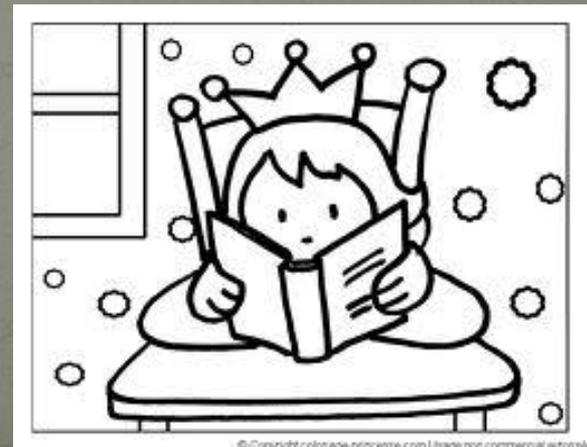


Study Skills - your ability to listen, read, understand, concentrate, remember and organise your learning material and manage your studying time

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# Listening

- Passive listening- when you listen without participation in the conversation or lesson. The negative aspect about passive listening is that your mind may wander and you will get distracted easily.
- Active listening – this means that one should not just hear what is being said. It is thinking about what is said. By listening actively you learn and remember more of what is being said.
- Listen carefully to what is being said.
- Listen with your ears but also with your eyes. Watch the speakers and see how they are talking. Facial expressions and the speakers' eyes can give a lot away.
- Make notes. Write down only the key words (important words). Try not to write down full sentences as you will be so busy writing that you might not be hearing what is being said.
- Ask yourself questions like: “What does this mean?”, “Where does this fit into what I already know?”.
- Ask the speaker questions so that you are able to fully understand what is said.
- In your own words repeat what the speaker has said in order to know that you fully understand what is being said.

# READING

- Reading is like food for the brain just like oil is needed for a car engine to keep it smooth and running. Therefore reading exercises the brain, keeps it running smoothly. Try reading comics, magazines, newspapers, short stories, poems, novel or any other book that is of interest to you.
- THREE types of reading:
- Scanning- this is when you want to find something specific, then you do not want to read everything, you move your eyes swiftly and quickly over the reading piece to look for the information you are looking for.
- Skimming- this is when you want a general idea of what you are reading. For example you are doing a research project and you are rushed for time and you need to find articles or books on a certain subject so you take what you think is appropriate and you just quickly read through it to see if it is the information that you need.
- In-depth-this is when you want to know the full story and understand exactly what everything is about

- **Below is a good reading technique. Remember it as SQ3R**
- Survey- Get an overall picture or general idea of the book or chapter you are about to study. Scan, browse or flip through the book or chapter
- Question- Question yourself about why you need to understand this book/chapter. What is the purpose?
- Read- Start by reading relevant headings, subheadings and keywords
- Recall- Recall or remember what you have just read. Talk to yourself in your own words. What did you just read
- Review- Review, evaluate or examine what you have just read

- *Concentration and Memory Skills*

- The ability to focus and pay attention
- Each one of us has to develop our own concentration skills. There are various ways that help you concentrate but first you have to find out what are the things that distract you the most; television, cell-phone, internet, friends, food, noise, boredom and even nervousness
- What distracts you?
- What do you do in order to concentrate?
- What helps you memorise for a test?



# Concentration techniques

- set goals before you start studying
- make a study timetable
- take breaks, e.g. study for an hour and then take a 10 minute break
- make acronyms e.g. BODMAS, brackets of division multiplication addition and subtraction
- use mnemonics (this is when you make up stories to help you remember)
- E.g. the planets in our solar system are mercury, Venus, earth, mars, Jupiter, Saturn, Uranus, Neptune and Pluto. So an e.g. of a mnemonic to remember this will be, *my very eager mother jumped straight under nine planets*. Where the first letter of each word will help you remember one of the planets.
- Reward yourself (after each chapter finished take a longer break)
- Make up your own questions and then try to answer them and mark them
- Find somewhere quiet to study
- Make summaries
- Close your eyes and try to remember what you have just learnt

- *Organisation and time management*
- What are your favourite ways of wasting time?
- Physical organising- having a study environment that is organised for learning
- Mental organising- just as you need to organise your physical space, you also need to organise your mind space