

**THE PUBLIC FORUM
AIDS TO STUDY**

A trained mind is one of the most priceless of possessions. In the educative process, the acquisition of knowledge is of secondary importance. If the proper mental habits are formed, successful work in school is assured. The following suggestions will prove helpful:

1. Keep yourself in good physical trim.

2. A quiet, well-ventilated room, temperature about 68 degrees, good light coming from the left, a study table and straight-back chair.

3. Use foresight in providing yourself with pencils, pens, ruler, dictionary, notebooks, writing paper, and all other materials that will be useful in preparation of your lesson assignments.

1. Be very sure you understand the lesson assignment. It is a good plan to mark the assignment in your text.

2. Take very careful notes on the suggestions made by the teacher for preparing the lesson.

3. If in doubt as to assignment or the directions relating to the preparation of the lesson, do not hesitate to consult your teacher.

1. Form the habit of studying at regular periods during the day.

2. When the time comes for study settle down to the task before you with confidence in yourself and determination to do the best piece of work in the preparation of that lesson that you are capable of. If you become drowsy or fatigued, bathe the face in cold water, get some fresh air and take a little exercise.

3. Prepare your work independently of others. Learn to use your own judgment. This is an indispensable factor to success in any undertaking.

4. Arrange your work so that you can get the largest returns for the effort expended. Subjects requiring undivided attention, such as history, should be written first. Lessons which require more or less written work should come last. Do not hesitate to mark up your book. Make notations in the margins as occasion suggests and underscore important passages.

5. Learn to concentrate on the task at hand.

6. Consult the dictionary and encyclopedia freely.

7. Read rapidly through the assignment: Then go over it as many times as seems necessary to master the details.

(a.) If you are preparing a foreign language assignment, read through it once to see how much you can do without the aid of a grammar or dictionary.

(b.) If it is a problem in mathematics, be sure that you understand it before attempting its solution.

(c.) In committing to memory any material, learn it as a whole rather than by sections.

(d.) In memorizing rules, etc., it will be of material aid to read and repeat them aloud until mastered.

8. The habit of analyzing chapters and paragraphs is invaluable. The important points should be underscored or jotted down in the form of notes. It is good training and very helpful to the student to make a topical outline of material read.

9. In using supplementary material, free use should be made of the table of contents, appendix, index, etc. This will save time.

10. Make mental cross connections; trace cause and effect; compare and contrast.

11. Discuss your work with your classmates and other persons who might be interested.

12. Review each lesson, recalling the important points, arranging the details in proper order, and at frequent intervals the material covered during each week. As the semester progresses, time will not admit of weekly reviews but the monthly review should be substituted.

13. Make as many practical applications as possible of the information you have acquired. In other words, make it a part of your own experience and intellectual equipment.

14. Aim constantly to increase your efficiency in the mastery of each assignment. Try to do your work in less time or do it better in the same time.

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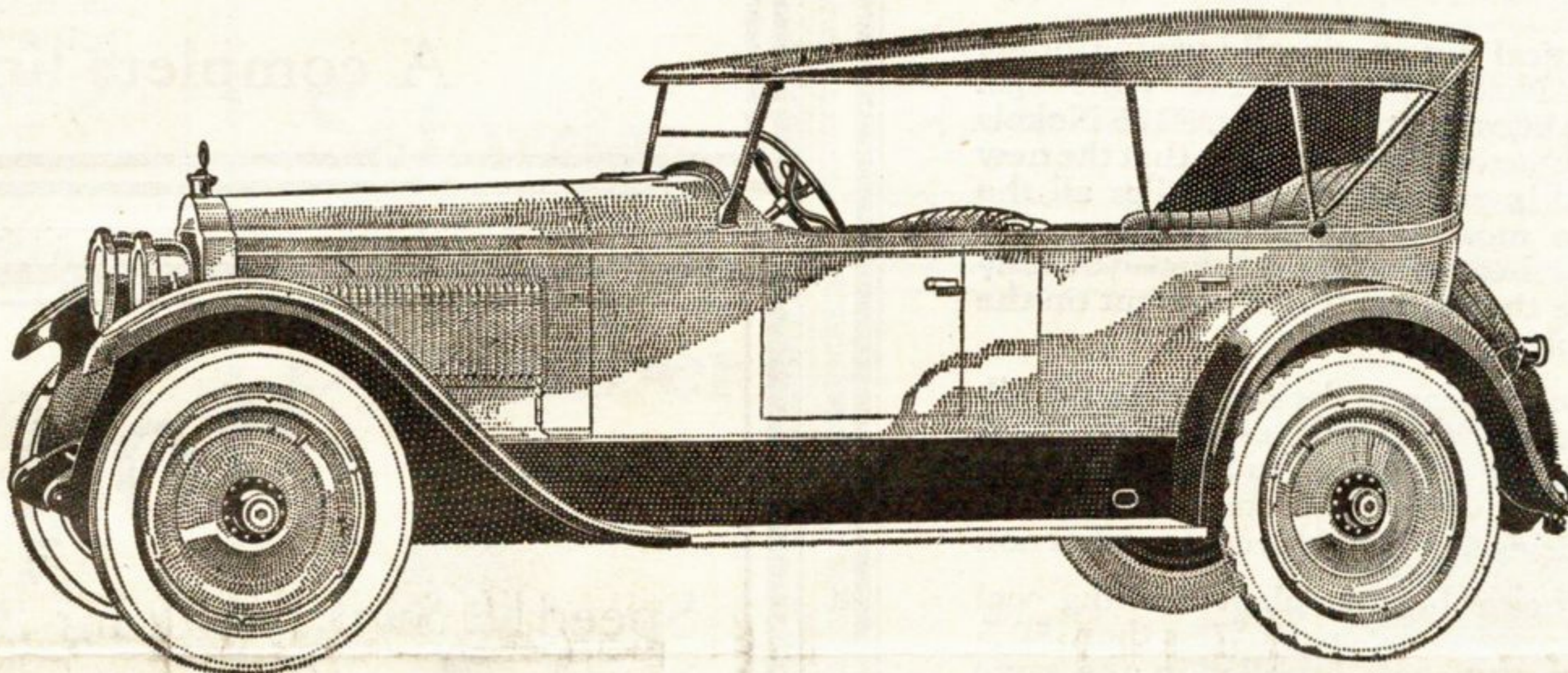
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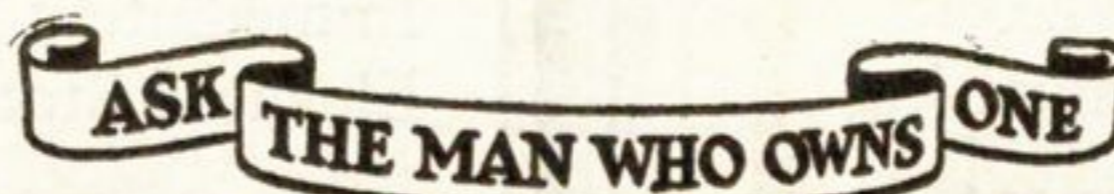
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