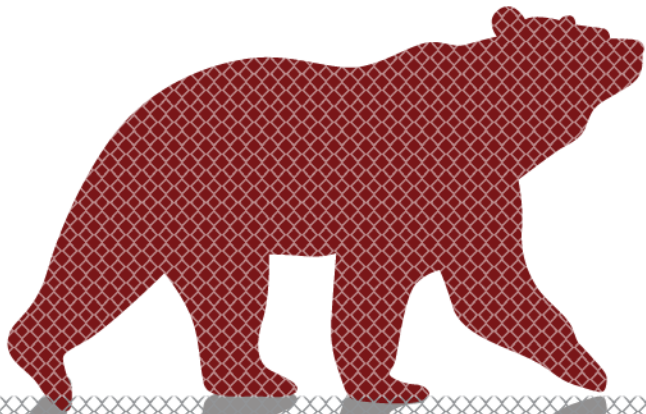


Test Preparation



Lucas Brown
Absent Professor Program

Missouri State
UNIVERSITY



Preparing to Prepare

- Organize Your Time
- Find Out About the Exam
- Attend the Class Before the Exam
 - Read material *before* class and take effective, organized notes.
- Consider Studying with Others



Note-Taking

- Summarize information, do not try to write verbatim
- Leave plenty of white space such as in the margins for additional information
- Use consistent shorthand
- Be an aggressive listener, engage in discussion and ask questions



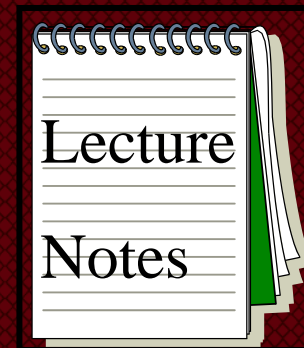
Studying With Others

- Advantages
 - Group study forces you to become actively involved with the course content
 - One of the best ways to learn something is to explain it to someone else.
- Disadvantages
 - Study sessions can turn into social events.
 - Studying with the wrong people can produce negative attitudes.
 - You may waste time if the others are not prepared and you are.



What is Important?

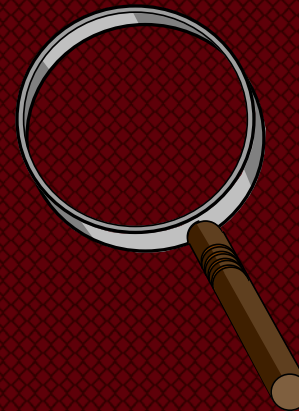
- Textbook Chapters
- Lecture Notes
- Emphasize areas where lecture notes and textbook material overlaps
- Previous Exams and Quizzes
- Instructor's Handouts
- Outside Assignments





Analyzing and Synthesizing Information

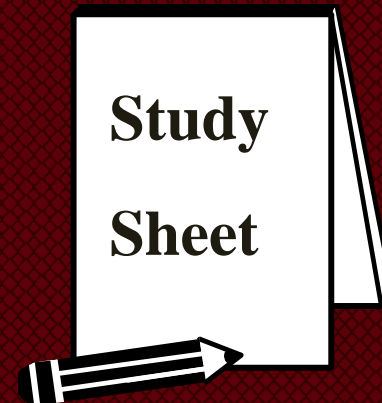
- Look for Relationships
- Look for Patterns and the Progression of Thought
- Interpret and Evaluate
- Prepare Study Sheets





Information for Study Sheets

- Theories and principles
- Complex events with causes & effects
- Controversial issues - pros and cons
- Trends in ideas or data
- Groups of related facts





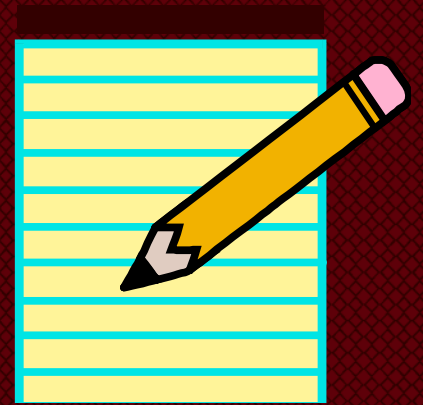
Reviewing for Objective Tests

- Use Highlighting and Marking
- Use the Index Card System
- Test Yourself!
 - Be able to recall terms looking at definitions, and be able to recall definitions by looking at the terms.



Reviewing for Essay Exams

- Select Probable Topics
- Study the Topics Selected
- Write Possible Answers
- Write Outline or Rough-Draft Answers
- Use Key-Word Outlines





Five-Day Countdown

- Day 5: Complete all reading assignments
- Day 4: Review textbook notes, questions, instructor-made study guide
- Day 3: Review vocabulary terms
- Day 2: Organize, outline, and review all lecture notes
- Day 1: Concentrate on problem areas and review all information...relax!



Questions?



Bear CLAW Services

- Look up the Bear CLAW for tutoring services
- Bearclaw.missouristate.edu
- Offer tutoring for over 130 courses
- Drop-in math table, writing center, one-on-one appointments that can be scheduled online



THANK YOU!

Missouri State
UNIVERSITY



1st Floor, Meyer Library
<http://bearclaw.missouristate.edu>
(417) 836-5006
[BearCLAW@MissouriState.edu](mailto: BearCLAW@MissouriState.edu)

Michael Frizell

Director of Student Learning Services

Meyer Library 112

MichaelFrizell@MissouriState.edu

(417) 836-5006

For questions about...

The Absent Professor Program & Prefects

<http://AbsentProf.MissouriState.edu>

Group-Led Educational Experience (GLEE)

Formerly:

The Supplemental Instruction Program (SI)

<http://SI.MissouriState.edu>

The Writing Center

<http://WritingCenter.MissouriState.edu>

WritingCenter@MissouriState.edu

Diana Garland

Director of the Learning Commons

Meyer Library 113

DianaGarland@MissouriState.edu

(417) 836-4229

For questions about...

Subject- Area Tutoring

Math Drop-In Tables

Focused Drop-In Tables

Study Skills Specialists