

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