SUCCESSFUL STUDY HABITS

*OUTLINE*

*PART ONE. PREPARING THE GROUND — ORGANIZATION*

I. Higher Grades Overnight. How Good Are Your Study Habits Today?

A. This lecture will give you there all-important gifts: Abe deleted former title and this sub-title

B. The three simple building blocks of success

C. What you read means nothing; it’s what you can put to use that counts

D. The five-minute achievement check on your daily work

E. Praise: the most powerful weapon you have to encourage top grades

In summary:

II. Get Twice As Much Done Through Organization: How To Get Twice As Much Done In Half The Time

A. What is organization?

B. No more crises. No more fear

C. Tips that double the value of each study hour

In summary:

*PART TWO. DIGGING OUT THE FACTS-READING*

I. How to Become a Master Reader

A. In three easy steps

B. Good reading is far more than merely recognizing words

C. Good reading is a search. A search for big ideas

In summary:

II. How To Pre-Read A Book — Understand It Before You Read It

A. Just look at the difference these few questions make.

B. Signpost parts of every book. And what each one tells you

*1. The title*

*2. The table of contents*

*3. The index*

*4. The introduction, or preface, or foreword*

In summary:

III. Signpost Parts Of Every Chapter

A. The chapter title

B. The section headings

C. Paragraph heads or bold prints

D. Introductory paragraphs

E. The summary or closing paragraphs

F. The first sentence of each paragraph

G. Illustrations

H. Marginal titles

I. Reading the text by evaluating sentences

In summary:

IV. Speed Reading

A. Turning signposts into questions

B. The six basic questions

C. How to double your reading rate

D. How to flash-read

E. The magic key to concentration

In summary:

*PART THREE. PLANTING CONCEPTS—NOTE-TAKING*

How To Take Notes

A. How to remember what you’ve read and put it to immediate use

B. Your notebook

C. How you write up each lesson in your notebook

D. Tips on improving your outlines

*1. Simplify*

*2. Fit the ideas together properly*

*3. What are the kinds of order you can use to make one idea fit in with another?*

##### *a. Parts of something*

##### *b. Time order*

##### *c. Step-by-step sequence*

##### *d. Causes of something*

##### *e. Effects of something*

##### *f. Arrangement by space*

*4. Use numbers*

*5. Indent*

E. How you use your notes

F. The next seminar

In summary

PRACTICAL ASSIGNMENT