STUDY SKILLS

WEB SITES

General

- **Study Guides and Strategies**—Very extensive list of study skills links maintained by Joe Landsberger of the University of St. Thomas in St. Paul, MN. More than 1500 Web sites link to this page.

- **Study Skills Guide**—Links to concise articles on a variety of study skills. From the Web site of the College of Saint Benedict, Saint John’s University.

- **Study Skills Self-Help Information**—Virginia Polytechnic Institute and State University has provided this impressive site with online study skills “workshops” (interactive slide shows) and helpful links.

Careers

- **Amarillo College Career Planning and Placement Services**—Find out how you can receive help identifying a career that is right for you and how this office can help you find employment.

- **Career Library: Resumes**—Resume tips from the JobWeb site sponsored by the National Association of Colleges and Employers.

- **Career Library: Two-Year Focus**—Articles specifically oriented towards students in two-year programs. From the JobWeb site sponsored by the National Association of Colleges and Employers.

- **Hot Careers in Texas**—Information from the Texas Workforce Commission about careers in teaching and nursing.

- **Hot Jobs in Texas**—Descriptions of health careers. This Web site resulted from a collaborative project involving several Texas governmental agencies.


- **Steps to Your Career for Associate Degree Candidates**—From site: “Here’s a career development timeline those pursuing an associate degree, with the approximate number of hours you’ll need to spend each year on readying yourself for a career.” From the JobWeb site sponsored by the National Association of Colleges and Employers.
• **What Employers Want**—A list of skills important to today’s employers. Provided by Central College in Iowa.

**Listening**

• **Attentive and Critical Listening: Description**—From site: “The following information is designed to introduce you to two basic types of listening—attentive and critical—and to provide you with a clear sense of the skills you need in order to successfully respond to communication situations that require listening."

• **Classroom Listening Skills**—From site: “Top ten ways to listen to boring lectures.”

• **International Listening Association**—The International Listening Association (ILA) is a professional organization whose members are dedicated to learning more about the impact that listening has on all human activity.

• **Listening Skills**—A brief list of classroom listening tips and general tips from Texas A&M University’s Student Counseling Service.

**Math Anxiety**

• **Help for Math Anxiety**—Middle Tennessee State University site with practical tips on math anxiety. Explains how math is different from other subjects and how to study it effectively.

• **Solving Math Word Problems**—Very helpful information on analyzing and solving word problems. Provides words to look for to indicate which operation is needed.

• **Success in Mathematics**—A page of tips from Saint Louis University. Sections are Math Study Skills, Problem Solving, Studying for a Math Test, and Taking a Math Test.

**Memorization Tips**

• **Memorizing**—A few useful tips from the University of Dayton School of Law.

• **Memorizing Techniques**—Explains several different ways to memorize materials. Explains mnemonics, which involves using word games to help you retain information. Brief treatment of visualization techniques. From Waterloo Collegiate Institute in Canada.

• **Memory and Learning Styles**—Advice from Cuesta College. How to memorize more effectively. How to study using different learning styles.

**Note-Taking**

• **Listening and Note-Taking**—Tips from Cuesta College.
• **Note-Taking and In-Class Skills**—List of 13 things to remember that will improve your note-taking skills. From Virginia Polytechnic Institute and State University Web site.

• **Taking Lecture and Class Notes**—Some helpful advice from the Academic Skills Center at Dartmouth College. The site contains some printable handouts that require Adobe Reader for viewing. The reader can be downloaded from Adobe.com for free.

**Reading**

• **Concentrating and Reading**—A concise list of tips from the Columbia University Web site.

• **Reading Your Textbooks Effectively and Efficiently**—Some practical advice from the Academic Skills Center at Dartmouth University. Discusses common myths and misconceptions about reading. Explains the SQ4R method. Provides printable handouts. (Uses Adobe Reader downloadable for free at Adobe.com.)

• **Textbook Reading Strategies**—This Cuesta College Web site describes the SQ4R reading method: Survey, Question, Read, Record, Recite, Reflect.

**Research**

• **Amarillo College Library**—Contains the Library’s databases of online books, journal articles, magazine articles, and other information. These tools are not like search engines that people use to “surf” the Web. These tools do not search the content of the Internet. Instead they search databases that AC subscribes to so that its students can have easy access to high-quality information. Call 371-5468 for more information.

• **Amarillo College Library Catalog**—Search for books and media materials from the collections of Amarillo College and other member libraries of the Panhandle’s Harrington Library Consortium. Call 371-5468 for more information.

• **iTools**—Site description: “Quick access to the best Internet tools.”

