

# How to Get Good Grades in College

1. Attend every class
2. Be organized
  - use an assignment notebook or planner
  - use three ring notebooks for class notes
  - save all computer files on disk
  - keep returned papers, quizzes, and tests
  - get phone numbers for classmates
  - maintain a neat and organized study space
3. Manage your time well
  - do not overextend yourself
  - plan ahead
  - be organized
  - make efficient use of your time
4. Be successful in the classroom
  - learn how to adapt to different instructors
  - be prepared for each class
  - sit in the front of class whenever possible
  - communicate with your instructors
  - be on time to each class
  - participate in class
  - be a good group member
5. Take good notes
  - be an active listener
  - take notes to help you pay attention
  - recognize important information
  - take notes that are easy to read
  - go over your notes as soon as possible
  - get lecture notes if you are absent
6. Know how to read a textbook

- SCAN by reading subtitles, words in bold and italic print, summaries, charts and review questions
- READ with a purpose
- REVIEW by scanning the material to check your comprehension

#### 7. Study Smart

- find a good place to study
- get started
- know your learning style
- organize your study time
- know how to study for tests
- know how to memorize and remember information
- know how to use technology
- use tricks when making a presentation or speech
- know how to write a paper

#### 8. Use test-taking strategies

- get off to a good start
- develop a plan
- mark questions that you want to return to
- increase your odds on multiple-choice questions
- know how to approach essay questions
- look for key words in true/false questions
- be prepared for open book tests
- improve your math test scores
- check you answers
- go over all returned tests

#### 9. Reduce test anxiety

- study early
- mentally practice going through the test
- walk into the test with your head up and shoulders back
- try relaxation techniques