**Additional Study Tips:**

1. Analyze your quizzes and exams – make sure you know the correct answer for every question, and then figure out why you are making the mistakes you are making. Here are the main reasons for mistakes:

* Inadequate preparation – plan on spending at least 15 focused hours a week, every week, to study for this class. Only YOU can learn the material. Study effectively!
* Not carefully reading the questions – make sure you know exactly what the question is asking. Underline key words and parts so that you fully understand the question. If there are words you don’t understand, ask me – I’ll tell you if I can (I won’t define vocabulary that you should have studied, but I will define words like “senescence”).
* Test panic – this is a mental block that only YOU can get over. If you really struggle, consider counseling (free at Student Health) or at least some intensive sessions at the Student Learning Center. One thing you can do is start by answering the question in your head before you look at the answers. Then look at the answers and mark out any clearly wrong answers (such as “Cell walls are made of sheetrock.”). If the correct answer does not emerge, make a note of everything that you DO know about the question, and see if that leads you to the correct answer from the answer bank. Keep breathing, and keep track of the time. Focus on what you know, not what you don’t.
* Very complicated questions – there are going to be some of these on every exam, and you just need to allow the time to think them through.
* Not taking all the time allotted – you have one minute per question – use it! Don’t just whip through the exam – take the time to read carefully and think analytically about each question.

Once you know where your trouble spots are, work to fix them. Studying a lot and studying effectively are not necessarily equivalent. See the other study guide for more tips.

1. This is suggested on the first tips sheet, but I can’t over-emphasize the value of outlining your notes:

* Use the on-line outline as a starting point.
* Use your notes, the PowerPoints and the book to expand the outline.
* Make sure you distinguish between key concepts, supporting detail and examples.
* Add in (or refer to text page numbers) sketches, diagrams, tables etc as needed.
* Make sure you write the notes in YOUR OWN WORDS! Don’t just repeat my words.

Don’t necessarily try to TAKE notes this way – re-write your notes. Re-writing your notes helps you to LEARN the material, and it also reveals gaps in your understanding. Outlining your notes should be your 3rd or 4th exposure to the material – and the final step in learning. If you do this in advance, you only need to review for the exams, and you won’t be trying to learn tons of new information right before the exam. I suggest you outline after every major concept or group of linked concepts. Again, make sure you can write the concepts using your own words.

1. Come see me (or email) if you get stuck – that’s what I’m here for ☺