

# COUNSELING CAPSULES

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## Study Tips

### SOME GENERAL RULES ABOUT EXAMS

Before The Exam: Find out what the exam will cover. This will help you focus on the material that needs to be reviewed. Find out the test format: Objective, Calculation, or Essay.

#### OBJECTIVE TESTS:

Objective exams require specific responses. The questions include multiple choice, fill in the blank, and identification. Studying for these tests requires memorization and reviewing right up until test time. Start early. Cramming will only make you weary and will send you into the test with a blurred mind filled with a jumble of facts. Identify each key word and concept. Be able to say what it is and why it is significant.

#### CALCULATION:

Problem solving skills are a must with tests involving calculations. In this case, practice does make perfect. Doing many problems ahead of time will provide you with speed and confidence during the test. Be consistent by using the same procedure for each problem. Always identify the unknown. Show the formula to be used, and write the calculations so they are easy to follow. This will facilitate getting partial credit because the teacher can follow your thought processes.

#### ESSAY:

- Although essay questions often cover broad topics, they require well-organized answers with specific examples to support an argument. State the general answer to the question first. Making a strong thesis statement will add conviction to your subsequent arguments.
- Address separately each topic that supports your thesis. Use a different paragraph for each argument, and provide examples whenever possible. Be sure to address the opposing argument, especially if you can find fault in it. This will show that you are knowledgeable about all the issues, and it may strengthen your own argument.
- Remember that some essay questions, especially in science classes, need not be in paragraph format. Listing your arguments and mentioning examples may be all that is needed, especially when you are pressed for time.

#### GENERAL TIPS FOR STUDYING:

- **Condense important material:** Highlight only the pertinent information in your notes, and add other important material that might not have been covered in lecture, i.e. a chapter assigned in the book that the teacher didn't discuss.
- **Test yourself:** Practice identification of key words and concepts, and be sure you can provide a complete answer each time. For essay tests, anticipate possible questions and be able to outline your responses.
- **Divide the material into logical categories:** Concentrating on one subject at a time will strengthen associations between related topics and will allow you to learn material in context.

#### HELP! WHERE TO FIND IT:

University Counseling Center...747-5302 202 West Union: 8-7 M-T / 8-5 W-F
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