

## CREATING GOOD ACADEMIC HABITS

- Attend class regularly (*even if the professor doesn't take attendance*)
- Use your syllabus - map it out for the entire semester
- Bring textbook, handouts, and all appropriate materials to class
- Do all the assignments (*even if they are not graded*)
- Keep up-to-date with all reading assignments (*falling behind leads to "cramming"*)
- Anticipate the next lesson
  - *Preview the next lesson's reading assignments.*
  - *Review previous class' notes*
- Use your resources wisely:
  - *Use the Tutoring Center (Forcina 145—x3325)*
  - *Connect with your professors Meet them during office hours*

## IMPROVEMENT HABITS

- Keep track of feedback received from professors
- Keep a running list of all positive comments made regarding your work.
  - *Make it a point to not "recreate the wheel" but repeat the same formula that led to previous success!*
- Keep a running list of all critiques of your work to be conscious of your challenges.
  - *Check your work against that list, being mindful of the comments your professors have made.*
  - *Make others aware of your challenges before they proof-read your work, so they know what to look out for.*

# Effective Reading and Note-Taking



"The keys to success aren't much good until one discovers the right locks in which to insert them"

~Chinese Proverb

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## NOTE TAKING TIPS

1. Write the date, chapter, and/or page numbers of the content covered
2. Number the pages of your notes
3. Type/re-write your notes either during or after class
4. Leave blank lines to add details and clarification later
5. Use an "I'm Lost" signal and leave blank spaces to fill in later
6. Use a three-ring binder:
  - *The pages can be removed easily for review.*
  - *Handouts can be inserted in the appropriate places.*
  - *Out-of-class notes can be added*
  - *All notes can be placed side by side for easy review*

## CREATING NOTE CARDS

- ◆ Create shortly after completing the chapter. *Don't wait until just before a test!*
- ◆ Be selective about the type of material you plan to put on the note cards.
- ◆ Use different color cards for different classes.
- ◆ Color code the writing to differentiate between different subjects and/or concepts.
- ◆ Use waiting time for short reviews. *(Keep the cards handy)*

## EFFECTIVE READING

### *Before you Read . . . PREVIEW!!!*

- Review the Table of Contents for the chapter you plan to read
- Flip through the pages of the chapter and read the title and subtitles
- Read the introduction and/or the first paragraph
- Glance over each boldface heading
- Note any typographical/graphic aids
- Read end-of-chapter summaries
- Read through the end-of-chapter review questions.
- Write down YOUR questions!!!

### *While You Read . . .*

- Break reading assignment/chapter into smaller, logical chunks
- Stay Focused  
*Read aloud, visualize it, feel it*
- Deface your books, but use the highlighter wisely — *Don't create glow-in-the dark pages.*
- Answer your own questions and write it down in your notes

## MARKING TEXTBOOKS

Read *before* you underline, not at the same time!

- Read one section at a time
- Write key words, names, etc. in the margin to serve as memory cues
- Use your own words when you make notes *in the textbook*
- Use symbols to indicate certain kinds of information

## WHEN READING IS TOUGH

- ◇ Read it again
- ◇ Look for essential words
- ◇ Hold a mini-review
- ◇ Read it aloud
- ◇ Stand up
- ◇ Use another text
- ◇ Pretend you understand, then explain it to yourself
- ◇ Read with a dictionary. Take a moment to summarize each paragraph in your own words and **WRITE IT DOWN!**
- ◇ Find a tutor
- ◇ Use your instructor