

# IF ONLY I KNEW HOW TO DO IT...

How to study effectively at university?

**PREPARING FOR AN EXAM/ ORAL EXAMS/ WRITTEN EXAMS**

The course is supported by the project **EFOP-3.4.3.-16-2016-00005 „Korszerű egyetem a modern városban: Értékközpontúság, nyitottság és befogadó szemlélet egy 21. századi felsőoktatási modellben”**.

# Preparing for an exam

1. Clear your calendar! → enough time for learning

3. Create your strategy!

- What do you have to study? – hierarchy
- How to prepare?
  - ✓ Check lecture slides
  - ✓ Reading through notes
  - ✓ Reading recommended literature
  - ✓ Preparing summaries
  - ✓ Discussing issues with other students
  - ✓ Watching videos/recordings
  - ✓ Practice with answering former exam questions

2. Find information on the exam

- Course/Exam description (length, types of questions etc.)
- Most important parts of study material
- Experience of students in upper years

4. Prepare your plan/schedule!



# Prepare your schedule

- *Realistic knowledge of your study skills:*
  - How much can you study/ day?
  - How many times do you need to revise?
  - How good you are in this subject?
- *Previous knowledge about study material:*
  - Difficult or easy?
  - Do you have every necessary source for studying: exam topics, lecture notes, textbooks?
  - Can you study alone / do you need to be a member of a study group?
- *Leave ca. 10% of your time free*
  - Reserve – in case of unexpected events, delays

# Schedule for the exam period

WEEK	MONTH	MONDAY	TUESDAY	WEDNESD.	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1.	Dec.	<sup>14</sup> Pharm.Chem. study	<sup>15</sup> Pharm.Chem. study	<sup>16</sup> Pharm.Chem. study	<sup>17</sup> Pharm.Chem. study	<sup>18</sup> Pharm.Chem. EXAM	<sup>19</sup> Ph.cognosy study	<sup>20</sup> Ph.cognosy study
2.	Dec.	<sup>21</sup> Ph.cognosy study	<sup>22</sup> Ph.cognosy study	<sup>23</sup> Ph.cognosy EXAM	<sup>24</sup>	<sup>25</sup>	<sup>26</sup>	<sup>27</sup> Ph.Technol. study
3.	Jan.	<sup>28</sup> Ph.Technol. study	<sup>29</sup> Ph.Technol. study	<sup>30</sup> Ph.Technol. study	<sup>31</sup>	<sup>1</sup>	<sup>2</sup> Ph.Technol. study	<sup>3</sup> Ph.Technol. study
4.	Jan.	<sup>4</sup> Ph.Technol. EXAM	<sup>5</sup>	<sup>6</sup>	<sup>7</sup>	<sup>8</sup>	<sup>9</sup>	<sup>10</sup>
5.	Jan.	<sup>11</sup>	<sup>12</sup>	<sup>13</sup>	<sup>14</sup>	<sup>15</sup>	<sup>16</sup>	<sup>17</sup>
6.	Jan.	<sup>18</sup>	<sup>19</sup>	<sup>20</sup>	<sup>21</sup>	<sup>22</sup>	<sup>23</sup>	<sup>24</sup>
7.	Jan.	<sup>25</sup>	<sup>26</sup>	<sup>27</sup>	<sup>28</sup>	<sup>29</sup>	<sup>30</sup>	<sup>31</sup>

When you realize how close exams are



## Schedule for the subject

DAY #	DAY OF WEEK	WHAT TO STUDY
1.	Tuesday	Textbook Ch. 1-3.
2.	Wednesday	Textbook Ch. 4-5.
3.	Thursday	Textbook Ch. 6-8.
4.	Friday	Textbook Ch. 9-12.
5.	Saturday	Lecture notes
6.	Sunday	Lecture notes
7.	Monday	Revision
8.	Tuesday	EXAM

# Preparing for an exam

## 5. Study!

- ✓ Study the material in several portions!  
Divided for different days
- ✓ Check yourself!  
Key/Answers to questions  
→ what do you know already  
→ what do you have to spend more time with
- ✓ Develop your problem solving skills!  
What make a good answer at the exam?  
How much time do you have?
- ✓ Test your knowledge!  
Lecture slides/notes – do not read only!



