



Bilaspur University, Bilaspur (C.G)

Some Easy learning Tips for the students

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1. Reading and Learning Skill

One of the most important things to do at plus 2 level (hopefully) right away) is to come up' with a system of study techniques that works for YOU. Everyone learns in different ways. Learn how you learn best. The things you did in high school may not have been the best method for you as an individual. The problem is, high school was so much easier than higher Secondary School education you may not even be aware that your study techniques were not appropriate in the new environment. So is the case, when you are doing graduation.

The realization that old high school study habits are ineffective usually doesn't become apparent to students until after the first year higher secondary education. By then some students unfortunately come to believe that they can't do any better. They never reach their full potential and in the worst cases, drop out.

This guide will help you to understand that revision is an on-going activity and should not be considered something that occurs two weeks before the written examination. To help you do this we shall explore strategies for improving your note-taking skills, memory ; skills and personal, academic and organizational skills/Also we shall ; discuss the methods of approaching exams and the skills for predicting the questions in the examination.

2. General Study Tips

The following are some general tips for studying:

- Find quiet, well-lit place to study. It seems obvious, but sometimes you have to hide from distractions. Tell others you are working and ask them to leave you alone for a while. You can meet later to relax and have fun.
- Work at a desk or table, DO NOT lie down on a couch or bed to study. Take a break if you need it.
- Find the best time of day to study. Some students are most awake in the morning, others think best late at night, Learn the most optimal time of day for you to concentrate and study.
- Review the day's notes when classes are over. You'll deal with questions about class material better when it's fresh.
- Set up a study schedule that includes a few hours of serious study each day. Stick to it.

- Bribe yourself. Promise yourself that you'll do something fun, If you study for a period of time. When you reach your goal, go and see a movie or go out with friends.
- Take frequent short breaks if you need it. Studies show people can concentrate for about 30 minutes before they lose focus. When you get to the point where your mind starts to wander, get up and take a walk. Get a drink and comeback.
- Sometimes working with others can help you Illustrate which material is understood and which isn't: If you can answer questions and explain concepts to others, odds are you know the information well. Otherwise You'll realize you need to study some more,
- Be cautious about working with others. Sometimes certain co-students will be a distracting force,, Carefully choose with whom you will work and study.
- Cycle between working alone and working with others. Work alone to master concepts and information Work with others to test your true understanding.

3. Study Habits

Developing good study habits are important so that you can get good results in exams. You should be able to score good marks by cultivating good study habits in yourself. The following are some important suggestions:

i. Take responsibility of yourself

In order to succeed you need to put in the required effort, time and patience. You need, to make a few sacrifices and assume responsibility for your actions. Are you prepared to do all the above?

ii. Know what is important to you

Don't let other's dictate what is important and what's not for you. You should know your own values and priorities and act accordingly.

iii. Discover when you study at your best

Is it in the mornings or evenings etc. Discover key periods when you are most focused and productive so that you can use such periods for your most difficult study challenges.

iv. Look for better alternatives to problems

Suppose you have read some course material and do not understand it fully, don't just re-read it. Try something else - like consulting with your teacher, discussing the subject with others, research on internet etc.

v. Continually challenge yourself

Consistently challenge yourself to do better. Competing with yourself is and more productive than competing with others.

vi. Study and work within a specific length of time everyday

Set aside a specified time each day and stick to it. This can help in making you more self-disciplined and immensely help in your studies. You may want to try devoting some time after school/college to studying your lessons.

vii. Be positive while studying and preparing for exams

Being positive helps in avoiding stress and panic before exams.

viii. Take an active role in studying

Rather than just reading the book, try the following suggestions to make studies more interesting:

- Use a highlighter to mark important points,
- make notes of significant points in a notebook,
- record questions about items you don't understand,
- convert the sections or paragraph headlines into questions and compose their answers after reading the paragraph or section.

ix. Read for fun and knowledge

You're just studying for knowledge and fun and not for exams. This helps in removing exam stress from our minds and making us feel relaxed so that we can concentrate on gaining knowledge from the text we are reading.

