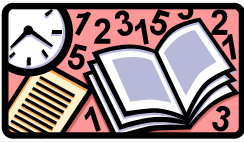



WELCOME
To the
WORKSHOP ON
STUDY SKILLS
Speaker
Muhammad Munir
جامعة اليمامة
Al Yamamah University



About Myself
Muhammad J Munir
Quality Specialist
Al Yamamah University
Riyadh Saudi Arabia



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About Myself
Muhammad J Munir
Academic Background and Experience

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Today's Topic


STUDY SKILLS

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Who are called students?

▣ **Students are anyone who study**



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What is Study Skills?

▣ **Skills, qualities, expertise that are required for study**

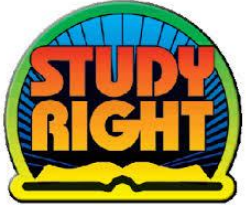
- ▣ **Needed for learning throughout one's life.**
- ▣ **Essential for acquiring good grades**

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Study Skills Will Teach You

- **Tips and Techniques on how to study**
 - **How to study right**




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Study Skills Will Teach You

- **Tips and Techniques on how to study**
 - **How to study right**
 - **How to study smart, not hard**




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Study Skills help

- **Changing the abnormal study style to a normal and easy-to-handle style**




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Study Skills help

- **Changing the abnormal study style to a normal and easy-to-handle style**
- **Making your student life successful**



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In our country, study skills

- **Uncommon term**
- **Are not usually taught as a course**
- **Students learn it here and there, bits and pieces**
- **Students with inborn talent usually wins**



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In developed countries

- **Study skills offered as a full-semester course**
- **Lots of books are available**



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Topics taught in Study Skills

- **Active class participation skills**
- **Note taking skill**
- **Reading skills**
- **Time management skill**
- **Memorization skills**
- **Report writing skill**
- **Exam preparation & Answering skills**
- **Presentation skills**

Today I am going to

- **Highlight some of the Study skills**
 - **Top 10 Habits of Successful Students**
 - **Fine tuning your study area**
 - **Dealing with procrastination**
 - **How to read textbook**
 - **Memorization Techniques**
 - **Lecture on note taking**
 - **How to prepare for exam**

Self-Analysis

Of your study style



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Some Questions for self-analysis

1. What is your learning style?

There are three Learning Styles

- 1. Auditory (Hearing)**
- 2. Visual (Seeing)**
- 3. Kinesthetic (reading loud)**
 - Rote learning/memorization

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Some Questions for self-analysis

- 1. What is your learning style?**
- 2. How long you study in a week?**

As per the suggestion of the *Chronical of Higher Education*, a student should treat his study a full time job and hence spend 40 hours a week.

Example: A student registered for 15 hours (5 courses) in a semester:

Total study hours in a week	40 hours
Less: # of hours in the classroom in a week	15 hours
So, time to study during a week	25 hours

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Some Questions for self-analysis

- 1. What is your learning style?**
- 2. How long you study in a week?**
- 3. When you study best?**
- 4. Where you study best?**
- 5. Do you have a daily routine to follow?**
- 6. Do you maintain a dairy?**
- 7. Do you have a study group?**
- 8. What are common distractions when studying?**
- 9. What motivates you to study?**
- 10. How do you read your textbook?**

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Lets Measure

How good are you in Reading Textbook

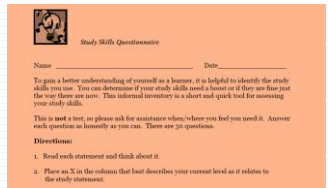
Reading Text Books	Rarely 0 points	Sometimes 5 points	Often 10 points
1. I browse the headings, pictures, chapter questions and summaries before I start reading a chapter.			
2. I make questions from a chapter before, during, and after reading it.			
3. I try to get the meaning of new words as I see them for the first time.			
4. I look for familiar concepts as well as ideas that spark my interest as I read.			
5. I look for the main ideas as I read.			

