

# DIRECTIONS

PUBLISHED BY THE OFFICE OF STUDENT AFFAIRS, ROOM 124 CENTRAL SQUARE, 667-2226

## Seven strategies for surviving exams

courtesy of James Fitchette of the Counselling and Development Centre.

1. The best hint of what's going to be on an exam this year is last year's exam. The Reserve Room in the Scott Library maintains a collection of most exams over the last 5 years. Most courses that maintain readings in the Reserve Room deposit their exams there. Science and computer science exams are kept in the Steacie Science Library while exams for business courses are kept in the Administrative Studies Library.

2. Study in groups. Get together with classmates and take turns drilling each other on course material. Have each member of your group prepare handouts or presentations reviewing sections of assigned material. Information on booking rooms for your meetings is listed in the **Summer Notes** section of this page.

### DURING THE EXAM

3. Before you begin the exam, read through the entire paper and circle key words in the questions, plus questions whose answers you're certain of. Answer these questions first and tackle the tougher ones later.

4. On true/false exams, don't waste time looking for a pattern of true versus false answers or change your answers because you just can't believe the professor would have written 6 false or true answers in a row. He or she could have, especially because an exam is designed to test your knowledge, not your ability to pick out a pattern of T to F.

5. Before you tackle an essay question, you should take a moment to jot down a quick outline to get your thoughts in order.

6. Set individual time goals for each question before you get caught up in the exam. This should prevent you from being caught trying to do a question worth 30% of the grade when there are only 5 minutes left in the exam period.

7. Keep these key words in mind when you're considering the exam questions.

**COMPARE:** Look for qualities or characteristics that resemble each other. Emphasize similarities, but look for differences.

**CONTRAST:** Stress dissimilarities and differences of things, qualities, events and problems.

**DEFINE:** Give clear, concise, authoritative meanings.

**DESCRIBE:** Recount, characterize, sketch, relate in sequence or story form.

**DISCUSS:** Consider various points of view, analyze carefully and offer pro and con reasons.

**EVALUATE:** Appraise. Offer your opinion. Cite both limitations and advantages and include the opinions of authorities.

**REVIEW:** Examine a subject critically, analyzing and commenting on it or statements made about it.

GOOD LUCK.

## Letter from the Director of Student Affairs

Dear Students:

As the Fall/Winter Sessions comes to a close, all of the staff in the Division of Student Affairs wish you success in the forthcoming weeks. Whether you are preparing for exams, papers, lab reports, performances, graduation, summer studies, or employment, we want to remind you that our offices are open and we're ready to assist you whenever possible.

Here are a few of the activities we have planned for the summer months:

**Canada Employment Centre on Campus** (N108 Ross): Full-time job postings and job search clubs will be available. A special office devoted to summer employment for students will open April 22 in 114 McLaughlin College.

**Career Centre** (N105 Ross): Look for regular library and counselling services with extended hours on Monday evening; additional workshops and career conversations over the spring and summer.

**Colleges:** Winters College provides summer students with a college residence program including four Dons, a social program, a baseball team, and trips to Stratford. Calumet College is hosting a lunchtime concert series in the common room during the summer. Watch for more details on the notice boards. The College Masters' offices at Norman Bethune, Stong, Founders, Vanier and McLaughlin will be open to assist you as well.

**The Convocation Office** is currently planning the June and November convocation ceremonies.

**The Counselling and Development Centre** (145 BSB): The CDC and the Centre for Handicapped Students will continue to provide personal counselling over the spring and summer. CDC also plans to present a Stress Management Workshop in the spring.

**The Financial Aid Office** (E0B) will maintain regular hours to provide assistance with OSAP, bursaries, and general financial counselling. OSAP applications are being accepted now.

**The Foreign Student Adviser** (124 Central Square) will provide information regarding immigration and financial matters plus study abroad.

**Health Services** (201 Vanier Residence): Summer hours will begin May 1st. Nurses will be available throughout the summer from 9 a.m. to 4 p.m. M-F. Allergy injections will be given on the days that doctors are in attendance from 10:30 a.m. to 12:30 p.m. Doctors hours: May/June M-F 11 a.m.-1 p.m., July/August M, W, F 11 a.m.-1 p.m.

**Off-Campus Housing Service** (124 Central Square) Look for the OCH listings at the top of the ramp between Curtis Lecture Halls 'C' and 'D'.

