

# Rutgers Learning Centers

At Camden Campus

## STUDYING TO LEARN

### **Highlighters:**

Read text FIRST! Use a pencil and place checks beside the material you want to highlight. After reading through a section, return to your check mark, and then highlight. You will cut down on usage, and concentrate only on what's important.

### **Reading:**

#### **O-O-O Order of operations:**

1. Read the syllabus outline. Understand course and section objectives.
2. Read the chapter introduction, summary, questions.
3. Skim the chapter; look at main headings and subdivisions.
4. Carefully read the book chapter, one section at a time.

### **Note Taking:**

5. Before class, read text, one section at a time, then summarize each section in your notes. Create section headers in the form of questions.
6. Leave big gaps between summaries. This space is reserved for additional class notes (keeps all relevant information in one place.)
7. After finishing the chapter, write a summary of the main points. Use only one side of your notebook. After writing, READ your notes!
8. Save left-hand page for diagrams, flow charts, illustrations and additional information.
9. Pay attention to class lectures. Add only those points you are missing in your notes. Place check mark(s) beside items the professor mentions. (Re-read question-and-answer notes before starting next chapter.)
10. Use your notes to create quizzes and summaries for review and study groups.

### **Study Groups:**

11. Meet at least once weekly for one hour. Do a major review several days before exam. Remember to limit your study group to 4 or 5 people.
12. Set aside the last 10 minutes of the hour to gripe and complain. This way, the group will stay focused for fifty minutes on the project at hand.
13. Divide the chapter work; if your group has four people and you are covering two chapters, each one takes 1/2 chapter.
14. Do an oral summary of your section, including your text and class notes and study guides. Ask your group if you missed any important points.
15. Prepare a mini-quiz of ten questions, leaving blank spaces for answers. Make a copy for each member and answer questions as a group. Then move on to the next group member's review.

For more information, visit or call your nearest Rutgers Learning Center, or visit our website:<http://rlc.rutgers.edu>

Camden  
Armitage 231  
856/225-6442

College Ave  
Kreeger LRC  
732/932-1443

Cook/Douglass  
Loree 124  
732/932-1660

Livingston  
Tillett 111  
732/445-0986

Busch  
Arc 332  
732/445-4183

Newark  
Conklin 126  
973/353-5608