4. Dos & Don'ts of Exam preparation

Do's

- Create a study schedule and stick to it.
- Complete most or all your outlines before Reading Period. |
- Get enough food, sleep, and exercise while you are studying.
- Research your professor's style of exams. Find out what types of exams and questions he or she is likely to ask. Remember all of the suggestions a professor makes about answering his or her exam questions.
- Check your outline for completeness and accuracy by; comparing it to the professor's syllabus, hornbooks, or other people's outlines.
- Incorporate the professor's focus and style into your studying. If the professor emphasized particular concepts, counterarguments or policies in class, you should be prepared to incorporate those ideas into your exam answers.
- Study for open book exams as though they were closed book exams.

- Memorize key definitions and elements of law, especially for a closed book exam.
- Take as many practice exams as you can under exam-like conditions. Compare your answers with model answers or with your friends' answers.
- Try alternative study techniques, including making flashcards or creating flowcharts.
- Make a spark sheet or checklist and use it to help memorize likely terms and definitions.
- If you have an open book exam, make your outline accessible by creating a table of contents or tabbing key parts.
- Study each subject in small increments over a period of many days.
- Prepare for the exam by gathering supplies (water, watch, earplugs, pens, etc.) or making sure that your computer is working properly.
- Attempt those questions first which you know very well and difficult questions in last.

Don'ts

- Wait until the Reading Period to write your outlines.
- Rely primarily on someone else's outline, commercial outlines, or study aids.
- Study materials and topics not covered in your class,
- Assume that an open book exam requires less study time. It is) unlikely that you will have much time to consult materials during an open book exam.-
- Cram your studying into the few days before the exam.
- Pull an all-nighter before an exam.
- Forget successful study techniques you used as an undergraduate. If you have a method for studying that has worked for you before, try it in law school, too.
- Study for long periods of time without taking breaks. Studies show that the average person can only concentrate for 50 minutes. After that, your ability to learn and attention span decline.
- Procrastinate.

5. Tips for the revision period

- Leave plenty of time to revise so that you don't get into a situation of having to do last minute cramming. This approach will help to boost your confidence and reduce any pre-exam stress as you know you have prepared well.
- Develop a timetable so that you can track and monitor your progress. Make sure you allow time for fun and relaxation so that you avoid burning out.
- Experiment with several alternative revision techniques so that revision is more fun and your motivation to study is high.

- Don't drink too much coffee, tea and fizzy drinks; the caffeine will 'hype' you and make your thinking less clear. Eat healthily and regularly; your brain will benefit from the nutrients.
- Regular moderate exercise will boost your energy, clear your mind and reduce any feelings of stress. ,
- Try out some yoga, tai'chi or relaxation techniques. They will help to keep you feeling calm and balanced, improve your concentration levels and help you to sleep better,

6. Dos & Don'ts of Taking Exams

Dos

- Get a full night of sleep and eat before the exam.
- Arrive early and give yourself time to set up before the test.
- If you are easily distracted, consider bringing ear plugs with you and sit near the front of the room.
- When you first get your test, skim the entire exam looking for time allocations.
- Quickly jot down the times when you should be finished with each question. Make sure to stick to the suggested times (or your own time estimates) for each question.
- Check the call of the question before reading the entire fact pattern.
- Read the question twice before writing. Organize your answer before you write it by making a quick outline or list of the issues and parties.
- Pay attention to dates, odd facts, and relationships between the parties. These usually signify important issues or claims.
- Use headings to organize your answer. Depending on the question, you can organize your answer by parties, claims, or % the specific call of the question.
- Use a concise IRAC (Introduction, Recite the fact pattern, Arguments, conclusion) approach to issue spotter questions:
- Identify the issue first; articulate the Rule of law; Apply the rule by explaining the main argument, opposing argument, and rebuttal; then Conclude by stating who will win and why.
- Make sure to apply the rules to the facts. Use the names, locations, and specifics mentioned in your fact patterns. The "A" in IRAC is usually the most important part of your answer.
- Argue both sides of an issue unless the professor or call of the question says otherwise.
- If you find that you are running out of time on a question, write down a brief outline of the issues that you are not able to cover.
- Take a break after completing an exam and before you start to study for the next one.

