1. Find a quiet place to study.

2. Schedule time to study so you know there will be time reserved for studying everyday (or as often as necessary).

3. Form a study group with people taking the same course. The staff in Learning Services can get you started.

4. Use auxiliary materials. Learning Services has books and computer software to supplement your coursework.

5. Do online chapter reviews and tests if available. Check your progress by taking practice tests or ask your instructor for copies of old tests.

Learning Services can help find a method of studying that works best for you.

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### WHAT OUR TUTORS DO AND DON'T AND CAN AND WON'T

<table>
<thead>
<tr>
<th>Don't</th>
<th>Do your homework</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do</td>
<td>Help you understand your assignment</td>
</tr>
<tr>
<td>Don't</td>
<td>Edit or proofread your papers or writing</td>
</tr>
<tr>
<td>Do</td>
<td>Help you edit your own papers or writing</td>
</tr>
<tr>
<td>Don't</td>
<td>Tutor a subject they are not trained for</td>
</tr>
<tr>
<td>Can</td>
<td>Help with general study skills</td>
</tr>
<tr>
<td>Won't</td>
<td>Do your homework</td>
</tr>
<tr>
<td>Can</td>
<td>Help you over the course of the semester</td>
</tr>
<tr>
<td>Won’t</td>
<td>Help you cram</td>
</tr>
<tr>
<td>Can</td>
<td>Help you prepare for a quiz, test, or exam</td>
</tr>
</tbody>
</table>

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**AILA UNIVERSITY**

**Learning Services**

Learning Services can help find a method of studying that works best for you.

**Hodes Center**

11901 Wornall Rd.

Kansas City, MO 64145

**Phone:** 816-501-3666

**Fax:** 816-501-2461

WWW.AVILA.EDU/LS
**STEP BY STEP**

**You need at least one set of 3x5 index cards.**

1. Take lecture notes in class and notes from your assigned readings.

2. Review your notes frequently so the material remains “fresh” in your mind. By continuing to review your notes, you are not learning all the material for the first time; you are just reviewing it.

3. As you are reviewing your notes, generate questions about the class material. Think of questions and terms that are likely to appear on a quiz or exam; also keep in mind concepts and vocabulary you are not familiar with.

4. Get out your index cards and write the question, term, or concept on one side and the answer, definition, or solution on the other.

5. Use your text and lecture notes as a reference, but be sure to use your own words.

6. Shuffle the cards so you can not figure out the answer based on the location in the deck.

7. As you go through your cards try to explain the term or answer the question. If you know the answer, place the card in a separate pile. If you do not, look at the answer and place it a few cards into the deck so you’ll come back to it soon.

**NOW THAT YOU HAVE MADE YOUR CARDS...**

- Carry your cards everywhere you go. You never know when five minutes will open up for you to study... at the doctor’s office, before class, or even while riding in a friends’ car.

- Test yourself someplace where nobody else can hear you and recite the answers out loud. Hearing the answers reinforces your knowledge of the subject.

- Study with someone from your class. You can share ideas and help each other with concepts. You can also “test” your partner to make sure you are both explaining your answers adequately.

- If you are not sure that you have covered all the important information, ask your instructor to review your index cards.

- Do not be afraid to use different color pens, markers, or highlighters to keep information sorted by categories, chapters, units and so on.

**HOW TO USE THE INDEX SYSTEM**

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**WHY DOES THIS WORK?**

This study technique forces you to pay attention to the material while you read and listen. When you write out your cards, you get the information “right” the first time so you don’t have to double-check and re-read the information later. You are checking your understanding and reviewing information throughout the entire process. This is one way to study more efficiently!

**WHAT OTHER STUDY METHODS ARE THERE?**

If you need help studying, there are several things you can do to make your studying efficient and beneficial. Make an appointment with the Director of Learning Services or a tutor to talk about how to study smarter, not harder.

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**Need an appointment?**

Visit our web page at www.avila.edu/ls or call 816-501-3666.