• **RefDesk**—An amazing site with hundreds of links to various types of information and tools.

**Study Environment**

• **Study Environment Analysis**—Provides an interactive form to help you identify the best study environment for you among three possible study environments that you identify.
Study Skills

- **Characteristics of a Successful Student**—From Cuesta College Web site: “This list is a description of what a hard-working student does and what a teacher likes to see.”

- **Academic Improvement**—From the University of North Carolina at Chapel Hill. Brief articles about various study skills.

- **Studying a Foreign Language**—Some practical suggestions from the Columbia University Web site especially geared towards learning a language.

- **Twelve Steps for Effective Studying**—Practical tips from Cuesta College.

Taking Tests

- **Memory Tips and Test-Taking Strategies**—An article filled with good tips and advice from Cuesta College. Gives different ways to memorize material, main reasons why people forget information, study tips for different types of tests, advice for preparing for finals, and strategies to use while taking a test.

- **Study Guide: Test Taking**—This Web site contains a “general points” section as well as sections on taking essay exams, objective tests (true-false, multiple choice), and problem-solving tests.

- **Survival Strategies for Taking Tests**—Things to consider when taking any type of test. From the Web site of Middle Tennessee State University.

Time Management

- **Getting Organized**—List of things college students should do to get organized. Tips about calendars.

- **Twenty Time Savers**—A concise list of tips from the Columbia University Web site.

AC LIBRARY DATABASES

- **Academic Search Premier**—The largest multi-subject academic database. An excellent starting point for researching almost any topic. [On-campus access](#) (multi-subject section) | [Off-campus access](#) (AC-affiliated users)

- **Biography Resource Center**—An excellent source of biographical information. Contains narrative biographies, thumbnail biographies (brief “blurbs”), magazine articles, and selected Web sites. [On-campus access](#) (biography and genealogy section) | [Off-campus access](#) (AC-affiliated users)

- **CQ Researcher**—Explores a single "hot" issue in the news in depth each week. Topics range from social and teen issues to environment, health, education and
science and technology. There are 44 reports produced each year including four expanded reports. **On-campus access** (multi-subject section) | **Off-campus access** (AC-affiliated users)

- **CollegeSource**—Worldwide database of college information resources. Contains approximately 16,000 College Catalogs in complete cover-to-cover, original page format. Searchable by keyword, by criteria (such as tuition, enrollment, or major), alphabetically by titles, or geographically by city, state, or country. **On-campus access** (education section) | **Off-campus access** (AC-affiliated users)

- **Health & Wellness Resource Center**—Provides searchable full text information from medical reference books, articles from refereed periodical literature, pamphlets, and other reputable sources. **On-campus access** (health and medicine section) | **Off-campus access** (AC-affiliated users)

- **InfoTrac Custom Newspapers**—Indexes 10 full text newspapers from around the world by titles, headline, author, section, or other assigned fields. **On-campus access** (newspapers section) | **Off-campus access** (AC-affiliated users)

- **MOTOR/ALLDATA® Online**—A comprehensive resource for automotive diagnostic and repair information for the Professional Automotive Technician. **On-campus access** (computers and technology section) | **Off-campus access** (AC-affiliated users)

- **Net Library E-books**—Offers thousands of books on-line that can be read online. Pages can be printed. The complete text of each book can be electronically searched. **On-campus access** | **Off-campus access** (AC-affiliated users)

- **Opposing Viewpoints Resource Center**—Offers essays on conflicting sides on a variety of hotly debated topics written by well-known professionals and prominent spokespeople on each side of the issue. Also includes reference sources, statistics, magazine and journal articles, primary sources, Web sources, and a search of the Student Resource Center database. **On-campus access** (multi-subject section) | **Off-campus access** (AC-affiliated users)

- **Student Resource Center Gold** —An excellent multi-subject database with especially good coverage in literary criticism, biography, geography and cultures, and history. **On-campus access** (multi-subject section) | **Off-campus access** (AC-affiliated users)

- **WilsonSelectPlus**—An excellent, extensive multi-subject database. **On-campus access** (multi-subject section) | **Off-campus access** (AC-affiliated users)

- **WorldCat**—The world's most comprehensive collection of searchable records of the holdings in libraries all over the world. Especially good for locating books. Contains an “ILL” icon for use in ordering material through interlibrary loan. **On-campus access** (multi-subject section) | **Off-campus access** (AC-affiliated users)
SELECTED E-BOOKS

—Books for students

- How to Study—Fry, 1996.
- Improve Your Reading—Fry, 2000.
- Improve Your Writing—Fry, 2000.

—Books for teachers


