

## Study Skills and Simple Techniques for Learning

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### Abstract

*This paper presents Study skills and simple techniques concerned to learning. Study skills enable the students to study and learn efficiently and they are an important set of life skills. It also discusses the significance of Note taking and Note making, Reading Strategy: SQ3R Technique, Summarizing Text, Referencing and Use of Dictionary / Thesaurus.*

**Keywords:** Study skills, Note-taking and Note-making, SQ3R Technique

### Introduction

Good study skills and simple techniques are essential for the success of academic and employment. Study skills are the techniques concerned to learning. Generally most of the students fail in examinations simply because they lack study skills or simple techniques. Study skills enable the students to study and learn efficiently and they are an important set of life skills. They are organizational skills, time management, prioritizing, learning how to analyze, problem solving, and the self-discipline that is required to remain motivated. Study skills are also very much concerned to the sort of skills which employers try to find in the job-seekers.

### Note-Taking and Note-Making

Note taking is an unreceptive procedure utilized at lecturing whereas note-making is increasingly dynamic and determined activity where you absorb all data and understand it for yourself. After taking notes, you have to assimilate all information and make notes systematically for your study purpose. Note making is a productive skill that integrates both reading and writing skills. Making great notes proficiently is a key aptitude for learning at higher educational institutions. Note-making means a brief record as an aid to memory. Students need to make notes in different situations such as in lectures, seminars and tutorials; when working in groups; when planning and writing essays; on field trips and placements and when revising for exams.

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## General Note Taking Tips

Students are advised to:

- Note the date, subject and page number at the top of each page.
- Note the name of the lecturer or tutor, if it is a lecture, seminar or tutorial.
- Note the names of your colleagues in the group, when working in a group.
- Note the important sources of the information.
- Put different headings for main subject areas on separate sheets of A4size paper.
- Put references in the margin, note keywords.
- Leave blank spaces on the page, after each note.

## Making Notes in Lectures

- Do not try to write down everything the lecturer says and note main points, phrases and key words.
- Use symbols and common abbreviations specifically.
- Take down quotations and phrases exactly.
- Be aware of a lecturer's body language, use of particular words or phrases or a louder/quieter voice.

## Making Notes from Books

- Make clear notes and use a few of your own words as you wish to note your own ideas.
- Be selective and Write down the main subject and important headings before you start.
- Focus on the essay title and keep referring back to it and make sure your notes are relevant.
- Don't write the same information down twice.
- It is useful to read through specific chapters, handouts or other information before a lecture.
- Note down clear subject headings and leave blank spaces to fill in with your lecture notes.

## Organising Your Notes

- Read through and check your notes soon after you have written them
- Follow up any points you need and Check references and key spellings.
- Keep headings and sub-headings/points in sequence with use of numerals and letters.

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- File notes as you have made them and Use coloured files for different subject areas.
  - Develop a filing system that is easy for you to use and refer whenever you need.

### Reading Strategy: SQ3R Technique

SQ3R is a reading strategy which stands for the initial letters of five steps in studying a text:

- Survey
- Question
- Read
- Recall
- Review

To improve reading comprehension the SQ3R technique is recommended.

#### Survey

Survey refers to a quick glance through the title page, preface, chapter headings, etc. of a text. By surveying a text a student can gauge the main idea and obtain complete information such as author's name, date, place of publication, etc.

#### Question

While looking over you may bring up certain questions with respect to the content so as to give a reason to the reading.

#### Read

Read and search for answers to your questions. Make notes and show up primary thoughts that support the idea.

#### Recall

After reading, students can recall what they read -the content at the end of each part of the text and the central idea/concept along with other sub-points.

#### Review

Reviewing is critically examining a book against the backdrop of current thoughts and ideas. The motive behind exploring in this last phase of reading is to check the weight of the considerable number of steps.

## Summarising

The word, ‘summary’ means a brief statement or restatement of main points, especially as a conclusion to a work. Writing a summary is an essential skill for Professional students. They should know how to write summaries in their technical language. Summarising is an important skill in academic writing. It empowers you to extricate the most significant focuses from a text and rewrite them in your own words, in an abbreviated structure.

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### Here Are Some Hints For Summarising A Text:

- Read the original text thoroughly to understand its overall meaning.
- Read carefully between the lines’ to pick up ‘hidden’ information.
- Use a dictionary or ask someone to help in finding the meaning of any unfamiliar words.
- Highlight the main points of the text and ignore any unnecessary descriptions or opinions.
- Link together the key points using sentences or paragraphs, as appropriate.
- Use headings or sub-headings if the text is long.
- Read your draft to make sure if the overall original information covered.
- Make amendments to your draft, if necessary.