A total score of 31-50: This study skills area seems solid for you
 A total score of 0-30: This study skills area may need some improvement

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Assessing, measuring your Study Skills



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Study

Perspective & mindset

How do you view and deal with your study activities?


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Answering a "Why" Question?

Have you ever wondered
Why this happens?

Why

□ We still remember a movie we saw long time ago and even remembered the dialogues but we can not remember a paragraph we just studied now?



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Why

□ We still remember a movie?
Because:

- We were attracted by it
- We watched it with lots of interest
- We watched it with full concentration and focus utilizing our mind and body
- We created a mental picture while watching and we think and talk about it later on.
- We enjoyed and felt entertained

ALL OF THESE FACTORS ARE THE KEY REASONS TO MEMORIZE THINGS.

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And why

□ We can not remember a paragraph
Because of:

- Lack of attraction and interest
- Lack of concentration
- Dislikeness of the subject or the teacher

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So, to memorize things and succeed

□ For your course, what you need?

- Feeling attracted to the course



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So, to memorize things and succeed

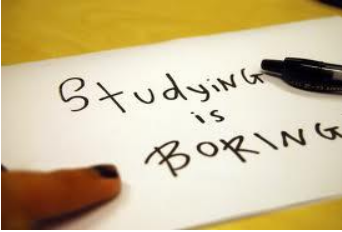
- ▣ **For your course, what you need?**
 - **Feeling attracted to the course**
 - **Feeling interested to the course**
 - **Having concentration and focus**
 - **Thinking and even dreaming about it**
 - **Feeling enjoyment and entertained**

The enjoyment we get watching a movie, they get similar enjoyment by reading a textbook.

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You might say

- ▣ **The courses does not attract me**



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You might say

- ▣ **The courses does not attract me**
- ▣ **I find no interest to the course**

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You might say

- ▣ **The courses does not attract me**
- ▣ **I find no interest to the course**
- ▣ **I don't find any enjoyment**




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You might say

- ▣ **The courses does not attract me**
- ▣ **I find no interest to the course**
- ▣ **I don't find any enjoyment**
- ▣ **I see scary dreams about the course**

What is the solution to overcome the above problems?

Answer is: Change your perspective



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How you can

- ▣ **Change your perspective?**

the question box

Can you avoid studying your course?
 Can you study?

The answer is **NO**
 You have to deal with studying the course

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Since you have to deal with it

- ▣ Deal it with success. Convert dislikeness to likeness

How?

- Start loving your subject (Self-training)
- Keep saying, "Yes, I can do it"
- Set a target or goal to achieve
- Get encourage from others

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For your inspiration

Doing Impossible Possible

দৈনিক ইত্তেফাক (২৯ মে ২০০৯)

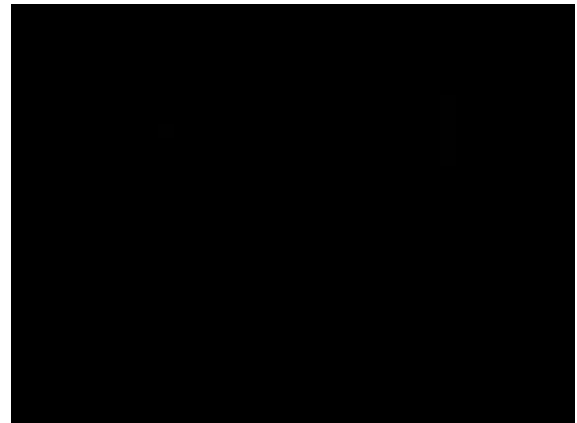
- ▣ বগড়ার খুনট উপজেলার বেলকুচি গ্রামের দিন মজুরের ছেলে হাফিজুর এসএসসি পরীক্ষায় "এ" পেয়েছে।
- ▣ প্রতিবন্ধি, যাত-পা থেকেও নেই। তাই মুখ দিয়ে লেখে।

His driving force is Motivation




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If Motivation

- ▣ Can lead this handicraft person doing unimaginable thing
- ▣ Then you can accomplish much more than him
 - You have perfect health
 - You don't need to worry about earning money



He failed college entrance exam



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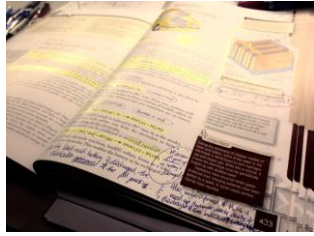
The difference between Successful students and average students

**A typical
example**

When a teacher wants to review a chapter he taught last week..