# Preparing for an exam/Studying in 3 phases

- *Prepare from study material* (ca. 50% of study time):
  - reduce study material,
  - highlight main points,
  - take notes,
  - work out an exam topic
- *Fix study material in memory* (ca. 25% of study time):
  - Revise and organize
  - No new study material!
  - Revise chapter by chapter, topic by topic,
  - solve problems,
  - answer self-check questions.
- *Revision* (ca. 10% of study time):
  - Based on the reduced study material (e.g. outlines, keywords)
  - Revise the whole material
  - „I remember, I know” experience  $\Rightarrow$  self-assurance, self-confidence; anxiety  $\downarrow$

# Prepare your schedule

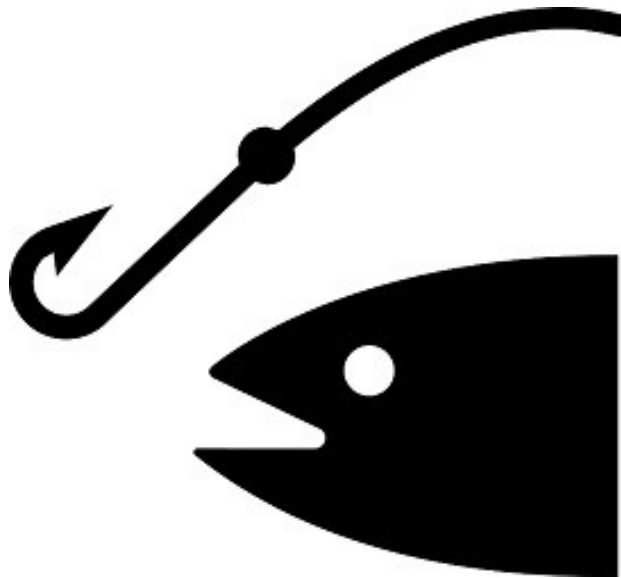
- ✓ To-do-list – tick what you have performed, finished
  - ⇒ good feeling about work done,
  - ⇒ anxiety reduced
  - ⇒ remain motivated for studying further
- ✓ If you prepare well and study hard ⇒ 6-8 h / day can suffice
- ✓ Make good use of morning hours!
- ✓ Leave enough time for recreation!
- ✓ Exam period: high workload ⇒ pay attention to your lifestyle, diet, relaxing!
- ✓ *The best plan is worth nothing if you do not keep to it!*



# Memory techniques

# Association

Link the item to remember to an image



"Mental images are memory hooks"

# Grouping

e.g. phone numbers

*Which is easier to remember?*

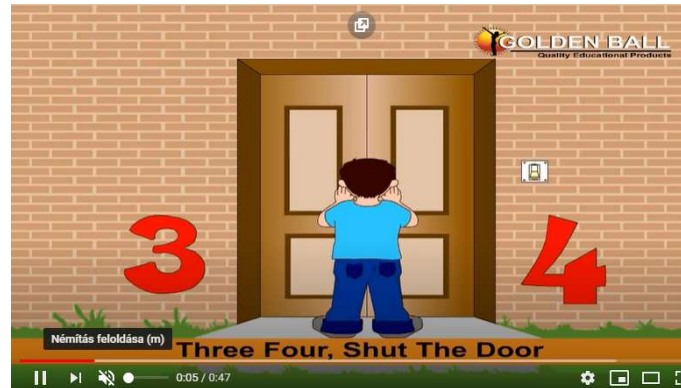
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# Patterns

e.g. Mississippi – *everything double*

# Rhymes



**Remembering names:**  
e.g. Mr. Jones

„Mr. Jones all bones”  
„Mr. Jones of the Homes”

