ACADEMIC SKILLS SEMINAR

EFFECTIVE NOTE TAKING

1. Go to class prepared.
2. Improve your listening skills.
3. Develop a note taking method that works for you.
4. Pay close attention to content.
5. Review and edit your notes.

BASIC OUTLINING

The main ideas take roman numerals. Sub-points under each main idea take capital letters and are indented. Sub-points under the capital letters, if any, take italic numbers and are further indented.

I. MAIN IDEA
   A. Subsidiary idea or supporting idea to I
   B. Subsidiary idea or supporting idea to I
      1. Subsidiary idea to B
      2. Subsidiary idea to B
         a) Subsidiary idea to 2
         b) Subsidiary idea to 2

II. MAIN IDEA
   A. Subsidiary or supporting idea to II
   B. Subsidiary idea to II
   C. Subsidiary idea to II

III. MAIN IDEA
    A. Subsidiary or supporting idea to III
    B. Subsidiary idea to III
    C. Subsidiary idea to III
SIX TYPES OF TEST TAKING ERRORS

1. Misread direction errors - these occur when you skip directions or misunderstand directions but answer the question or do the problem anyway.

2. Careless errors - mistakes made which can be caught automatically upon reviewing the test.

3. Concept errors - mistakes made when you do not understand the properties or principles required to work the problem.

4. Application errors - mistakes you make when you know the concept but cannot apply it to the problem.

5. Test-taking errors - mistakes made because of specific ways of taking a test:
   - Missing more questions in the 1st-third, 2nd-third, or last-third of a test.
   - Not completing a problem to its last step.
   - Changing test answers from correct to incorrect.
   - Getting stuck on one problem and spending too much time.
   - Rushing through the easiest parts of the test and making careless errors.
   - Mis-copying an answer from your scratch work to the answer sheet.
   - Leaving answers blank. If its blank, there's a 100% chance it'll be wrong.

6. Study errors - occur when you study the wrong type of material or do not spend enough time studying pertinent material.