in this section, you begin to make the material your own.

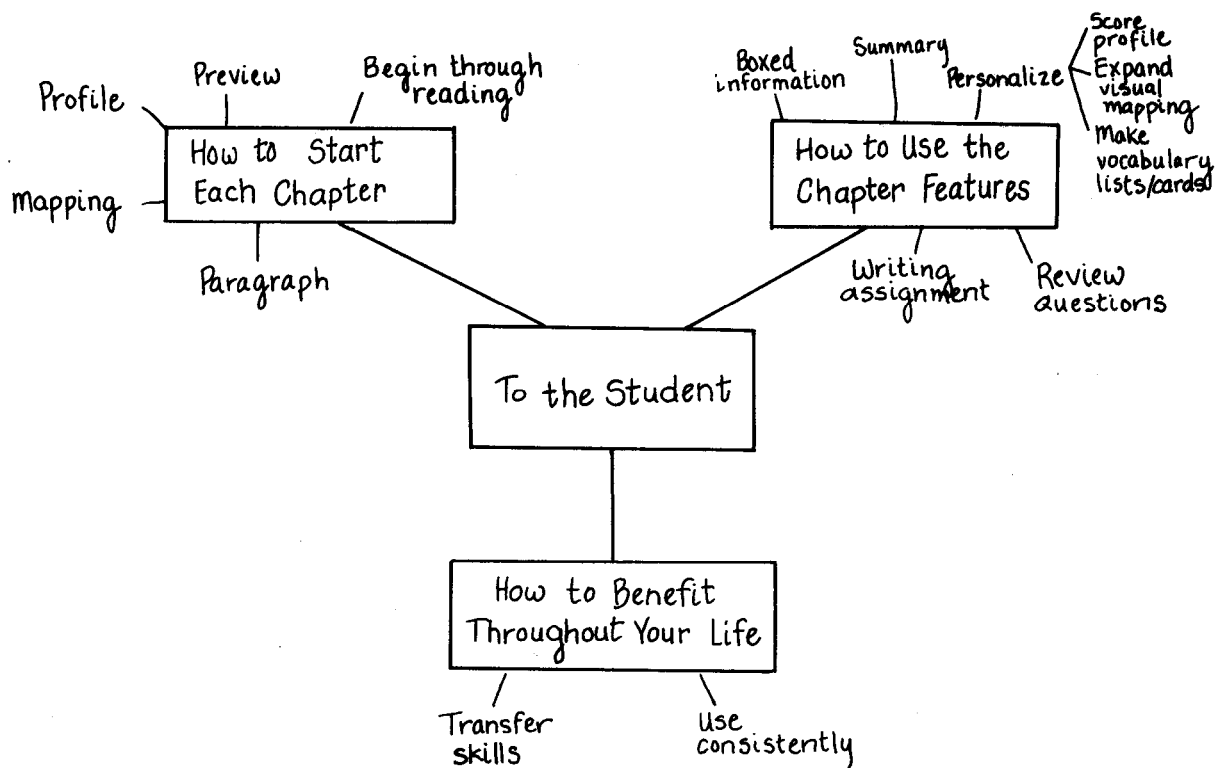
Scoring Your Profile Return to the profile that you completed at the beginning of the chapter. Based on the skills, techniques, and strategies presented in the chapter, decide whether "yes" or "no" is the best answer for each question. Then check your answers with the Profile Answer Key in the Appendix (p. 311). If your initial answer matches the correct answer,

you are already using an effective study skill. If your initial answer does not match the correct answer, *circle the number of that question* as a reminder to learn to use the skill it involves. Count the number of questions that are *not* circled. This is your score. Record your score in the correct column on the Master Profile Chart in the Appendix (p. 307).

Expanding the Visual Mapping To make the visual mapping on the first page of the chapter a customized study and review tool, expand it by adding key words and details. Here's how to expand the mapping:

1. Copy the mapping onto a sheet of paper.
2. Return to each main heading in the chapter. Locate key words or concepts discussed under the heading. These words will remind you of the important details you need to learn.
3. In a clockwise order, extend outward from each heading. Write your key words at the ends of the lines. To keep the mapping uncluttered and quick to read, do not write complete sentences.

Visual mappings allow you to express your creativity and individuality. Don't be alarmed if your mapping looks different from someone else's. The chapter information can be expressed in various ways, so there is not just one "correct" way to map it. (See Chapter 11 for more about mappings.) The following visual mapping is an example of one way to map the "To the Student" section you are now reading.



Making a Vocabulary List or Flash Cards Learning vocabulary is essential for understanding the foundation of any course. You can practice by learning key terms in this book. Skim through the chapter to locate the key terms, which are printed in blue. On a sheet of paper, list these terms and write their definitions beside them. Or, if you prefer, write the words on index cards, putting a term on the front of each card and its definition on the back. Review the list or cards frequently. Chapter 10 provides additional ways of learning important terms.

Review Questions The questions at the end of the chapter will help you check how well you have learned and applied the chapter's study skills. You should be able to complete the questions without looking back at the chapter or at your notes. Be sure to read the directions carefully before answering the questions.

Writing Assignments Organizing your ideas and expressing them in writing is an extremely valuable skill that requires practice. The writing assignments give you the chance to practice while you think further about the material you have just learned. Even if your instructor does not require you to do the assignments, you will benefit by completing them independently.

***How to Benefit from
These Skills Beyond
College***

Essential Study Skills provides you with valuable skills that become a part of your approach to learning. Rather than simply learn *about* study skills, your goal is to learn *to use* those skills consistently in your academic life and beyond.

Learning, after all, is a lifelong enterprise. Each time you are faced with a new learning situation—whether at school, at home, or at work—you can draw upon the skills you have learned in this book. Apply the skills of goal setting, time management, and concentration, as well as methods for processing and remembering new information to any new task at hand. Now prepare to experience the rewards of success.

L.W.

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PART

I

Setting the Stage for Learning

The process of learning places many demands on your mental abilities. To meet the challenges you will encounter as you learn new information in your courses, a solid foundation for learning is essential. The first four chapters of this textbook include the skills necessary to set the stage for effective learning and success in college.

Chapter 1 encourages you to use the many resources that are available to you. Chapter 2 focuses on setting goals and organizing your time so you can work efficiently. Chapter 3 provides you with an array of techniques to expand your ability to concentrate. Chapter 4 shows you how new information is processed in your memory system. The skills you develop through these chapters will help support the additional study skills you will learn later on for in-depth learning.