

## Helpful Hints for All Parents and Students

### Here are some hints on how to study:

1. Arrange for an appropriate physical environment.
2. Have a place for study, preferably a desk or table in a room by yourself.
3. Have a firm, comfortable chair.
4. Have good light, at least 100 watts, placed so it does not glare or cast a shadow on your paper when you write.
5. Have essential materials well organized; pencils, pen, paper, ruler, eraser, dictionary, loose-leaf notebook and homework notebook.
6. Remove distractions such as hobbies, TV and telephone.
7. Follow a time schedule for studying. A written plan of work for the week helps you to organize your time.

### Here are some hints for taking notes:

1. Keep notes strictly on the subject.
2. Note only key words and figures to jog your memory.
3. Use your own words to express the ideas you read or hear.
4. Use abbreviations to speed your note-taking.
5. Learn to hear and write at the same time. This is especially important during a lecture.
6. Look over your notes immediately after you have made them.

### Here are some hints for taking a test:

1. If there are several questions that require essay answers, read all of them over quickly before you answer any. This will start your mind thinking about them all.
2. Plan your time. Do not spend more time than you should on any one question.
3. Be sure to read each question carefully. Be sure that you understand the directions.
4. Write legibly and neatly, but not too slowly.
5. Be sure to number each item correctly if you are answering questions on a sheet of paper separate from the test questions.
6. Unless you are required to answer the questions in order, answer the ways ones first and come back to the hard ones. Never spend time in useless puzzling over a question you cannot answer unless you have finished all the other questions.

**Know the purpose of your study and expect to succeed!**