### Remember:

- A written summary should be a brief and easy to read.
- A summary must contain the main points of the original text and should be written in your own words.
- Write your summary using correct grammar, punctuation and sentences.
- A summary does not contain unnecessary information, descriptions or opinions of the original text.

## Referencing

Referencing is one of the important study skills. Students are supposed to write a research paper/ article, a proposal, a statement, a project, or some other report, as professional students they require so much data

for which they have to collect the needed information through various sources: subject concerned books, journals, magazines, research articles, internet based websites and so on.

The term, '*reference*' indicates a mention or citation of a source of information in an article or a book. Referencing is a standardized method of formatting the information sources you have used in your assignments or written work.

Referencing:

- shows adherence to academic writing standards
- shows respect for and acknowledges the work of other scholars
- provides evidence that you have read and considered the relevant literature
- allows validation and confirmation of sources used in your work, and gives your work credibility.

A reference or citation is required when you:

- cite by quoting another person word for word (direct quotation). It is not a question whether it is a expression, sentence or paragraph, you will need to provide a reference to the source
- cite by paraphrasing or summarising ideas or data obtained from another source
- use statistics in your work obtained from another source (e.g. population, results of surveys)
- use tables, figures, diagrams or images created by someone else
- use controversial facts, opinions, or dates from another source.

Academic writing includes providing clear evidence to support and make stronger your own point of view. Referencing your work assures that you are not accused of plagiarism. Use your references to support your arguments.

### **Use of Dictionary / Thesaurus**

Dictionary is an important tool in learning a new language like English. It encourages you in obtaining the information on English language, articulation, sentence structure, and so forth in the event that you utilize a dictionary adequately and usually, you can improve your English language abilities and other supportive data on regular language utilization and syntax.

Dictionaries and thesauruses are reference books for words. A dictionary is an assortment of words alongside their significance, definition and portrayal of utilization. A thesaurus presents words as "word families," giving their equivalents synonyms without clarifying their implications or use.

A **dictionary** is a catalogue of words organized alphabetically as follows:

- **definition:** the meaning or meanings of the word, often with example sentences
- **part of speech:** whether the word is a noun, verb, adjective etc
- **correct spelling:** the exact spelling and any possible alternatives
- **pronunciation:** how to say the word-with the use of phonetic symbols
- **Etymology:** the origin of the word (did it come from Latin, for example?)

Here are some examples from a *dictionary* entry for the word "**bank**" as indicated in LEXICO, Oxford English Dictionary and Thesaurus.

There are 2 main definitions of the term, *bank* in English: **bank1 bank2**

Pronunciation: /bɑŋk/ ([lexico.com/en/definition/bank](http://lexico.com/en/definition/bank)).

**Bank1 (Noun):** The land alongside or sloping down to a river or lake: willows lined the bank of the stream; a long, high mass or mound of a particular substance: a grassy bank a bank of snow

**Bank1 (Verb):** Heap (a substance) into a mass or mound: the rain banked the soil up behind the gate snow was banked in humps at the roadside

**Bank2 (Noun):** A financial establishment that uses money deposited by customers for investment, pays it out when required, makes loans at interest, and exchanges currency: a bank account

**Bank2 (Verb):** Deposit (money or valuables) in a bank: she may have banked a cheque in the wrong account

**Origin: (bank1)** Middle English: from Old Norse *bakki*, of Germanic origin; related to bench. The senses 'set of things in rows' and 'tier of oars' are from French *banc*, of the same ultimate origin. **(bank2)** Late 15th century (originally denoting a money dealer's table): from French *banque* or Italian *banca*, from medieval Latin *banca*, *bancus*, of Germanic origin; related to bank1 and bench.

**Thesaurus:** A **thesaurus** is a list of words arranged in conceptual groups or alphabetically, and for each word you can see:

- **similar words:** a number of words that have nearly the same meaning or the same meaning (synonym)
- **opposite words:** one or two words that have the opposite meaning (antonym) or nearly opposite meaning

Whenever you come across a new word, you have to get its contextual meaning, correct spelling, pronunciation or word origin, for which you better search for the word in a standard dictionary such as:

- Longman Dictionary of Contemporary English
- Cambridge International Dictionary of English
- Oxford Advanced Learner's Dictionary
- Collins Cobuild English language Dictionary, etc.

## Conclusion

Study skills enable the students to study and learn efficiently and they are an important set of life skills. Therefore, students are suggested to practice and follow the study skills and techniques discussed above so that they can be successful at their academic activities as well as career achievements.

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