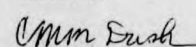
**The Department of Physical Education and Athletics:** Recreation York will continue to offer an active recreational program. Pick up a schedule at 211 Tait McKenzie or 124 Central Square.

**The Scott Religious Centre:** Various religious clubs will continue to meet over the summer. Check the bulletin board outside the entrance to the Centre for more details.

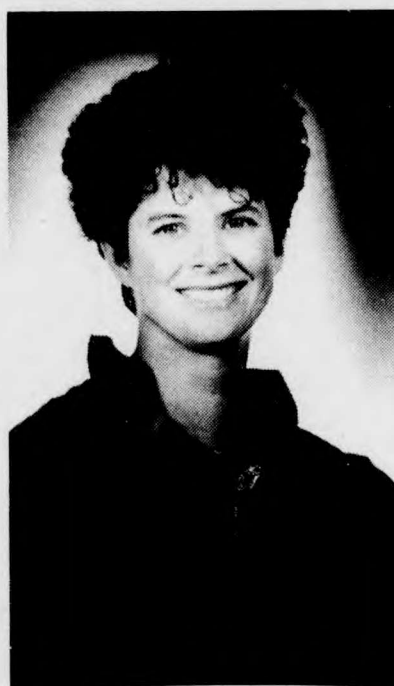
**The Office of Student Affairs** (124 Central Square): Through its Info York desk the OSA can provide you with directions or assistance in other areas. Feel free to drop in. If we don't know the answers, we'll find them for you.

Have a great summer!

Sincerely,



Cora Marie M. Dusk  
Director of Student Affairs



Cora Dusk

### OFFICE OF STUDENT AFFAIRS

#### HOURS

Monday - Thursday  
9:00 a.m. to 7:00 p.m.  
Friday  
9:00 a.m. to 5:00 p.m.

## SUMMER NOTES

### Booking a classroom

It can be tempting to find an unoccupied classroom on the campus and use it as your private study room. Too many students simply pick a room, lock themselves in and chalk "occupied" on the door. This practise makes extra work for custodial staff who have to clean the doors. It's also a waste of time for the intruding students who may be legitimately evicted by others who have booked the room through the proper channels.

If you want to book a room, simply call the **Room Allocations Centre** at -2389/-2287 (Room D20 of the East Office Building) to determine what's available. With the exception of the Fine Arts Building and Osgoode Hall, the Centre can reserve a room on campus at no charge. Parties should consist of at least 3 people.

Rooms can be booked as far in advance as desired. If you book more than 24-hours in advance, however, you are advised to drop by the Centre to confirm the booking.

### International Student Expenses

Foreign Students should note that the **Official Estimate of International Student Expenses** will be available at the Office of Student Affairs (Rm 124, Central Square) by the first week of April.

### Keeping fit in the summer

The arrival of summer is no reason to abandon the facilities of the Tait McKenzie building or the programs of Recreation York if you have been using both to keep in shape throughout the winter. Out-of-Season student athletic memberships, valid between April 1 and August 31, can be purchased in Room 304 Tait McKenzie, or the Men's or Women's locker rooms. Recreation York's Instructional Programs will also be available this summer. A brochure outlining their summer offerings is currently available at the Office of Student Affairs and Room 211A Tait McKenzie. For more information, contact -2351.

### New Study Hours in the Reserve Reading Room!

During the Spring 1985 examination period the Scott Library Reading Room will be open FOR STUDY ONLY for an extra 6 hours on Saturdays and an extra 3 hours on Sundays from April 13 through May 5.

**Saturdays:** April 13, 20, 27 and May 4, 1985  
Regular Service Hours - 10 a.m. to 6 p.m.  
Study Room Hours - 6 p.m. to midnight

**Sundays:** April 14, 21, 28 and May 5, 1985  
Study Room Hours - 10 a.m. to 1 p.m.  
Regular Service Hours - 1 p.m. to midnight

There is no access to reserve materials during the special study room hours.

## Q & A

**What Do I Do With A Degree in Psychology?** is the question and the Career Conversation scheduled for April 10 from 3:00 to 4:30 p.m. in the Senate Chambers (N915 Ross) will provide the answer. Guest speakers will include:

- Professor Norman Endler, Department of Psychology
- Mr. Bill Eull, Dellcrest Children's Centre
- Ms. Elaine Sigurdson, Human Resources Consultant.

For more information, contact the Career Centre (N105 Ross) at -2518.