

DIRECTIONS

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

Preparing for Exams...

The real key to success in taking and preparing for exams is active studying. Below are some hints on how to study. These study hints will help you organize your thoughts. Read on:

Hints for Studying

Material is easier to recall if you have reviewed effectively. Effective reviewing entails:

* **Selecting** ideas, concepts, etc., to be reviewed in brief key phrases, as opposed to trying to memorize entire textbooks and all your notes;

* **Reducing** the significant information to key recall words that you associate with the related details (cf., "chunking");

* **Organizing** the material to be remembered into patterns, diagrams, grids, mind-maps, flow-charts; in addition to standard linear outlines. Material that is organized in these ways will be more memorable than material that is reviewed simply by re-reading everything you highlighted in your textbook. For instance, highlighting can help to make important ideas stand out on the page, but it doesn't give the ideas any real sense of organization.

* **Rehearsing** the information to be recalled in an active way. Simply memorizing can be passive and therefore less useful as a preparation for exams that require analysis, synthesis, evaluation, etc. **Practice remembering** the material on a regular basis. Several comparatively brief reviews are likely to be more effective than one marathon session the night before the test. Cramming is likely to overload you with information, increase anxiety, and lead in most cases to less than satisfactory results.

* **Try studying with a partner or in a small group.** By asking each other questions, you gain practice in formulating your thoughts, explaining terms and concepts, and anticipating possible questions.

Hints for Taking Exams

* **Arrive early** and practice deep breathing to reduce physical stress and anxiety you may be experiencing;

* **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 and, 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;

* **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;

* **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;

* **Plan your answers** to essay questions. The following are key words often used in examination questions or essay/paper topics. Keep these definitions in mind, as a guide to organizing your thoughts;

COMPARE. Look for qualities and/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.

DISCUSS. Consider various points of view, analyse carefully and offer pro and con reasons.

EVALUATE. Appraise. Offer your opinions. 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.

This information was adapted from a hand out developed by James Fitchette of the Counselling and Development Centre. If you want further information, check with the Learning Skills and Self Help Areas in the C.D.C., 148 B.S.B. 736-5297

SCOTT LIBRARY RESERVE READING ROOM HOURS

REGULAR HOURS

Monday to Thursday -	9 a.m. to Midnight
Friday -----	9 a.m. to 9 p.m.
Saturday -----	10 a.m. to 6 p.m.
Sunday -----	12 p.m. to 11 p.m.

EXTENDED HOURS (There is no circulation during the extended hours)

Fridays: November 30, December 7 and 14
Regular Service Hours - 9 a.m. to 9 p.m.
Study Room Hours - 9 p.m. to Midnight

Saturdays: December 1, 8, 15
Regular Service Hours - 10 a.m. to 6 p.m.
Study Room Hours - 6 p.m. to 10 p.m.

JOIN US IN A CANDLELIGHT VIGIL

FOR
WORLD AIDS DAY
on Wednesday, Nov. 28
6:30 - 6:50 p.m.

Pathway to the south of the Ross Building
between the Portables and the Fine Arts
Building

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The following questions are designed to help you assess a group that seeks your commitment. The questions could apply not only when you are being recruited, but also after you have been involved for some time.

After you have answered these questions, you may decide to continue being involved with the group. However, if you decide that the group is not for you, you have the right to disassociate yourself from the group and to be free from all forms of persuasion and coercion by the group.

If you are having difficulty deciding if a certain group is right for you, discuss the matter with someone whose judgment you trust. Friends, relatives, professors, counselors, campus chaplains could offer advice. . .

QUESTIONS TO ASK ABOUT THE GROUP

- What national groups, if any, is the group affiliated with?
- What has this group accomplished during the last six months?
- What values does the group advocate?
- How is the group funded?
- What commitments of time, money, and other resources does the group expect of its members?
- Are members expected to solicit money, recruit new members, or engage in other promotional activities?

- Are members assigned fixed quotas?
- Does the group respect a member's commitments to family and friends?
- Does the group encourage members to continue their studies, to succeed academically, and to graduate?
- How difficult is it to leave the group?
- Why was I selected by the group?

QUESTIONS TO ASK YOURSELF

- Did members satisfactorily answer the questions I asked?
- Does the group use many names for itself? If so, why?
- Does the group seem to have simplistic answers to complex world issues?
- Does the group encourage questions and discussion about its beliefs and practices?
- Does the group want its members to give up their traditions and beliefs?
- Does the group require absolute obedience and devotion to its leader?
- Does the group allow members to have quiet times alone, or time with other friends outside the group?
- What will I gain from being a member of this group? How does that fit with my own goals and ideas?

Excerpts from "Friends' are Everywhere: A Guide to Making Judgments about Groups"