# Creating acronyms / sentences

**IPMAT** – stages of cell division

I  
Interphase

P  
Prophase

M  
Metaphase

A  
Anaphase

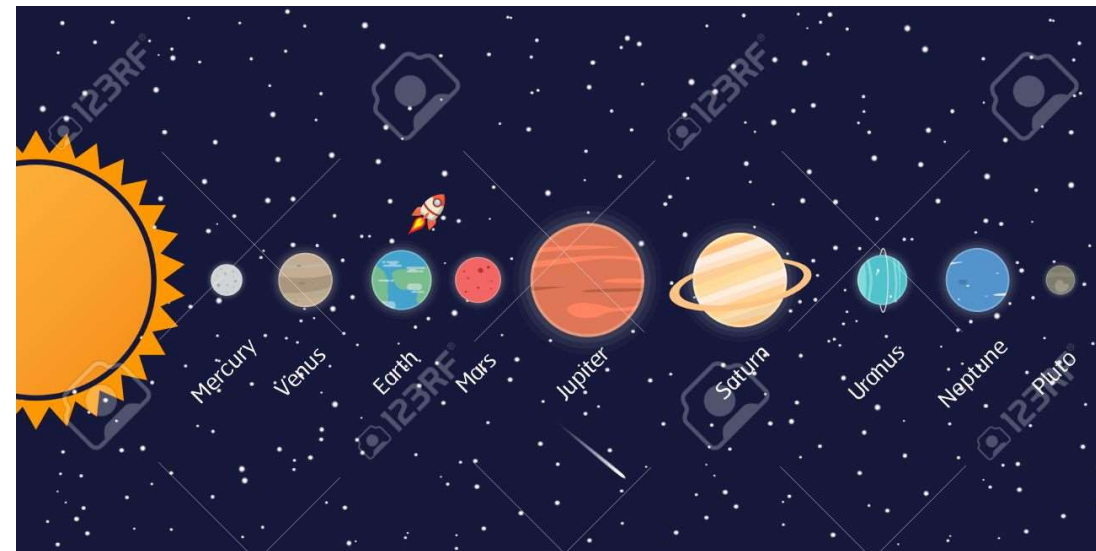
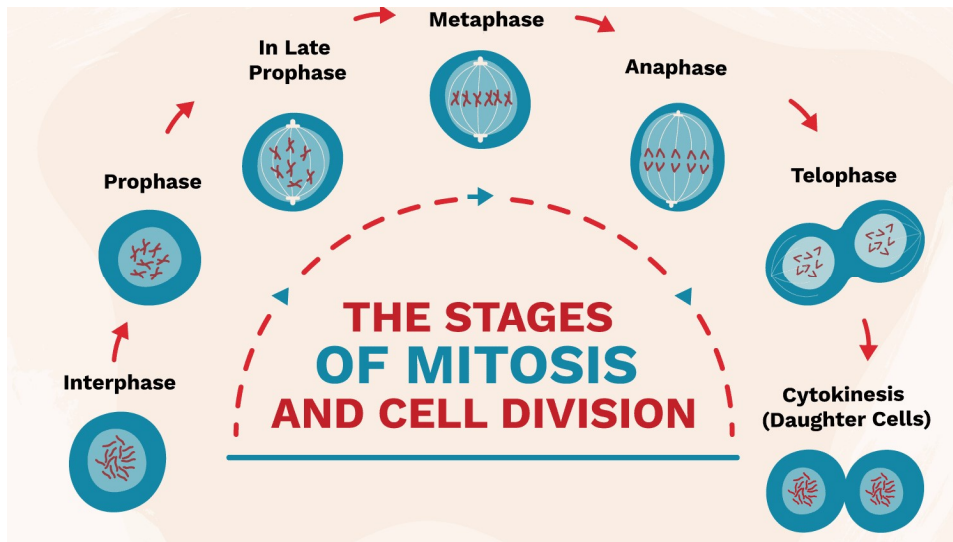
T  
Telophase

**HOMES** – 5 great lakes

Huron, Ontario, Michigan, Erie, Superior



"My very elegant Mom just served us nine parrots."



# Flash cards

## FORMULAS

area of  
circle

$$T = r^2\pi$$

## VOCABULARY

ISKOLA

SCHOOL

## DATA

UN

***United Nations:***  
founded: 1945  
headquarters: New York  
193 member states



# Exam anxiety

## Depends on:

- Naturally tense before a challenge, before solving a problem
- Self-confidence
- How well you have prepared

✓ Healthy degree of anxiety → motivates to study

✓ Slightly increased level of excitement – can be useful at exam:

- activates the whole body,
- can result in increasing your achievement.
- long-term memory – associations
- association and combination – maintain the routes of recalling
- thinking – search for stored information
  - slumbering nerve cells become active,
  - groups of nerve cells connect
  - successful recall of memories

# Oral exams

- Before the exam: know the examiner, try to make good impression during the semester
- At the exam: good looks, self-assurance
- If you can choose, start with the topic you know the best!
- Structure your answers!
- Present / Perform!
- Avoid too many details in your draft + reading out whole sentences!
- Present confidently, avoid the sense of uncertainty!
- Do not mumble!

# Oral exams

- Include your own experience, observations!
- If the examiner asks you a question ....
  - Answer precisely!
  - If you do not understand the question, ask the examiner!
  - If you are uncertain about your answer, think aloud!
  - Do not say at once that you do not know the answer!
- If the examiner speaks too much ...
  - Try to connect to his/her monologue!
  - Show your notes where you have written the same!
- If the examiner wants to read our notes / draft ....
  - Make it easy to comprehend, structure it logically!



# Written exams

- First scan the whole test!
  - How many / What type of questions?
  - Which questions are more important?
  - How should you use your time?
- Write first what you are sure about!
- Do not leave any questions unanswered! (unless points taken away)
- Read instructions carefully!
- Go through the system of giving points!
- Check your answers!
- Make your paper well-structured, easy to comprehend, legible!

# Videos

- 9 best scientific study tips:

<https://www.youtube.com/watch?v=C2aigfiAFDA>