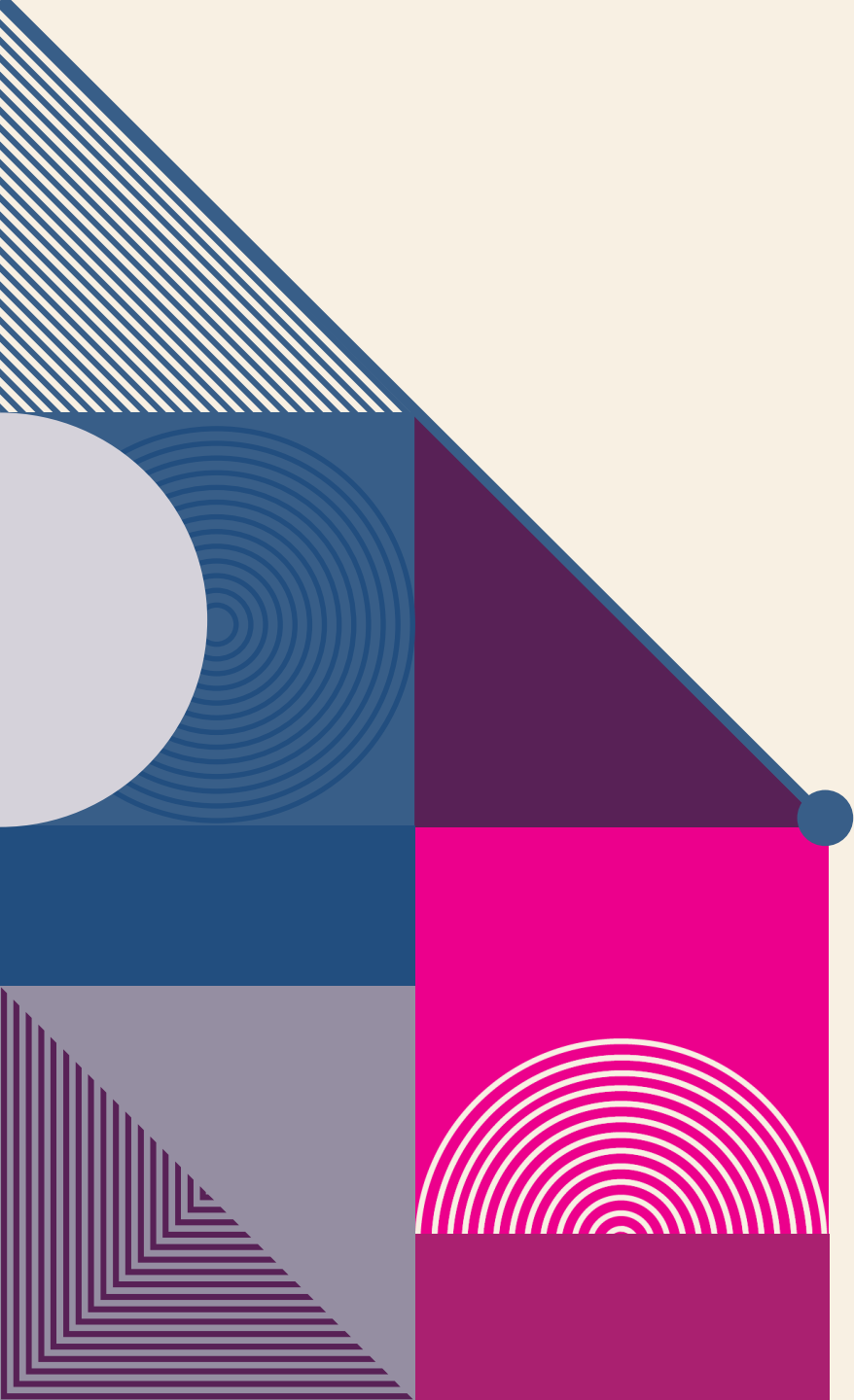




# IMPROVING YOUR STUDY SKILLS



# AGENDA

Introduction

Planning

Note-taking

Reading

Writing

Student Success

Conclusion



# INTRODUCTION

**DR. KELSIE ENDICOTT,  
COORDINATOR OF THE GWC**

**THE GWC OFFERS:**

**1:1 TUTORING**

**VIRTUAL WORKSHOPS**

**WRITING RETREATS**

**WRITING GROUPS**

**AND MORE...**



# PLANNING FOR SUCCESS

Enhancing organizational strategies

# PLANNING FOR SUCCESS

How do you stay organized?



