



## **Things to do to get more out of the class**

- Read the book's chapters prior to attending the class
- Listen to some CDs in your car
- Meet with other students to study
- Complete the full practice exam at the end of the book
- Read the study book with practice exams
- Read the entire book again

## **Tips on studying effectively**

- Take regular breaks, but not too long to lose concentration.
- Eliminate background noise, turn off the radio or the TV.
- Study in a well ventilated area.
- Use a desk large enough to spread out your materials.
- Try to study alone unless the other people in the room are also studying for the same subject. In this case, try to limit the amount of un-related discussions.
- Divide your work into small, short-range sub-goals. Set your goal when you sit down to study but before you begin to work. Don't set a goal too vague like "I am going to spend all day Saturday studying!" instead, set a reachable study goal. For example: finish reading 3 sections of chapter seven.
- Do not study if you are hungry.
- Try to study when you are rested.
- Study in a well lit area, on a comfortable chair but not on the sofa.
- If your mind begins to wander while reading, try to stay focused on the subject. To help you, read with a critical eye, re-write important text, circle items that you need to remember, and take notes on concepts you don't understand so that you can review them later.
- Take a walk outside to get fresh air and oxygen during your breaks.
- To stay motivated, think about the consequences of your actions and how you will feel after passing the exam. Visualize yourself being proud of your accomplishment.

*Talent develops in quiet, alone; character is sharpened in the torrent of the world.*

**Goethe**