LEARNING CENTER ENGLISH TUTORING LAB HANDOUT
TWELVE POINT TEST PREPARATION METHOD

• If you are taking a lecture class, take notes on each lecture. Listen carefully to record points the instructor emphasizes. Do not be a secretary; sift material as you hear it, evaluate it and record what you feel is important.

• Read over own notes from textbook.

• Read over lecture notes.

• Revise or reorganize notes if necessary to understand material more thoroughly.

• Ask specific questions of the instructor while you are in class. If you don't understand something, be aggressive. Ask what you will be responsible for on exams. No one likes surprises on tests.

• If you have to memorize details or facts, repeat them as many times as needed to be sure of them. Have a friend ask you to recite or respond to questions you know will be on the test.

• Start studying in time to be ready. Some people need days of preparation; others need hours.

• When you feel you have studied and mastered all you can, put away your materials and divert yourself. Take your mind off the exam – see friends, go out, forget it all.

• Sleep.
• Smile when you get up.

• You should be able to pass the exam, as you have done all that is possible to prepare for it.

• If all proceeding fails, get thee to a tutor fast!

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