



Snack Smart with  
brain-boosting foods

**Fuel your studies!**

Enjoy caffeine  
in moderation



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**Study  
Smarter  
not harder**





### Summarize and review

Take a few minutes at the end of each class or day, to summarize key concepts and points covered. Review frequently.

### Keep your cramming focused

If you haven't prepared for a test, you'll have to cram. Focus on sections you think are most relevant, skim important parts of text, make flash cards or lists of key concepts, or memorize by audibly repeating key information.

### Quickly look over a test before you start

Reality check your situation. You'll either gain a sense of confidence, or know you have your work cut out for you.

### Read and understand instructions

Know the requirements, then respond accordingly. For example, if a short question calls for highlights, don't give details.

### Answer easy questions first

Start with questions you know how to answer, then tackle questions you're less sure about.

### Multiple-choice questions

Read questions and try to think of the correct answer before you look at the choices. Mark questions you can't answer, and come back to them later.

### Create an outline for long answer questions

Instead of writing blindly about a topic, take time to write a quick outline of key points to focus on. Jotting down a few words or phrases and putting them into a logical order can go a long way to creating a focused response, and save you time in the long run.

### Identify key words

Words like **explain**, **discuss**, **compare**, **contrast**, **analyze**, and **relate** are trigger words to help you focus your answer. They're like a signal pointing you in a particular direction. Understanding what is being asked will make your task easier.

### Quality over quantity

Instructors want to see a focused response to a question, not a rambling, long-winded response.

### Take time to review

Leave enough time at the end of your test to scan your work. This lets you add something more to an earlier question that you've remembered while answering a later one. It also lets you clean up a mistake, or fill in a blank that you may have missed.