Three things happen

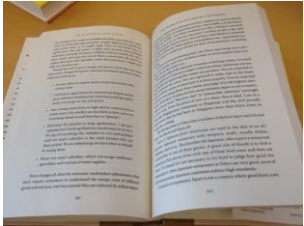
- Books of most successful students will look like**



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Three things happen

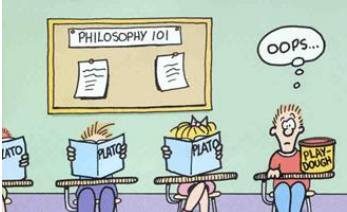
- The mid-range students open their textbooks, which look brand new;**



Slide # 3 6/18/2016






Three things happen

- The remainder didn't bring their books.**



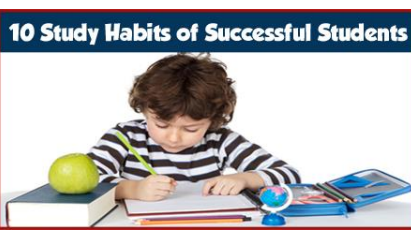
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Average Vs Superb Students

<p>Class Performance</p> 	<p>Taking class notes</p> 	<p>Reading textbook</p> 	<p>Taking test at exams</p> 	<p>Grade Performance</p> 
---	--	--	--	---

Don't worry, you can attain these skills and can be better than him.

10 Study Habits of Successful Students



Top 10 Habits of Successful Students

- 1. They act in a professional manner. They treat study like doing a job.**
- 2. They come to the class prepared with book, pen, not book, syllabus, calculator etc. and they take class notes.**
- 3. They come to the class early or at least on time. If they are absent, they do three things:**
 - I. They call or email instructor informing they he will be absent and ask if there is any quiz, assignment.**
 - II. They pickup/collect handouts given by instructor**
 - III. They come early for the next class to collect notes, or to discuss with the classmates.**

Top 10 Habits of Successful Students

- 4. They respect the instructor and the classmates. They pay attention during lecture regardless the topic discussed is interesting or boring. They make frequent eye contact with the instructor. They avoid doing any distracting things in the class.**
- 5. They are good in time management, they submit their homework early or on time. They usually start with difficult assignment first, then move to easy one.**
- 6. They study regularly but they do not study long hours.**

Top 10 Habits of Successful Students

- 7. They usually have study plan/schedules.**
- 8. They follow the rules, they read instructions but are not shy or afraid of asking questions**
- 9. They learn from poor test grades and are motivated to improve performance**
- 10. They take care their body and mind.**

Beware

Study Enemies



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Answer the following question

Which of the following is the deadliest study enemies?


- A. Friends
- B. Movie
- C. TV
- D. Procrastination

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Procrastination

One of the deadliest study enemies




what seems to be the problem, Dexter?
home-work
even if it's easy, I don't want to do it!
what you have is a contagious condition called "Procrastination Syndrome"

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What it procrastination?

It is the constant pushing aside of tasks that can be completed now
Habit of delaying task




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Procrastinators Clock

Slow at first, speedy at the end.




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Why we procrastinate?

We delays today's task to do later, because:

- We are not in a mode
- We don't feel the urge
- We dislike the task



Why Procrastinate?

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But study found

Procrastinators

- Are often good accomplisners
- They are able to finish the task by deadline
- They don't do it now because they wait for the feeling of urgency.
- Closer the deadline, more urge to start

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How to deal with Procrastination?

HOW TO STOP PROCRASTINATING AND START GETTING THINGS DONE NOW!