Don'ts

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- Make up facts or discuss law not raised by the fact pattern.
- Begin writing in a panic before you have processed the question and organized an answer.
- Write in one long-impenetrable paragraph.
- Use shorthand or abbreviations unfamiliar to the reader.
- Recite the fact pattern in your answer. Use the facts as part of your analysis, but don't waste time rewriting the facts in an introductory paragraph.
- Assume that your reader knows nothing about you would be giving
- Make conclusions without doing a complete step-by-step analysis for the reader.
- Spend too much time on one question to try detriment of others.
- Post-mortem exams with your classmates.

7. Tips on Examination Stress

1. Make a realistic revision timetable and stick to it. Start planning it well before the exams begin. Don't leave revision to the last minute. Don't post pone the difficult sections in your subject.
2. Make brief notes of your books, notes and essays to make them easier to digest quickly, especially if you don't like the subject or find it difficult.
3. Add headings and sub-headings, or use highlighting pens and revision cards, key Words or charts - whatever works for you and take some notes for each and every topics which will help for quick revision
4. Work out what revision timetable best suits you.
5. If you can concentrate well in the morning then do most of your studying before lunch, not late at night when you can't concentrate. If you can study at night then study at later half of the day, but go to bed at reasonable hour and get enough sleep
6. Revise very nicely since that is very important.
7. If you really cannot concentrate it may be because you are tired, hungry, or just bored. Take a break and come back to it 10 minutes later. Short bursts of concentrated revision are often better than hours of staring at the same page.
8. Always ask for help if there are things you don't understand, and especially if you are feeling, stressed out. Don't deviate your mind on TV or music while studying.
9. Finally, never forget that there is life after revision exams..

8. Memory Techniques

i. Organise it

a. Learn from the general to the specific

Scan through the whole book and get an idea of the course content. Then start learning chapter by chapter or section by section.

SELF -DISCIPLINE

**"You can never conquer the mountain. You can Certainly yourself." —
Jim Whittaker**

**"Talent without discipline is like an octopus on roller skates. There's
plenty of movement, but you never know if it's going to be forward,
backwards, or sideways." — H.Jackson Brown, Jr. Author**

**"Competing is exciting and winning is exhilarating, but the true prize
will always be the self-knowledge and understanding that you have
gained along the way."**

**— Sebastian Coe, four-time Olympic medalist and chairman of the
LOCOG**

**"Keep away from people who be little your ambitions, Small people
always do that, but the really great make you feel that you, too, can
become great." — Mark Twain**

**"Leaders aren't born they are made. And they are made just like
anything else, through hard work. And that's the price we'll have to
pay to achieve that goal, or any goal." — Vince Lombardi**

b. create associations

Think of something related to the topic and create associations with it. This helps the memory process.

ii Use your body-

a. Learn at once, actively

Involve your body the first time you learn something. Sit up, sit on the edge of your chair or walk while studying. Some believe that the brain works better in a standing position.

b. Relax

When we are relaxed, we absorb new information quicker and recall it with greater accuracy.

c. Create pictures

Use diagrams and cartoons to connect facts and illustrate relationships.

d. Recite and repeat

When you recite something aloud, you anchor the information by hearing and by seeing. The combined result is synergetic. When you repeat something, you create a trail through the pathways of your brain, making the information easier to find.

e. Write it down

Writing a note to yourself helps you to remember an idea, even if you never look at the note again.

iii. Use your Brain

a. Reduce interference

Don't sit near a T.V. or a refrigerator while studying. These may distract you.

b. Escape the short term memory gap

A short review within minutes or hours of a study session can move material from the short term memory to the long term memory.

c. Distribute learning

Marathon study sessions are not very effective. You can get far more done in three one hour sessions than in one three hour session. Change subject of study after one hour to a new subject.

d. Beware of attitudes

People who believe that math is difficult will have difficulty in remembering math's. We remember what we find interesting.

e. Use day light for study.

