

**FINISH the
SEMESTER
STRONG!**

STRIVE for a SUCCESSFUL FINISH!

We all know that **FINAL EXAMS** are just around the corner and can be a very stressful part of our college lives. Most of us dread this time of the semester, striking anxiety, uncertainty and fear within ourselves!

HOWEVER, these exams can also reflect the amount of **HARD WORK** and **PREPARATION** that you have achieved over the past 15 weeks, culminating with you earning a final grade that will not only **MOTIVATE** you in the future, but also provide a sense of personal **ACCOMPLISHMENT!**

EVERYONE NEEDS to PREPARE!

Whether you're borderline “C” or earning a solid “B” or “A”, every student will benefit from **FINISHING STRONG!** Many courses are heavily weighted on these exams, and you will be surprised **HOW MUCH** of an effect it will have on your **FINAL GRADE!**

So... even if you have received high scores on all your exams this semester, that is not an invitation to **SLACK OFF** and **NOT STUDY** for your final.

ENDING on a HIGH NOTE!

The **FINISH LINE** is in **SITE!**

It's TIME to start your FINAL KICK!

PERSEVERANCE

It's NOT too late to make a

DIFFERENCE!

Things that may **HELP!**

Contact your **PROFESSOR**

The **MOST** underused resource at college - and the one most likely to benefit your grade. Now is the time to ask questions or clarify meanings if you are not sure!

Drop-in during office hours, or communicate through an e-mail. They are there to **HELP** you achieve higher academic success. (Check your syllabus for contact info)

“MISE EN PLACE”

It's *French* and it means “**put in place**” and Chefs from around the world know how critical this habit becomes to achieve the ultimate results they are seeking!

Organization is a must in your life too! Remove all the clutter you may have acquired in your room and straighten things up! There's nothing as frustrating as to spend valuable time looking for some important papers, book or study guide that you have misplaced.

FIRST Aid for CRUNCH TIME

Create a daily study schedule, listing specific subjects and time commitments and **STICK** to it!

While studying one topic, don't let yourself think about all the other things you have to do. Remind yourself that you wrote everything on your list and you will get to each item in turn. Keep telling yourself, “**One thing at a time. Right now I'm doing this.**”

Avoid DISTRACTIONS!

You don't have to completely forego a social life during finals week, but it's important to **manage** your time well, and recognize when you can spare a few hours and when you **can't!**

Facebook and **Twitter** are not going to help the school year finish any faster. Avoid social networking sites and **texting** too much! You will be able to study more **effectively** and **efficiently**.

REWARD YOURSELF!

Reward yourself when you stay on your prescribed study track. Set a timer to take a short break every couple of hours or so. Go for a short walk, ride your bike, or even plan a quick snack with a friend. This is your “**carrot**” that will help you stay motivated.

Then...go back to “**hitting the books**” again and work towards your next reward. It’s a “**study recipe**” that will definitely bring you great results come exam day.

Find a **GOOD PLACE** to **STUDY**

Isolate yourself to the library or somewhere else where you know you will be **FREE** of **DISTRACTIONS**. Refrain from watching TV while you study so you will remain focused on your work.

Studying is always more fun when it's done with other people. Quiz each other. Make practice study guides. Share notes and ideas. Do anything it takes to make sure you understand the material you're going to be tested on.

BEWARE!

Study groups can quickly turn into a **SOCIAL HOUR!** Pick people to study with whom you know will stay focused and remain on task!

Do NOT CRAM!

Cramming usually leads more often than not to failing. Trying to remember everything the **NIGHT** before just adds **STRESS** and you end up forgetting more than you're trying to remember.

Maybe this is something you have done before and have waited until the last minute from habit, or sometimes just because life happens. It's time to **BREAK** the **HABIT!**

Take CARE of Your BODY

Take time to **exercise** to maintain a healthy balance. Make sure you eat nutritious meals and get **7-9 hours of sleep each night**. Also, it doesn't make sense to stay up studying late at night, when concentration and productivity are at their lowest.

Avoid nicotine, excessive amounts of **Caffeine** and other **Energy Drinks**. (i.e., Red Bull, Jolt, Rockstar, Mountain Dew, Monster, etc.). Be sure to drink plenty of **water** instead to keep yourself hydrated.

