#1 SIT AS CLOSE TO THE FRONT AS YOU CAN
Sitting closer to the front helps you focus on what the teacher is saying. Also, the instructor will look at you more often, and you will find yourself more compelled to speak.

# 2 DON'T BE AFRAID TO MAKE MISTAKES
Making mistakes is part of learning. If you never make a mistake, you are probably playing it safe and not trying anything new.

# 3 ASK & ANSWER QUESTIONS
When we say something in class, we are more likely to remember it. So, when you answer a teacher’s question or ask a question, you are making it easier to remember the day’s lesson.

# 4 PUT IN YOUR WORDS
Put something in your own words. You might say, "Let's see if I understand this," and try rewording a concept into different words.

# 5 USE THEIR WORDS
Use the instructor’s words or the words you hear in the discussion or see in the readings. It's very important not to avoid using new words or words hard to pronounce at first. Teachers will appreciate your effort to expand your vocabulary.

# 6 OVERCOMING SHYNESS
Be gentle with yourself and take small steps to overcoming your shyness, for example, ask at least one question every class period. This becomes easier every time you do it.

# 7 BE PREPARED BEFORE CLASS
Do the assigned reading. Annotate the readings carefully. Pay careful attention to what’s on the syllabus. Warm up for class by reviewing the homework and chatting with classmates about the day’s lesson. Organize your work.

# 8 BE FOCUSED IN CLASS
Take notes on what is written on the board. Make a note of questions that arise in your mind. Decide if something is important and highlight it in your notes. Listen attentively.

# 9 MEET WITH A STUDY GROUP
Compare your understanding of the course material with that of others in your class. This will help build your confidence and better prepare you to participate in class.

#10 MEET WITH YOUR INSTRUCTOR
If you wish to discuss anything related to the course, take the time to meet with the instructor during office hours. Remember, they are there to help you.

Robin Gates, Study Skills Workshop Facilitator