Study the most difficult subjects during day hours. The early morning hours can be more productive for most people.

f. Over learn

Learn more than what is needed. Do the assigned problems and then do more problems.

g. Choose what not to store in memory

Decide what is essential to remember from a reading assignment or lecture. Extract the core concepts. Then apply the memory techniques to those concepts.

h. Combine memory techniques

Choose two or three techniques to use on a particular assignment. Experiment for yourself with these techniques.

iv. Recall it.

a. Remember something else.

When you are stuck up and can't remember something you know you know, remember something else that is related to it. If you can't remember your aunt's name, then try to remember your great aunt's name.

b. Notice when you do remember

Some people are best at remembering information they have read. Others remember best what they have seen, heard or done. Notice your style and follow it.

c. Use it before you lose it

To remember something access it a lot. Read it, write it, speak it, listen to it, apply it.

d. And remember you never forget

Develop a strong belief that you will never forget it . Keep saying "my memory serves me."

9. How to write Faster and Better

Let us discuss some ways of how you can write better and faster. Whatever it is you want to write- whether an exam paper , article for magazines, newspapers, writing a book etc, the tips here should help you put your thoughts on paper.

Step1

The first step is to list down all the important points you want to make in your answer. Go through the list in detail so that you do not miss any important point. You may just write down a keyword or phrase to remind you of the point, no need to write complete sentences at this point of time.

Step 2

After listing all the points, arrange them in a logical sequence now- which point should come first, which should come next etc.

Step3

You have now done the preparation work for writing the answer. It has been said that effective people spend more time on preparation than on doing the actual work. You now have the outline of the answer. The remaining steps should now be simple to implement.while explaining the points , make sure that you write down as fast as you can. Writing down fast can help prevent mental blocks. Do not worry about spelling mistakes, grammatical errors etc at this stage (you can correct the errors in # steps 6).The trick is to write fast without thinking much,if you think too much then you are likely to get stuck. Just focus on explaining each point and moving on to the next point. Focus on completing the task at hand.

Step 4

Make sure that your answer has appropriate headings, sub-headings or sections for easier readability. By dividing the answer in sub-headings and highlighting them, you are making it

easier for people to scan through the answer as they can read in detail whatever point interests them and skip the rest.

Step 5

Only after finishing the answer, try giving it a suitable title. It is not recommended to begin with a title as that may restrict your thinking to just the title. Its better to think of the title at the end, then it is more likely to be a suitable one for your answer.

Step 6

Re- read the answer. Make any desired changes, improvements etc. Check for spelling mistakes or grammatical errors and correct them. You can keep re-reading and revising your answer till you are satisfied.

10. Tips for writing Essay Questions-

The following words are commonly found in essay test question. Understanding them is essential to success on these kinds of questions. Study this she thoroughly. Know these words backwards and forwards.

- ❖ ANALYZE: Break into separate parts and discuss, examine or interpret each part.
- ❖ COMPARE: Examine two or more things. Identify similarities and differences. Comparisons generally ask for similarities more than differences. (See Contrast)
- ❖ CONTRAST: Show differences. Set in opposition.
- ❖ CRITICIZE: Make judgments. Evaluate comparative worth. Criticism often involves analysis.
- ❖ DEFINE : Give the meaning; Usually a meaning specific to the course of subject. Determine the precise limits of the term to be defined. Explain the exact meaning. Definitions are usually short.
- ❖ DESCRIBE: Give a detailed account. Make a picture with words. List Characteristics, qualities and parts.
- ❖ DISCUSS: Consider and debate or argue the pros and cons of an issue. Write about any conflict. Compare and contrast.
- ❖ ENUMERATE: List several ideas, aspects events, things, qualities, reasons, etc.
- ❖ EVALUATE: Give your opinion or cite the opinion of an expert. Include evidence to support the evaluation.
- ❖ ILLUSTRATE: Give concrete examples. Explain clearly by using comparisons of examples.
- ❖ INTERPRET: comment upon, give examples, describe relationships. Explain the meaning. Describe then evaluate.
- ❖ OUTLINE: Describe main ideas, characteristics, or events . (Does not necessarily mean *write a Roman numeral/ letter outline*)
- ❖ PROVE: Support with facts (especially facts presented in class or in the test)
- ❖ STATE: Explain precisely.
- ❖ SUMMARIZE: Give a brief, condensed account. Include conclusions. Avoid unnecessary details.
- ❖ TRACE: Show the order of events or progress of a subject or event.