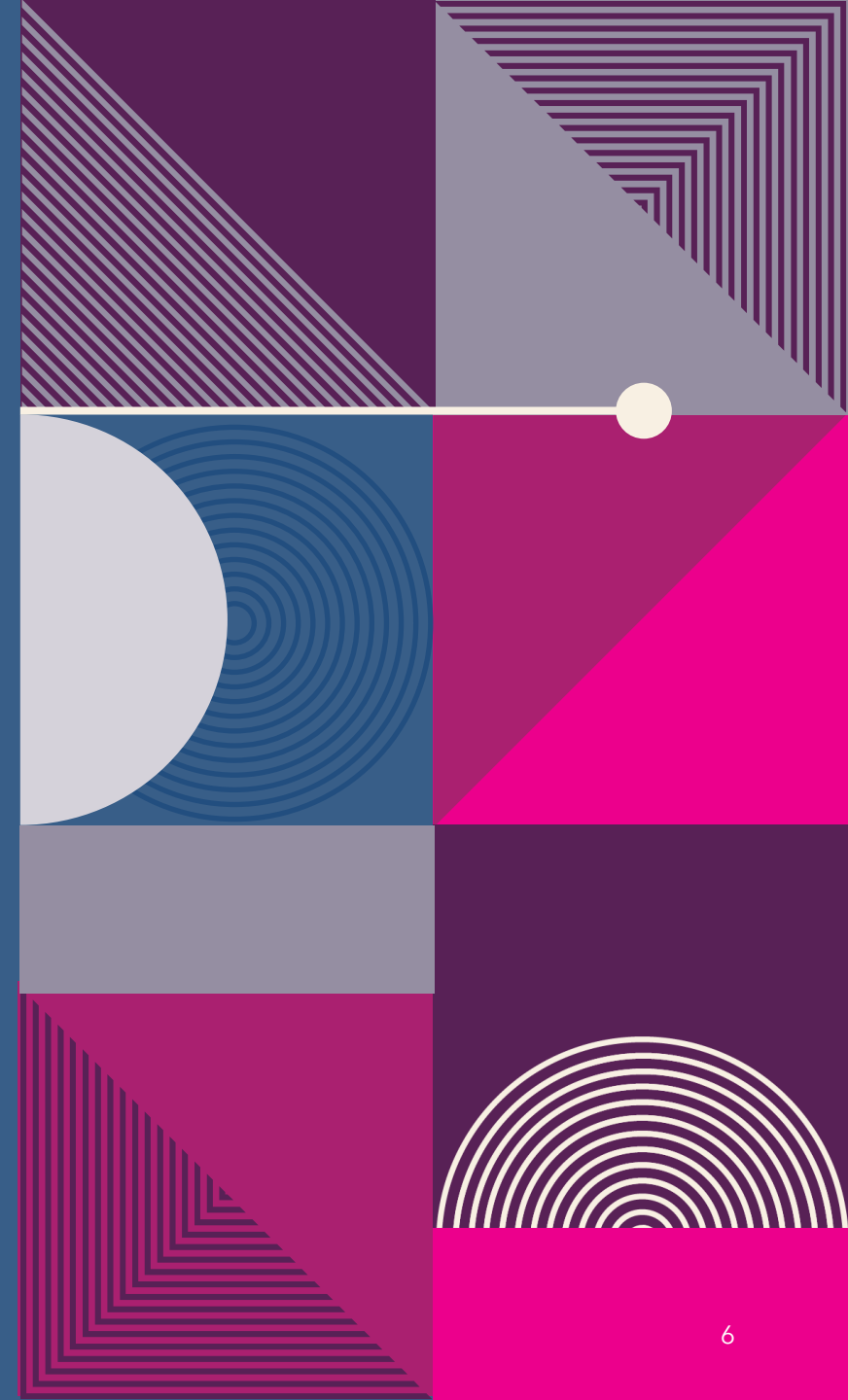
# PLANNING FOR SUCCESS

## **Make/use a calendar/planner.**

- Monthly
- Semester
- Yearly

## **Integrate ALL of your events onto this (shared) calendar.**

- Work events (meetings, presentations, travel, etc.)
- School events (classes, papers, projects, presentations, holidays/breaks)
- Family events (sports, birthdays, clubs, school calendar, doctor's appointments, etc.)
- Community events (church, town/county, social clubs, etc.)



