

How to Study Guide

1. Find out what the topic is and what you need to study for.

Topic: _____

2. What's the format (multiple choice, matching, fill in the blanks?)-this is not that important, but can be good to know. For essay tests, it's important to understand the big picture and to know main points and key facts. For fill-in-the-blank and multiple-choice tests, you need to know more detailed information.

Test Format: _____

3. Gather all of your materials that you need. Write down a list with PDF names, page numbers, chapters, worksheets, old quizzes.

4. Make a study guide by writing out important information that will be on the test (ex.: vocab words with definitions; important ideas, concepts or facts; dates, names or important people; formulas). When reviewing a topic, ask yourself: Who, What, When, Where, Why and How. You can write it on a piece of paper folded in half with vocab/ideas on one half and answers on the other half so you can quiz yourself.
5. Quiz yourself using your study guide and/or write and rewrite things you're having a hard time with. Use the study guide to come up with potential test questions.
6. Try explaining the material in your own words to a friend or parent and give them your study guide so they can double check that you're on track. Review often and out loud. This moves information from your short-term memory into your long-term memory. Write down what you want to memorize and stare at it. Close your eyes and try to see it in your mind. Say it, and then look at it again. Do this until you know it. Go over information right before you go to sleep. This helps commit it to memory.
7. Make sure to space out your studying by doing a little each night or do some studying, then take a break or complete other homework. Then return to your studying to see what you still know and what you still need to work on.

Know Your Learning Style

- Visual learners learn best from films, pictures, reading, and demonstrations. If you're a visual learner, take notes, use flash cards, charts and diagrams, form pictures in your mind, and use color in your notes.
- Auditory learners learn best from lectures, discussions, films, and music. If you're an auditory learner, read aloud, have discussions, listen to tapes, review information out loud, and use memory tricks involving rhythm and rhyme.
- Kinesthetic learners learn best from role playing, labs, and hands-on activities. Move around while you study, use objects whenever possible, and role play ideas and concepts.

Organize Your Study Time

- Before you start to study, make a plan. Decide exactly what you want to get done and the order in which you are going to do it.
- Prioritize your work to make sure you have enough time for the most important things.
- If you have something that seems overwhelming, break it down into smaller parts.
- If you have something to memorize, work on that first, and then go over it again at the end of your study session.
- Do difficult assignments first, while you're still fresh and alert.
- Take breaks during studying.