11. Tips for Reducing Exam Anxiety-

Exam anxiety can be viewed in two different ways

- i. Ineffective coping with the inevitable stress of an exam BEFORE the exam ; and /or

- ii. A Strong emotional reaction of fear that interferes with thinking clearly DURING the exam.

The most commonly reported symptoms are-

- ❖ Memory blocks or “ blanking out” on things that you have studied:
- ❖ Fear of failing before the exam is even written;
- ❖ Physical symptoms such as rapid heart rate, shortness of breath, sweating , etc;
- ❖ Lower reading comprehension; and
- ❖ Poor attention and inability to concentrate.

These symptoms can also appear as you study for exams.

Exam Anxiety Tip 1

Be Prepared Early

The most common cause of exam anxiety is lack of preparation for the exam. Set up a study schedule at least three weeks before your first exam. You may find that you actually need to start studying very early due to other commitments. Planning ahead also assists you to avoid cramming which can be a major cause of exam anxiety.

Exam Anxiety Tip 2

Sleep well

Regular sleep is one of the best ways to control stress. Getting up and going to bed each day at the same times ensures that your body and brain are getting the rest they need for optimal functioning. Students who follow a regular sleeping pattern have been shown to perform 30% better than students who stay up late or get up early to study.

Exam Anxiety Tip 3

Same Caffeine & Sugar Intake

Keep caffeine and sugar intake the same during exam time .Don't increase or decrease the amount of coffee, tea or cola that you normally drink as your body and brain are accustomed to getting a certain amount. Keep things in your life as stable as possible, especially during exam time.

Exam Anxiety Tip 4

Learned Relaxed Breathing

When you display any symptoms of anxiety during studying or during the exam, use relaxed breathing to calm yourself. Take your attention away from the task and take a few slow breaths. Say to yourself, “calm and relaxed “ as you exhale. Practice relaxed breathing before the exam.

Exam Anxiety Tip 5

Don't Study the Night before.

Studying the night before an exam causes your anxiety level to increase. Unfortunately, it doesn't decrease when you go to sleep. Reduce anxiety by taking the evening off to relax watch TV, see a movie, read a novel , etc.

Exam Anxiety Tip 6

Review Main themes

If it causes you anxiety NOT to study the night before an exam, review the main themes of the course earlier in the day. Of course, that implies that you should have already studied well.

Exam Anxiety Tip 7

Have a plan before the Exam

As part of your studying, think about how you will approach the exam, and what you will do when you run into trouble. Having a plan in place will assist you to worry less about failing, and help you to concentrate more on passing.

Exam Anxiety Tip 8

Aim to do your Best

Often, students start thinking negatively when things aren't going well on an exam. This can lead to lower self- confidence and increased self- doubt. Recognize and turn off your negative internal dialogue, focus on the task instead of on yourself. Do not try for perfection aim to do you very best.

The term 'exam stress' can be broadly defined as a feeling of anxiety over one's performance in the exams, the results and reaction of parents and friends; all weigh union students to create exam stress.

"The only purpose of education is to teach a **student** how to live his life- by developing his mind and equipping him to deal with reality. The training he needs is theoretical, i.e. conceptual. he has to be taught to think, to understand, to integrate , to prove. He has to be taught the essentials of the knowledge discovered in the past-and he has to be equipped to acquire further Knowledge by his own effort".

E-learning

A number of books are now available free of cost as e-books. University Grants commission (UGC) has established an autonomous centre i.e INFLIBNET at Ahamdabad ,Gujrat one can have access to various e- books (87000) and e- journals (6500), Ph.D thesis (Shodh Ganga) Ph.D synopsis (Shodh Gangotri) and e- pathsala (lectures and multichoice questions).

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