General TIPS on EXAM DAY

Preview the test before you answer anything. This gets you thinking about the material. Make sure to note the point value of each question. This will give you some ideas on **budgeting your time.**

Quickly calculate how much **time** you should allow for each section according to the **point value.** (You don't want to spend 30 minutes on an essay question that counts only 5 points.)

More **ADVICE** on **EXAM DAY**

Read the **directions**. Can more than one answer be correct? Are you penalized for guessing? Never **assume** that you know what the directions say.

Answer the **easy** questions first. This will give you the **confidence** and **momentum** to get through the rest of the test.

Go back to the difficult questions. While looking over the test and doing the easy questions, your **subconscious mind** will have been working on the answers to the hardest ones. Look for **keywords** that should focus on the central point to help you get started with your answer.

USE ALL of your TIME!

If you finish early and find yourself with extra time, go back and **double check** all of your answers. Try even covering up your responses and actually rework the question.

Your mind is a complex organ and sometimes you can trick yourself to see what you “**want to see**” rather than actually seeing what you “**wrote down.**”

Don't get caught making this classic mistake!

TIPS for TRUE & FALSE, MATCHING, ESSAY, and MULTIPLE CHOICE TEST QUESTIONS

Pass out HANDOUT

TRUE & FALSE

The basic idea behind a true-false question is simple: It consists of a single statement; your job is to decide whether it's true. What makes the choice more difficult is that to be true, a statement must be **100%** true!

Watch for little words that can turn an otherwise true statement into one that is false, or vice versa. Researchers have found that statements containing certain words like;

GENERALLY FALSE

ALL

ONLY

ALWAYS

BECAUSE

GENERALLY TRUE

NONE

GENERALLY

USUALLY

MATCHING

The best way to approach matching questions is to choose one of the columns and match as many items as you can with those in the other column. It's better to start with the column providing the **most information**.

Work with one column at a time, marking through matches about you are certain, so that it will be **easier to match** out the rest about which you are unsure.

MULTIPLE CHOICE

Anticipate the answer first before you look at the choices. Cover the answers with your scantron sheet to see if you can answer the question first.

Read over and eliminate implausible answers and do not linger too long on any one question. Answer all questions in order **WITHOUT SKIPPING** around. Identify “doubtful answers” by marking in the margin, then **RECHECK** these as time permits.

More on MULTIPLE CHOICE

If you must guess, keep in mind the following tips:

- Sometimes lengthy or specific answers will be the correct answer.
- Be aware of words like **always**, **never**, **only**, **must** and **completely**. These extreme words are usually the wrong answers since there are many exceptions to rules.

Don't get “TRICKED”

Watch for modifying phrases inserted into the question. Instructors often add names, dates, places, or other details to make a statement **INACCURATE**.

Not SURE of your ANSWER?

?

?

?

?

?

?

?

?

DON'T CHANGE IT!

Your first **GUESS** is more likely to be correct than subsequent guesses, so be sure to have a sound reason for changing your answer.

ESSAY

Make an **outline** of the points you will make that will address the parts of the question to **avoid omissions**.

Be **complete** when you write. Define terms and explain everything so that the professor doesn't have to read between the lines.

It's a good idea to leave a little **space** between questions, so you can add ideas later.

Write **LEGIBLY**.

BELIEVE IN YOURSELF!

REMIND yourself that you aren't the **ONLY** one who is preparing for **FINAL EXAM** week! (Can help you gain perspective)

REMIND yourself that you weren't admitted to HU as an act of kindness. Admissions staff members admitted **YOU** because they know you have the **ABILITY** to **SUCCEED!**

REMIND yourself of a time in the **PAST** when you handled twice as much work as you thought you could handle. You can do it **AGAIN!**

You can DO IT!

FINISH your **SEMESTER STRONG** so you can **ENJOY**
your **WINTER BREAK!**

Just **HANG** in **THERE!**

It'll all be **OVER** before you **KNOW IT!**

You Tube Video

Tips to Finish the Semester Strong!

<https://www.youtube.com/watch?v=3JKFPU>

DrkTA