Time Management

- Plan a study schedule that is realistic.
- Give each subject appropriate time.
- Choose the prime time when you are more productive.
- Start your studying with what you are most comfortable with.
- Do not attempt to do all the difficult topics at once.
- Schedule breaks for fun, food, relaxation and exercise, but not all at once (IMPORTANT).
- Dispense with any digital gadgets which are not directly related to helping you achieve your study goals, otherwise they can be a distraction.
- Reward yourself when you achieve targets or goals.

Revision Strategies

- Organise your notes.
- Refer to past exam papers.
- Time yourself when you practice writing answers to questions.

Exam Techniques

- Have all the necessary material with you.
- Read the instructions on the cover sheet carefully.
- Read the exam questions carefully. Highlight key words in the question prompts to help you focus your answer.
- Decide the order in which you want to answer the questions.
- Start with the questions you feel most confident about.
- Brainstorm the question prompts in the margin of your answer sheet prior to answering.
- Check that the information you wrote is relevant to the question.
- Write clearly and legibly.
- Allow some time at the end to revise your answer.

Do’s and Don’ts

| Do become active and involved in learning | Becoming an active learner requires that you mentally process what you are learning. Write the material you’ve learned into your own words which will make it seem more meaningful to you. |
| Do use multiple methods for learning | Don’t think that the only way of studying is just memorization. Successful students learn best through using a variety of strategies such as reviewing notes, making flashcards, completing homework activities, outlining chapters or studying in groups. The methods used will vary depending on the nature of your module. |
| Do connect class work to long-range goals | Some students learn for the sake of the exam but studying in the end serves the purpose of setting your future and personal daily life. |
Preparatory Year Support—Students’ Special Issue continued . . .

Key Exam Words Explained . . .

**Important:** When taking exams, focus your attention on key action verbs which help specify the task. Below are some examples:

- **Define:** Give the meaning.
- **Illustrate:** Give examples which make the point you are discussing clear.
- **Interpret:** Explain the meaning in your own words e.g. interpret a graph.
- **Discuss:** Write about the important aspects of the topic, consider the arguments for and against.
- **Justify:** Give reasons to support an argument or action.
- **Compare:** Are there similarities or are there important differences?
- **Contrast:** Look for the differences.
- **Analyse:** Examine in detail or break down into components.
- **Evaluate:** Study the negatives and the positives then weigh the outcomes to reach your conclusion. Use evidence such as facts or the opinion of others to support your arguments.
- **Summarise:** Bring together the main points.


Students’ Code of Conduct in Exams

You are strongly recommended to read prior to the start of the examination period, the BUE Examination and Assessment Regulations on www.bue.edu.eg regarding:

- Mobile phones
- Talking
- Creating Disturbance
- Possession of Notes or other unauthorized material
- Academic Misconduct Charge

New Students’ Induction 2012-13...

I think inductions offer new students the advantage of making the transition from high school to university. This year, I participated in the new students’ induction by giving a presentation to the Preparatory Year. After giving the presentation, some of the students came to see me in order to clarify some of their misconceptions; and I was glad to clear some of them. I felt the induction was successful in relieving their anxieties and preparing them for a successful semester.

Aya Elshahawi

Teachers’ Talk …

This was my first year taking part in the new students’ induction. I really enjoyed having the opportunity to meet more of the new students. Since the induction, many of the students still come and chat to me about their experiences, both good and bad. I feel very happy that students see me as someone they can approach at any time as I believe that these good relationships are vital to university life.

Lesley Forsythe

Check Updates on SRS

References:


http://www.Abceda.com


Quotes by Louis Aragon and George Bernard Shaw
http://quotations.about.com/cs/inspirationquotes/a/Teacher31.htm