How to kill procrastination?

- Doing it now, not later
- Use a self motivation technique called **LYRT: Lengthening Your Relaxation Time**



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Using Time Management tool to deal with Procrastination


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Some Practical tips for Students

To organize, schedule and prioritize tasks

Dealing with procrastination

- Prepare "To Do List"



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Fine Tuning

Your study area



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About Study Area...


- Make sure your study area
 - Is a quite place
 - Has good lighting,
 - Has proper ventilation,
 - Has a comfortable chair, and
 - Has a desk or large table to spread your materials.
 - Keep your study materials in your hand reach

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About Study Area...

- To avoid distraction, your table should face the wall not the window




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About Study Area...

- Study where you will be alert
 - Study in study table
 - Use the library




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About Study Area...

- Study where you will be alert
 - Study in study table
 - Use the library
 - Don't study in Sofa (sofa is for rest)




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About Study Area...

- Study where you will be alert
 - Study in study table
 - Use the library
 - Don't study on Sofa (sofa is for rest)
 - Don't study on bed (bed is for sleep)



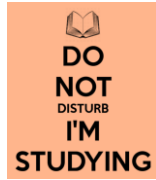
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About Study Area...


□ Minimize distractions .

- Remove TV, land phone from your study room
- Hang a "Do Not Disturb" sign, if needed.




Reading

Study Materials



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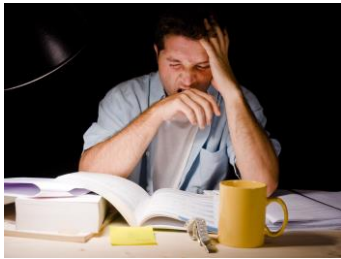


the question box

Why you feel sleepy while reading textbook?

Why we feel sleepy

▣ while reading textbook?



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We feel sleepy

▣ Because

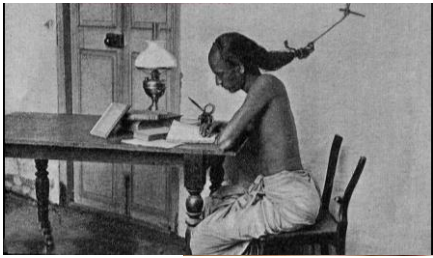
- Our brain cells becomes idle while reading.
- Only the reading activity is active, other has nothing to do, so they became idle which cause our brain to sleep.

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So, how to remove sleepiness

▣ While reading textbook?

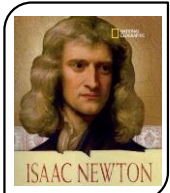


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How to remove sleepiness

- ▣ Start another activity while reading (like start **writing** or **walking** while reading)
- ▣ Sprinkle water on your face
- ▣ Laughter
- ▣ Water treatment



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What helps in remembering Study materials?

In reading study materials

- Photographic memory is the a unique helper

Biography of
Imam al-Shafi'i

In reading study materials

- Photographic memory is the a unique helper



How to read

Textbook



Tips on reading textbook

- Calculate the time to read
- First read the summary, questions and review outlines before reading the details
- Read details, read the sections seems important
- Highlight the important lines, make notes on books
- Prepare hand-written notes



Reading method for textbook

- PDMARW**
 - P**REVIEW, **D**ETAIL, **M**ARK, **A**SK, **R**EVIEW, **W**RITE

Take
Self-Exam

Why Self Exam

- ▣ **The only place you write timed answer is the exam room.**
- ▣ **Have you taken self-exam before exam?**

Tips for grasping ideas better

- ▣ **Move fingers under words while reading**
- ▣ **Recite out loud for better understanding, You may walk around the room while repeating loudly**
- ▣ **Teach someone else**
- ▣ **Draw mind maps for memorization and understanding**

Taking Lecture Notes



the question box

Why it is important to take class notes when the teacher is talking?

A simple answer

- You need to take lecture notes because you don't have to rely on your memory.