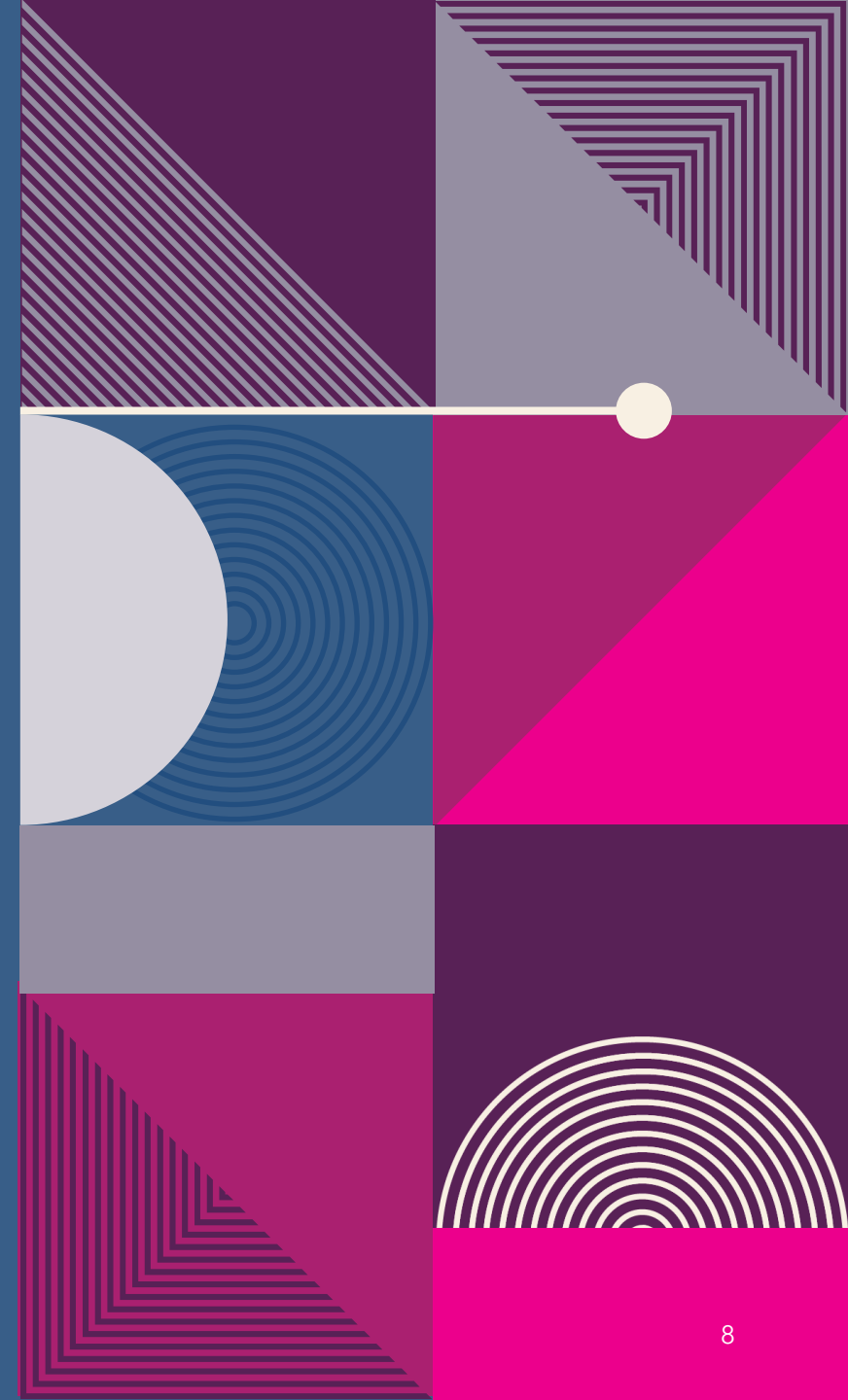


# EFFECTIVE NOTE-TAKING

Enhancing your note-taking skills

# EFFECTIVE NOTE-TAKING

What works for you and why?

