

**Read the following passage and match each paragraph (A to E) with one of the headings from the list below.**

- i Think about what study tools you really need.
- ii It's important to be in the right frame of mind.
- iii Skim read to get an overview of relevant information.
- iv Stick to a timetable.
- v Where you study is key.
- vi Develop your ability to concentrate for long periods.
- vii Use notes to summarise and synthesise ideas.

### **Effective Study Habits**

The key to effective studying isn't cramming or studying longer, but studying smarter. You can begin studying smarter with these proven and effective study habits.

**A)** Too many people look at studying as a necessary task, not an enjoyment or opportunity to learn. That's fine, but researchers have found that how you approach something matters almost as much as what you do. Being in the right mindset is important in order to study smarter.

**B)** A lot of people make the mistake of studying in a place that really isn't conducive to concentrating. A place with a lot of distractions makes for a poor study area. If you try and study in your dorm room, for instance, you may find the computer, TV, or a roommate more interesting than the reading material you're trying to digest.

**C)** While it may seem ideal to type notes into a computer to refer back to later, computers are a powerful distraction for many people because they can do so many different things. Playing games, going online, and answering emails are all wonderful distractions that have nothing to do with studying. So ask yourself whether you really need a computer to take notes, or whether you can make do with the old-fashioned paper and pen or pencil.

**D)** Most people find that keeping to a standard outline format helps them boil information down to its most basic components. People find that connecting similar concepts together makes it easier to remember when the exam comes around. The important thing to remember in writing outlines is that an outline only works as a learning tool when it is in your own words and structure.

**E)** Too many people treat studying as the thing to do when you get around to it or have some spare time. But if you schedule study time just as your class time is scheduled, you'll find it becomes much less of a hassle in the long run.