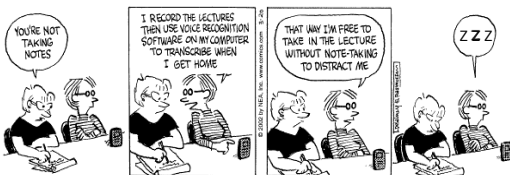


Study shows

- Students who took class notes and later reviewed their notes, they remembered class materials more even after six weeks.

Study shows

- Students who do not take lectures notes, they forget 80% of the lecture information within 2 weeks.



You may be a great listener

- But unless you write it down, the possibility of forgetting the content is sky-high.
- So you need to write it down.

Good note takers are few

But you can learn the techniques and be expert on note taking.

Taking notes is similar to

- ▣ **The Pitcher & The Catcher!**
 - The teacher is the pitcher
 - You are the catcher

An expert catcher is the highest scorer.

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FIVE

Useful Techniques of Expert Note Takers

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5 Useful Techniques of Expert Note Takers

1. **Come prepared**
 - A. Review previous lecture notes
 - B. Preview the chapter

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5 Useful Techniques of Expert Note Takers

1. **Come prepared**
2. **Write important. Write any content that is important, write also any point where you have doubts.**

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What

Are the important ones to write for the exam?

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Notice clues from your professor:

- ▣ If the professors says listen carefully, it is very important, write it down
- ▣ If the professor says it twice, write it down.
- ▣ If he says that it will be on the test, write it down.
- ▣ If it is written on the board with importance, write it down.
- ▣ Read body language: If a professor comes to the front row and speaks louder, write it down.
- ▣ Examples can easily become test questions.

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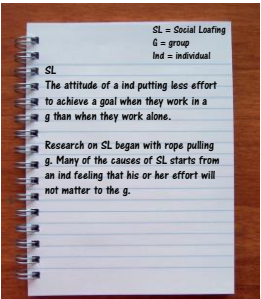
5 golden techniques of good note takers

1. Come prepared
2. Write important. Write any content that is important, write also any point where you have doubts.
3. Go on diet in writing. Write words in short form, in abbreviations and symbols. Put list of abbreviations at the top of your note book.

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Example

Using short form of writing to save time.



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5 Useful Techniques of Expert Note Takers

1. Come prepared
2. Write important. Write any content that is important, write also any point where you have doubts.
3. Go on diet in writing. Write words in short form, in abbreviations and symbols. Put list of abbreviations at the top of your note book.
4. Follow note taking method/format
For best result, follow # 5

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5 Useful Techniques of Expert Note Takers

1. Come prepared
2. Write important. Write any content that is important, write also any point where you have doubts.
3. Go on diet in writing. Write words in short form, in abbreviations and symbols. Put list of abbreviations at the top of your note book.
4. Follow note taking method/format
5. Review, rewrite, update notes within 24 hours

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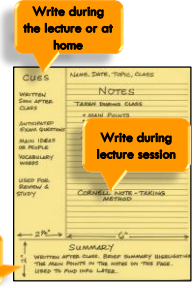
Five Methods of lecture Notes

1. The Cornell Method
2. The Outline Method
3. The Mapping Method
4. The Charting Method
5. The Sentence Method

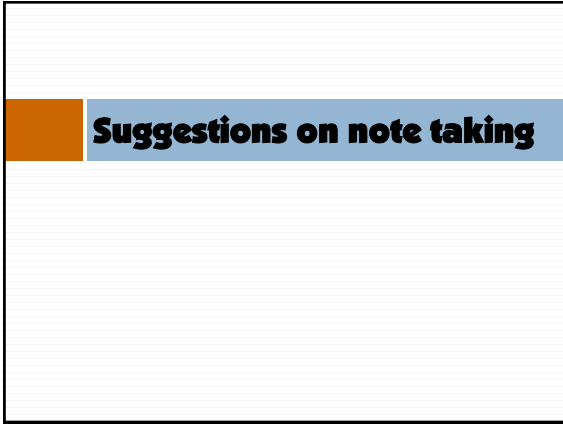
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1. The Cornell Method

