



Shepherd Care®

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To Care for People Where They Live and Work

COMMUNITY Care TOPIC

School and Study Tips

Have you every struggled with your school work or learning a business concept? Here are some helpful study tips:

Listening Skills

- Tell yourself you will listen- it is important!
- Put aside or ignore those things which may distract you from giving full attention to the speaker.
- Position yourself to listen (sit in front on the class room, maintain eye contact with instructor, and be in a comfortable and attentive position).
- Keep yourself concentrating by taking notes, summarizing what is being said, try to guess what the speaker is talking about next, and ask questions orally or silently.
- Listen for specifics by listening for key facts and ideas (pick out key statements such as “the main focus,” “the case was,” “the relationship is,” “don’t forget,” and “my point is.” Also, listen to how the speaker says something (tone of voice, change in volume, body language, and extra emphasis on a word or phrase.

Note Taking Strategies

- Take notes on class room work (Listen carefully).
- Sit where you can see and hear the instructor, and where the instructor can see you.
- Record notes as follows:

Use 8 ½ x 11-inch paper.

Use a notebook divided into sections.

Date each day’s notes.

Take notes on one side of page ONLY.

Write legibly.

Abbreviate common words and terms.

- Write notes in outline form (start at main points and indent secondary points).
- Read in advance the text book material to be presented in class.
- Watch for important signals (write what is put on the board, write definitions, note teacher’s tone or voice, and when they emphasize words or repeat).
- Write down examples.
- Leave space for notes missed.
- Ask a question when an idea is not clear.
- Do not stop taking notes toward an end of class.
- Read and go over notes soon after class.
- Rewrite your notes to help with retention.

Introducing your Community Chaplain

Eric Kieselbach

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Co-Authored Article Series:

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“Study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth.”

2 Timothy 2:15

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