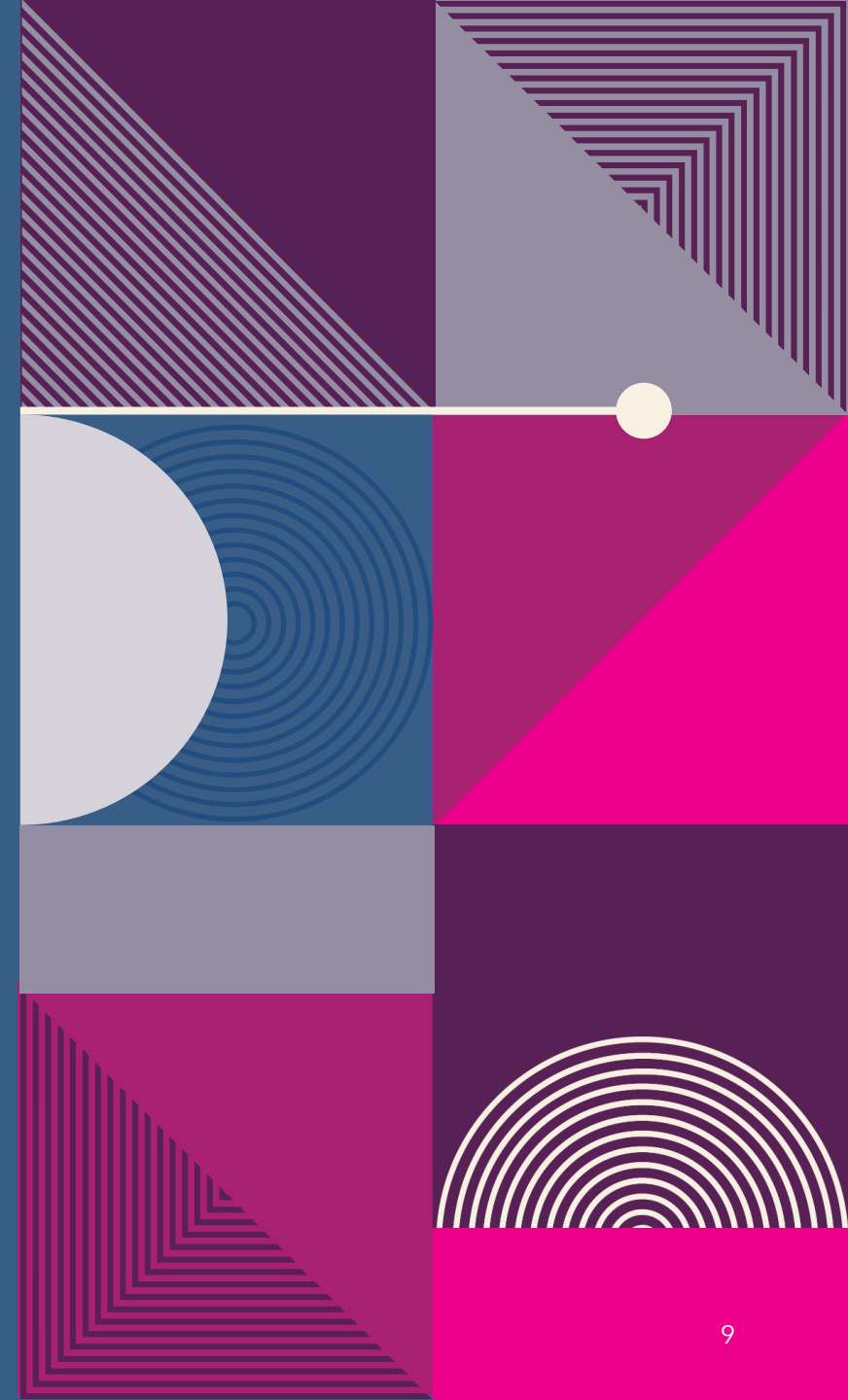


# EFFECTIVE NOTE-TAKING

**Choose an approach and/or tool that works best for you.**

- Audio-recorder
- AI-assistant
- Type up notes
- Handwrite notes
- Print off slides/class materials
- Take pictures
- View recordings

**Be consistent.**





# EFFECTIVE READING STRATEGIES

Enhancing your reading skills

# EFFECTIVE READING STRATEGIES

What are some strategies that work for you and why?



# EFFECTIVE READING STRATEGIES

## Take notes while you read!

- Don't highlight everything.
- Write notes in the margin (interesting, significant, questions, gaps).
- Look up what you don't know/understand.
- Write a 1-4 sentence summary of what you read, including what you thought was significant and why.

**Save and organize your readings by using a citation management tool (Endnote, Mendeley, Zotero).**

# EFFECTIVE READING STRATEGIES FOR SCHOLARLY ARTICLES

## Read with a purpose!

- Read the titles and headings.
- Read the abstract.
- Read the references section.
- Read the first couple sentences and last couple sentences of each section.
- Read the methodology section.

## Create a reading matrix.



# EFFECTIVE WRITING STRATEGIES

Enhancing your writing skills



# EFFECTIVE WRITING STRATEGIES

- What are some writing strategies that work for you and why?



# EFFECTIVE WRITING STRATEGIES

## **Make a plan for all writing assignments/projects.**

- Make this plan with the due date in mind and work back from that.

## **If you have big projects, start a writing log.**

- Writing logs should include the assignment, the date, the time you worked on it, and what you did each time.
- Writing logs will help you be accountable, use your time effectively, and meet deadlines while demonstrating your progress.



# EFFECTIVE WRITING STRATEGIES

**Consider joining a writing group for accountability.**

**Outline/draft a plan for the paper.**

**Take the “chunking” approach to writing.**

**Know your writing process and what conditions and approaches work best for you and use that knowledge to your advantage.**

**Use a model/mentor text for genre support.**

- Read like a writer (observe like an architect).
- Mine the mentor text for language use and transitions.
- Use disciplinary language.



# STUDENT SUCCESS

Enhancing your role as student



# STUDENT SUCCESS

- How have you succeeded in the past?



# STUDENT SUCCESS

- Show up to classes
- Be attentive/present
- Ask questions/participate
- Check your email and respond in a timely manner
- Build community by getting to know your professors and classmates
- Know departmental deadlines/track your own progress
- Attend professional events
- Present at professional events
- Use student resources/services (ex. the GWC, counseling services, career center, library, etc.)
- Look for scholarships/funding opportunities
- Submit assignments by their due dates
  - If you know you can't make a deadline, contact the professor in advance, explain your situation, and suggest a new due date.



# CONCLUSION

Concluding remarks and questions



# THANK YOU

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