Two column notes with a footer



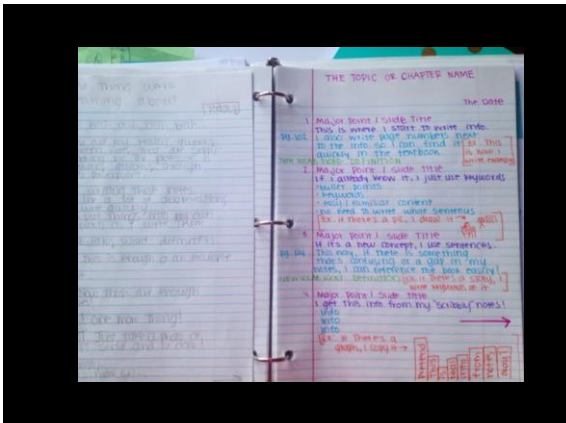
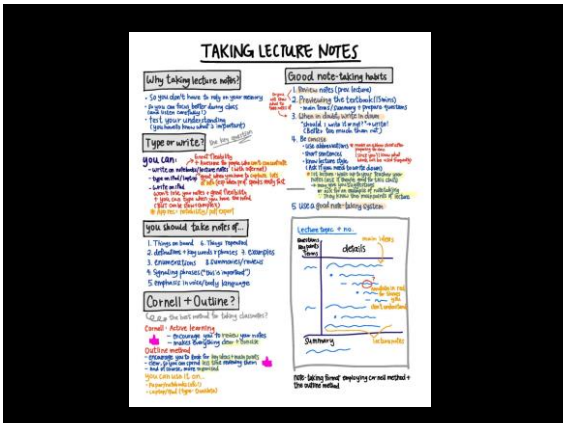
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Suggestions

- ▣ Write the date and title of the lecture at the top of the page.
- ▣ Take notes in different colors .e.g. write important points in red

6/18/2016



Suggestions

- ▣ Write the date and title of the lecture at the top of the page.
- ▣ Take notes in different colors .e.g. write important points in red
- ▣ Have a specific notebook for every class. Preference for three ring binder/loose leaf
- ▣ Only write on the front side of the paper. I
- ▣ Leave spaces for questions and missing info.
- ▣ Ask questions during and after class.
- ▣ Don't forget to write the important ones for exam

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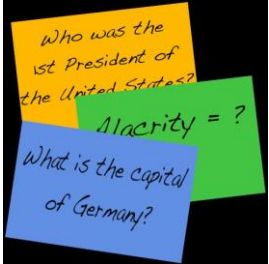
How to Memorize and recall



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Memory tricks

- ▣ Use flash cards
 - Write question on one side and answer on the other side




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Memory tricks

- ▣ Use flash card
- ▣ Use acronyms
 - Arrange it in top to down

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Memory tricks

- ▣ Use Flash card
- ▣ Use acronyms
- ▣ Use acrostics
- ▣ Memory games

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Secret of Memory Power

- ▣ **Dominic O'Brian - 8 time world Memory Champion**



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I will give you a list of random words. When indicated I want you to pause for a moment and try to remember as many words from the list as you can.

How to do better in the exam.



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the question box

What is the number 1 factor to do good in the exam?

Secret of doing good in the exam


- Study



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Test Taking Strategies



Three phase

- Pre
- During
- Post

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1. Pre

- Begin on the first day of class; this includes paying attention during class, taking good notes, studying, completing homework assignments and reviewing study materials on a regular basis.
- Budget your time, make sure you have sufficient time to study so that you are well prepared for the test.
- Go to review sessions, pay attention to hints that the instructor may give about the test. Take notes and ask questions about items you may be confused about.
- Put the main ideas/information/formulas onto a sheet that can be quickly reviewed many times, this makes it easier to retain the key concepts that will be on the test.

