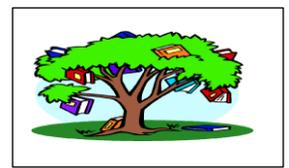


Toward Better Literacy: Reference Outlines



Class Acts: Tips on Course Success

Setting the Stage

- ✚ Have a set place to study. Keep it Spartan and use an upright chair and desk.
- ✚ Plan out your time. This will take away the anxiety of having things always “hanging over your head.” Just be sure to follow through.
- ✚ Work one hour and then give yourself a break. When you work, work. When you play, play.
- ✚ Exercise and sleep enhance performance.

Knowing the Program

- ✚ Make it a priority to attend class, especially if you are an auditory learner.
- ✚ Look up what you do not know. Do not be unsure of anything or pretend to know when you do not.
- ✚ “Read between the lines” for the implied idea.
- ✚ Critical thinking respects evidence and is true to rules of logic, interpretation and method.
- ✚ Own your education. It will be a valuable asset.

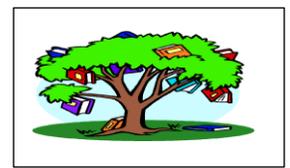
Following the Director

- ✚ Make sure you follow directions (as always, the most important rule in school).
- ✚ Go over the syllabus carefully at the start.
- ✚ Read the text and struggle with homework. This sets up questions to be satisfied in class.
- ✚ Be sure of your assignments. If in doubt, ask.
- ✚ If a teacher recommends the Learning Center or The Write Place, take advantage of free help.

Learning the Script

- ✚ You can rent textbooks or get them through iBooks.
- ✚ Look up words and vary your word choice.
- ✚ Skim the text and form questions.
- ✚ Try to picture in your mind what you read.
- ✚ Explain things back to yourself at the end.
- ✚ Underline important information.
- ✚ Star (*) unusually good thoughts or ideas.
- ✚ Number series or sequences ((1,2,3).
- ✚ {Bracket complete explanations}.
- ✚ Put a question mark (?) next to things that do not make sense right now.
- ✚ If pressed for time, read the first sentence of the paragraphs and skim the rest.

Toward Better Literacy: Reference Outlines



Practicing the Part

- ✚ Use technology to schedule and complete work.
- ✚ Get work done as soon as possible.
- ✚ Consolidate everything into one set of notes in terms you understand.
- ✚ Go over your class notes every day.
- ✚ Have questions ready for class that arise from the reading.

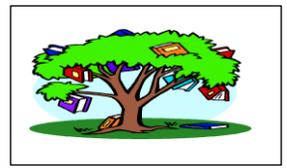
Performing the Role

- ✚ When asking spontaneous questions, think about what will be helpful for all at that moment.
- ✚ Use the left 1/3 of the page for the general idea, the right 2/3 for details. Use outline form with space at the bottom to write questions.
- ✚ Fold notes and go back and forth when studying.
- ✚ When studying for a test, predict what the teacher will ask and answer these questions.
- ✚ Treat each question one at a time. A journey is composed of small steps.
- ✚ On multiple choice tests, go with your “gut” first guess. Change this only for good reason.
- ✚ On essay tests, be careful to answer the question, and just the question. Dump facts and ideas and then group them; get your answer; form an outline; then write.
- ✚ Use extra time to check over your work.
- ✚ Correct all your tests. This reinforces your knowledge and helps ace the final.

Writing the Review

- ✚ When choosing a research topic, ask a focused question for which you can find an answer.
- ✚ Answer with a clear thesis. This unifies things.
- ✚ Be clear and focused when entering terms into indices, databases, and search engines.
- ✚ Start a paper with a catchy introduction. Put your most powerful point last.
- ✚ Use the conclusion to summarize and compel the reader to explore further.
- ✚ Do not use the same “big” word twice in the same vicinity, unless for rhetorical effect.
- ✚ Repetition, alliteration and parallelism provide rhythm and balance to your writing.
- ✚ Keep sentences “short and sweet.”
- ✚ Say the most with the least. This is concision.
- ✚ Be sure to cite what belongs to another.
- ✚ Become familiar with citation formats (MLA, APA)
- ✚ Only use “you” (2nd person) when speaking or writing to someone.

Toward Better Literacy: Reference Outlines



Supporting the Cast

- ✚ Helping each other succeed makes friends.
- ✚ Form study groups, especially for online classes.
- ✚ Personal interaction is key to success.
- ✚ Find a friend to quiz each other, but resist the hype before an exam.
This is a time to relax.

Taking a Bow

- ✚ Don't get bent out of shape on performance.
- ✚ Analyze your mistakes. Reward your success.
- ✚ Please let your tutor or writing consultant know how things went with your efforts with them.
- ✚ Remember what worked well and build on it.