



NATIONAL TEACHERS' INSTITUTE, KADUNA

(Field Operations and Students' Services Department)

FROM THE COUNSELLOR'S DESK

BUILDING GOOD STUDY HABITS

- Hello there! Welcome to another academic session. Hope it is not too stressful?
 - Well, just a word of encouragement to all of you.
 - Remember, do not rest your oars as normal classroom teaching and learning process coupled with work / business routines will now be conflicting and competing with studies.
 - Anyway, it is just a matter of setting your priorities, drawing scale of preference and striking a balance! That is to say, **WHAT IS WORTH DOING AT ALL IS WORTH DOING WELL!** So, keep hope alive and face it squarely.
 - **To the fresh students, we also say welcome aboard the distance learning ship! We only hope that you will try your best to cope with the routines of Distance Learning System, especially, the contact sessions.**
 - Many distance learners because of the unconventional nature of the teaching-learning mode tend to experience a lot of anxieties when examinations are drawing near. Keeping in mind that they want to be active learners and not passive ones can minimize their anxieties in many ways.
 - As NTI distance learners therefore, you are expected to set aside a study area at home and to designate a particular span of time each day as study time to overcome challenges of organizing your study period in a particular manner that will help you cover up before any examination.
- **HERE ARE SOME HINTS THAT CAN HELP YOU PULL THROUGH:**
1. **Planning and organization** are the two factors that accelerate the progress of learners' academic activities, hence, you should learn to plan and organize your work in order to accomplish your goals.
 2. **Knowing the text.** You should be conversant with the various parts of your course books so as to save time and effort.
 3. **Survey the textbook.** A quick glance can help you to see how the contents are presented.
 4. **Glance through the index.** The index is a valuable aid because it helps learners find specific information that they need and also helps to identify whether what you need is included in the text.
 5. **Read the contents.** This helps you to locate the topics you want to read and to give a comprehensive idea of what to expect from the book.
 6. **Use the "CHUNKING" Approach.** This is cutting up very large pieces of study task. The most practical way is to group the task into small units that could be studied bit by bit. Do not attempt to study everything at a stretch or all course content in one day.
 7. **Deal with Procrastination.** This is the habit of putting off till the next time what ought to be done now. Every human being tries to procrastinate at one time or the other. The time one ought to spend doing a particular assignment or project might probably have been wasted away doing nothing concrete. As distance learners, you must deal with procrastination.
 8. **Reading difficult materials.** Reading is one of the most difficult tasks distance learners have to learn to effectively deal with so as to make the best from the time

spent. Reading difficult materials can be very uninteresting but when it is done in a skillful manner, it could be very interesting and profitable. **The following steps can be adopted to overcome reading difficult materials:**

- 8.1 **Choose a moderate amount of material or a course material to begin.** Attempt should not be made to finish everything at a go;
- 8.2 **Get a grasp of how the material is organized;** Read what you understand first.
- 8.3 **As you read, practice the “sighing method”.** Look away from the text periodically and ask stimulus question relating to the text.
- 8.4 **Use your dictionary;** Read to the end.
- 8.5 **Organize your notes by connecting ideas.** As you read, go beyond the wordings.
- 8.6 **Be cool and do not panic over what you read and do not understand.** Go to another topic and then come back to the “stubborn” course/topic the next day;
- 8.7 **Practice distributed learning.** Learn difficult materials in segments or in small parts so as to allow the brain to process the material, even, while sleeping.
- 8.8 **Don’t give up. Re-read the section very well.** If the reading is still a challenge, then consult your course facilitators and **also practice the following techniques to overcome:**
 - 8.8.1 **PQR³ (P, Q, Triple R).** This method is a well tested method of reading. Each letter means:
 - P: Preview** what you are going to read.
 - Q: Question** what you are going to learn after preview.
 - R: Read** the assignment.
 - R: Recite.** Stop once in a while, look up and put your own words in what you have read.
 - R: Review** the main points. You can re-read any section you are not sure of after review.
 - 8.8.2 **Systematic Reading–SQ5R.** This method is similar to PQR³. It eliminates time-consuming process of re-reading the material endlessly. Each letter means:
 - S–Survey:** Read the chapter title, subtitles, italicized items, bold face type and introductory or summary sections.
 - Q–Question:** Work each question down and try to think through and arriving at tentative answers so that it will not deal with you in an unforgettable manner
 - R–Read:** Chapter should be read section by section for the purpose of answering questions.You are therefore free to choose the most suitable learning style that will help you overcome.
- 9.0 **Time scheduling for studying.** Any time that had been scheduled for studying should be strictly adhered to since it forms a strong base for any effective study and should take into consideration the hours free for studying by making out adequate time for relaxation, games, social activities, sleep and other activities.
- 10.0 **The simplest method of making a schedule is to have a personal time table** hereby difficult subjects or courses are scheduled for periods when one is not day-dreaming!
- 11.0 **Having personal time table also helps in the distribution of accumulated work load.**

So, why don't you just make the best use of the time and all the opportunities available to be successful? Remember, A Stitch in Time Saves Nine...Keep a date with me, soon...!

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