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1. Pre

- Ask the instructor to specify the areas that will be emphasized on the test. Make sure you go to the class day before the exam day; it's another prime time for the instructor to give out more hints or the format of the test.
- Get at least 5 hours of sleep before the test (normally 8 hours of sleep a night is recommended)
- Make sure to take all the exam materials, pen, calculator, permits
- Wear a watch to check time during the exam so that you can better pace yourself.
- Eat light before a test. Don't go with empty stomach.

2. During the exam

- Do not study on the day of exam
- Arrive at least 5-10 minutes early.
- Go to the toilet, if needed before walking into the exam room.
- Sit alone, preferably in the front rows and avoid the crowded areas. Because this will help you to feel relaxed. If you start to feel nervous take a few deep breaths.
- Keep a positive attitude. Don't try to engage in the discussion with others on they have studied.

2. During the exam

- Once you received the question paper, read directions and all the questions carefully. Do time calculation.
- Do the easiest problems first; write the answer you know best. Answer the problems that have the greatest point values first.
- Don't stay on a problem that you are stuck on, leave some space and move answering the next question.
- Keep your eyes on your own paper, you don't want to appear to be cheating and cause unnecessary trouble for yourself.
- Ask the instructor for clarification if you don't understand what they are asking for on the test.

2. During the exam

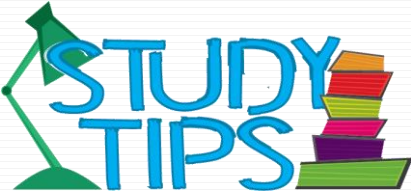
- Write legibly. If the grader can't read what you wrote, they'll most likely mark it wrong.
- Don't worry if others finish before you.
- Don't panic. If you feel yourself sweating or hyperventilating, put down your pencil, close your eyes, take a few deep breaths, and consciously relax any muscles that you're clenching (jaw, neck, stomach). When you're calmer, then restart writing.
- If you done early, resist your urge to leave when you complete the exam.
- When you complete the last item on the test, remember that you're not done yet. Go back to review your answers, making sure that you didn't make any careless mistakes. Spend the last remaining minutes going over your answers for corrections.

Post

- When you instructor get your test back, look it over and make sure that there are no grading mistakes.
- Take motivation from your mistakes

Some TIPS

& Guidelines



1. Prepare a study routine

- Schedule tasks and set goals in your routine
- Set a regular time to study


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1. Prepare a study routine

- Plan your day around the 5 daily prayers.
- Either Before Salah or after Salah
- Make it your lifestyle

- Moving from the notion of "Salah Can Wait" to the notion of "Tasks Can Wait"
- Fitting Tasks around Salah, rather than fitting Salah in the tasks




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2. Study in early morning

- Be a morning bird than night owl.
- Start after praying fazar
- It has blessings and success.
- Remember that few is more

Research Finding
1 daylight hours is equal to 1.5 evening hours



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Rise early

- Wakeup early to start days work
- **Hadith in At-Tabarani (7250)**
Aisha (RA) reported that Rasulullah (ﷺ) said,

"Rise early to earn your living and do your affairs, for it brings about blessings and success."

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Hadith

- The Prophet (ﷺ) said: "O Allah, bless my nation in their early mornings (i.e., what they do early in the morning)."
[Ibn Majah]

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So, if you want
Borakah in Time
Start your day early

Benjamin Franklin

- One of the founding father of United States
- Was not talented, could not continue his school, they had 17 siblings



"Early to bed and early to rise
makes a man healthy, wealthy, and wise"

3. Be connected

- With your classmates
- Communicate and keep yourself updated with course information
- Involve yourself with university clubs

Involvement in Extracurricular activities

- Join Clubs, Athletics, and Academic Groups
- Join the one that interest you.



4. Form Study Group

- Make a team



Together
Everybody
Achieves
More

5. Maintain a diary

- Tracking important issues
- To do list
- Writing what happened today.

Concluding Remarks

Success belongs to those

- Who dare to Dream and work for it.
 - Aim high
 - Take pain to gain



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Thanks for Listening

Now is the
Question-Answer Session



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