COMM 1303: Public Speaking
You need to practice, practice, practice! Note how the rhythms and intonation (that is, changes in tone) you use.

Use visual aids (PowerPoints, Prezi presentations, posters or flip charts, video/sound clips, handouts, etc.). Keep in mind that your audience may focus on reading your visual aid rather than listening to you, so present them later in the presentation or remove them after you have present them.

Have a dress rehearsal. Wear what you will wear during your speech, and make sure it is comfortable but professional looking. Avoid wearing heels if you are clumsy. Avoid wearing ties if you tend to play with them.

Most importantly, read the text over and over. If you learn by listening, ask if you can record lectures. If you learn through visuals, draw out what you are reading.

Make a running list of characters in the front book flap and one of important quotations or themes in the back.

Use your assignment sheet to guide your papers and outline it according to what is required.

Read your completed draft aloud when revising and editing. This will help you catch some grammatical errors and/or awkward phrases. Then have a friend read it (preferably aloud) to identify more problems.

Math: Algebra
Most importantly, go to class and take some notes. Most lessons in math build on those before them.

When you ask questions, do not simply say, “I don’t get it.” Be specific regarding what you don’t understand or find confusing and state what you do understand. Ask your instructors to provide the problem or process to real life.

Try to complete your homework as soon as class is over because you will be more likely to remember and understand what was covered. Answer a few problems using your notes to guide you, put them away, and try them on your own.

Study for 15-30 minutes every day, and avoid just reading your notes. You should always be practicing for the next exam.

The Academic Success Center provides tutoring. You can benefit from someone who knows the subject well (a tutor) as well as those with more limited understand (peers in your tutoring group).

Once you complete a section, pay attention to when you made mistakes. Often, you will make the same errors over and over, such as forgetting a decimal point; note those and watch for them when you check you work.

Biol, Chem, & Phys: Biology, Chemistry, & Physical Science
Make sure you read and understand the material. Science texts are dense, you may need to break up a single chapter over a few days as well as rereading certain sections multiple times.

Reread your notes the same day as you take them to make sure there are no errors or clarification needs. You may want to rewrite them as a condensed outline to highlight key concepts.

If you are assigned questions or problems, do those as soon as class is over because the material will still be fresh on your mind. Reteach them before the exam.

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ENGL 1013 AND 1023: Composition I & II
Most importantly, read the text over and over.

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TIPS FOR SUCCESS

Most importantly, you must talk every chance you get! Remember that everyone (including you) makes mistakes speaking English, so relax and learn from the mistakes you make as you practice speaking.

Study aloud, use audio resources, and study with a friend. Accept that you may have to ask someone to repeat what he or she says. Be prepared to listen over and over. Pay attention to emphasized words.

Study for at least 15-30 minutes every day. Languages build on earlier material.

Don’t just practice with new vocabulary; make up sentences using the new material while incorporating earlier vocabulary words.

If you have small children, read to them and teach them what you are learning. They catch on more quickly and will help you internalize the material.

ORGANIZATION

- Get organized (materials, books, notebooks, etc.)
- Plan and budget time (studying for each class, break times, and due dates)
- Color code (to organize each subject, type of material, etc.); Record assignments (homework, projects, exams, etc.)
- Be methodical—gather all books, notes, handouts, flashcards, study guides, outlines, etc. prior to studying
- Think small by breaking up assignments and studying time into smaller, more manageable chunks
- Know when you are at your best—try to work when you are most alert

ORGANIZATION FOR ONLINE CLASSES

- Set aside study time.
- Clean up your computer by deleting old files and organizing current ones.
- Get hard copies of materials.
- Use technology tools, such as online student organizers, Wi-Fi finders, reference sites, etc.
- Clean up the clutter in your study space.

ARAB, FREN, GERM, & SPAN: Foreign Languages

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SKILL: History

You should always read your textbook or assignments, often rereading them over and over.

Underline, mark, or note important passages that explain what happened, when it happened, why it happened, and who was involved. Don’t underline everything! Then ask yourself why an event happened in a certain way and what the significance and outcomes were.

When you are assigned supplementary materials, ask yourself, “Why do I think my instructor assigned this?” Then ask who the author is, when it was written, and what is covered (based on the title, subtitle, section headings, chapter headings, Table of Contents, etc.).

Skim your texts for photographs, illustrations, tables, maps, or any other visual before you read.

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8-8-8 RULE: 8 hours of sleep, 8 hours of classes/studying, 8 hours of other activities

1 to 3 RATIO: 1 hour in class equals 3 hours of studying

Keep a monthly schedule with fixed activities. Each week, prioritize your activities and schedule those that don’t have a set time each day, week, or month.

TIME MANAGEMENT

This method is very helpful for biology and history classes.

<table>
<thead>
<tr>
<th>Key Words Column</th>
<th>Note-Taking Area</th>
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<tbody>
<tr>
<td>&lt; 2.5 &gt;</td>
<td>&lt; 6 &gt;</td>
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Summaries of Key Words & Notes

^ Summaries of Key Words & Notes

< 2.5 > Note-Taking Area

< 6 >