

# DIRECTIONS

Published by the Office of Student Affairs, 124 Central Square, York University

## Preparing for Exams



James Fitchette of the Counselling and Development Centre offers strategies for surviving the final phase of your academic year. The real key to success in taking and preparing for exams is active studying. Hints on how to study were reviewed in the last edition, and given below are hints on taking exams, read on:

### Taking tests and exams:

**ARRIVE EARLY** Arrive early and practice deep breathing to reduce the physical stress and anxiety you may be experiencing.

**PREVIEW THE TEST** Before beginning to write answers to questions, first survey the entire test. See how many questions there are, what kinds of questions are being asked, how much they are worth, etc. Circle key words in the questions as you read them so you will be sure you are answering the questions as it has been asked.

**PLAN YOUR TIME** Set some goals for yourself in terms of time. If a question is worth 30% of the total grade, it probably deserves 30% of the total time. Don't get caught short, with only 5 minutes at the end of the exam to write an answer for a question worth half of the total mark.

**PRIORITIZE** Do the questions you know best first. This helps to relieve some anxiety and saves

some time for other questions you are less sure of. Then recycle and try the ones you weren't sure of.

**ORGANIZE YOUR THOUGHTS** Plan your answers to essay questions. The following are key words often used in examination questions or essay/paper topics. Keep these in mind as a guide to organize your thoughts:

**Compare** - Look for qualities or characteristics that resemble each other. Emphasize similarities, but also note differences.

**Contrast** - Stress differences, dissimilarities of ideas, concepts, events, problems, etc. but also note similarities.

**Define** - give clear, concise, authoritative meanings.

**Discuss** - Consider various points of view, analyze carefully and offer pro and con reasons.

**Evaluate** - Appraise, give your point of view, cite limitations and advantages and include the opinion of authorities.

**Review** - Examine a subject critically, analyze and comment on it or statements made about it.

The Counselling & Development Centre is offering a series of one-hour discussion sessions on effective reading, notetaking, exam preparation, and time management throughout the month of March. For more information on workshop times, please call James Fitchette, Learning Skills Program, 148 BSB, 736-5297.

## CULTS ?

### Friendship or Manipulation ?

The University Complaint Centre has received several complaints about groups on campus, using aggressive and deceptive recruitment practices. If you are approached by strangers who seem too friendly to be true and they want to exchange phone numbers with you, **be careful**. Perhaps they want to befriend you, but they may want to enlist you in their group. Make sure you know their intentions and who they are before you give them your number.

**BEFORE YOU JOIN ANY GROUP DO SOME INVESTIGATING.**

**THE OFFICE OF STUDENT AFFAIRS MAINTAINS UP-TO-DATE LISTS OF RECOGNIZED CLUBS AND GROUPS ON CAMPUS. IF YOU ARE UNCOMFORTABLE ABOUT A PARTICULAR GROUP COME TO SEE US.**

**The Office of Student Affairs  
124 Central Square  
736-5144**



## COPING WITH CANADA

**Are you new to Canada?  
Do you want to learn more  
about Canadian customs and  
culture?**

Join us for small group discussions on adjusting to life in Canada.

**Leader: Christine Wong**  
(Ms. Wong speaks Cantonese, English, Hakka, Mandarin)

Tuesdays, 12:15 to 1:30 p.m.

Group I: from May 15 to June 5

Group II: from July 10 to July 31

For more information contact the  
Counselling and Development Centre  
145 Behavioural Sciences Building  
736-5297

## DIRECTIONS, ADVICE, ASSISTANCE?

Drop by the Office of Student Affairs  
124 Central Square 736-5144  
Monday to Thursday - 9 a.m. to 7 p.m.  
Friday - 9:00 a.m. to 5:00 p.m.

## SCHEDULE OF CONVOCATION EVENTS, SPRING 1990

EVENT	DATE	FACULTY/COLLEGE
No. 1	Saturday, June 9 2:30 p.m.	Glendon College
No. 2	Tuesday, June 12 10:00 a.m.	Administrative Studies
No. 3	Tuesday, June 12 2:30 p.m.	Graduate Studies Environmental Studies Science Norman Bethune*
No. 4	Wednesday, June 13 10:00 a.m.	Education
No. 5	Wednesday, June 13 2:30 p.m.	Fine Arts Winters College*
No. 6	Thursday, June 14 10:00 a.m.	Founders College* McLaughlin College* Calumet College*
No. 7	Thursday, June 14 2:30 p.m.	Vanier College* Stong College*
No. 8	Friday, June 15 2:00 p.m.	Osgoode Hall Law School
No. 9	Saturday, June 16 10:30 a.m.	Atkinson College

\* Students in the Faculty of Arts graduate with their college.

### CEREMONY LOCATIONS

The Glendon College Convocation, event #1, will be held on the West Quadrangle lawn at the Glendon Campus. York Campus events #2 to #7 and #9 will be held at the Convocation site, north of the Steacie Science Building. Both sites will be covered by a tent and used in dry and inclement weather. In celebration of its centennial, the Osgoode Hall Law School event, #8, will be held at the Pantages Theatre at Victoria and Yonge.

For further information, contact the Convocation Office in 219/205, Curtis Lecture Halls, 736-5138