Keys to Effective Learning

Study Skills and Habits for Success

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If you're reading this text, chances are that you're heading (or returning) to school in search of new and better skills, knowledge, and experiences. Each chapter of *Keys to Effective Learning* will help you plan and reach your learning destination, whatever it might be. How? By offering practical, updated academic skills coverage that will help you succeed in any college course; thorough self-management and thinking skills coverage so you can stay accountable and on track with goals; and a proven “habits for success” theme that builds lifelong learning skills.

- **Practical academic skills coverage**—more comprehensive than in any previous edition—allows you to personalize, practice, and master abilities needed to succeed in college.
- **Essential self-management and thinking skills** threaded through the book enable you to make the crucial shift from passive to active learning. You'll discover ways to take more initiative, make better decisions, stay motivated, and experience less stress. In-chapter assessments, an end-of-chapter exercise, and activities at the end of every third chapter focus on self-discovery and keeping you accountable as you develop your self-management skills.
- **Habits for Success** coverage in each chapter helps develop habits that research proves are the hallmark of successful students and lifelong problem solvers.

### What's New in This Edition?

Before we started this revision we conducted extensive market research and sought extensive instructor and student feedback to study changes in higher education, student and instructor expectations, and the work world. This information helped us shape this revision to meet your needs more effectively and to focus on the biggest challenges in this course—making the best use of your time, and helping you develop essential academic skills in a motivating way. Here are the key content changes.

**A shorter text.** We streamlined our coverage to give you what you need in fewer pages.

**More extensive reading, memory, and test coverage.**

- **New! Two reading chapters** provide the tools to tackle any type of text from science to literature to print or electronic. The first chapter covers reading comprehension, reading strategies (SQ3R), reading print and online materials, and taking efficient notes on text reading. The second chapter focuses on reading in different disciplines.
New! A full chapter on memory, with expanded coverage of how memory works and how it relates to test preparation. You’ll be better equipped to remember information that is important to you after reading this chapter.

New! Two test-taking chapters thoroughly cover test preparation, objective and subjective test-taking strategies, and how to make the grade on group projects.

Revised! More learning styles integration and application. The learning styles chapter has been moved forward to Chapter 2 and is exclusively focused on how you learn, how to make the most of strengths, and how to face challenges. Once-per-chapter grids showing how to apply Multiple Intelligence strategies to chapter material now begin with Chapter 3 and extend through Chapter 11.

Improved, and more integrated, theme. To help you jump start your college career, we incorporated a set of lifelong learning skills, or “Habits for Success,” which strengthen your ability to manage time, relate with others, think critically, and take responsibility for learning. Based on reviewer and student feedback, we’ve made the Habits for Success in this edition more accessible, applied, and integrated.

New! A walk-through of the habit-building process in Chapter 1.

New! Chapter 12 is a focused wrap-up, entirely devoted to revisiting the Habits and taking them into the future.

New! Habit-building exercises after every third chapter ask you to practice putting a habit to use and then assess habit-building progress over the term.

New! A habits-based self-assessment opens the text so you can gauge how well you developed the habits over the term.

Life skills are now covered in the context of academic skills.

New! Chapter 3 now pairs time and money management, two crucial resources students need to stay in college. Research shows poor time and money management skills are the top two reasons students “stop out” or leave college altogether.

Revised! Chapter 4 on goal setting and achievement, now covers group goals. The importance of teamwork, cross-cultural, and communication skills are discussed in that context instead of being treated separately in a late chapter in the text.

New appendices. Easy-to-use reference materials on quantitative learning, writing, and research now appear in three separate appendices. The segments focus on the essentials of each topic.

New Features and Exercises Help You Reflect, Assess, and Build Skills

The features and exercises in this sixth edition of Keys to Effective Learning give you better opportunities to reflect on and apply what you learn.
Revised! Powerful Questions. Once per chapter, a Powerful Question gives you an opportunity to think or journal about a chapter topic and connect it to your own life.

New! Real People. This critical-thinking feature is a case based on a real person who has put the chapter’s Habit for Success to use. Thought questions encourage you to think more deeply and critically about the situation and relate it to yourself.

New! By the way… Several times in each chapter, we “interrupt” to bring you an interesting fact about college and student life. Facts like these can wake up your brain as you read, improving learning and memory.

New! Inside Tips. Coaching questions are a great way to turn thought into action. New to this edition, each chapter features an “Inside Tip” with coaching questions from one of the three authors. Carol will focus on careers, Joyce on technology, and Sarah on self-management.
New! “Test Prep: Start It Now” exercise. In addition to the end-of-chapter critical-thinking and teamwork exercises, we’ve included this exercise to build the success habits involved with test preparation skills. Find out how preparing for tests starts on your first day of class.

New! Self-assessments. These self-assessments appear once or twice per chapter, within the chapter text—giving you a chance to build self-awareness about the chapter topic and learn more about how you think.

Revised! Take Action. As with the previous edition, these in-text exercises allow you to apply your learning immediately. They have been revised to reach different types of learners. Each exercise has you use at least two types of intelligences.

Revised! Note the Important Points. The chapter summary is a set of guided notes with questions that hit on high points of each of the chapter topics. This exercise builds your ability to summarize text information.
Keys to Effective Learning
Gives You Habits for Life

Just as scientists discovered that the habit of eating “an apple a day” can improve physical health enough to “keep the doctor away,” academic researchers have discovered that the lifelong learning habits addressed in this text, used consistently, will help you learn more effectively in college and throughout your life. As you work to build these habits, you will be better equipped to face academic (and life) challenges and acquire new knowledge and skills:

- Persist
- Keep learning
- Think before you act
- Reach out to others
- Create and imagine
- Put your senses to work
- Ask questions
- Use what you know
- Listen actively
- Take responsible risks
- Be flexible

Put these Habits for Success to work. And watch them work for you as you pursue and achieve your most significant goals.

Many of our best suggestions come from you. Send your questions, comments, and ideas about Keys to Effective Learning to Carol Carter at caroljcarter@lifebound.com. We look forward to hearing from you, and we are grateful for the opportunity to work with you.
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Acknowledgments
MyStudentSuccessLab is an online solution designed to help students acquire the skills they need to succeed. They will have access to peer-led video presentations and develop core skills through interactive exercises and projects that provide academic, life, and career skills that will transfer to ANY course.

It can accompany any Student Success text, or be sold as a stand-alone course offering. Often students try to learn material without applying the information. To become a successful learner, they must consistently apply techniques to their daily activities.

MyStudentSuccessLab provides students with opportunities to become successful learners:

**Connect:**
- Engage with real students through video interviews on key issues.

**Practice:**
- Three skill-building exercises per topic provide interactive experience and practice.

**Personalize:**
- Apply what is learned to your life.
- Create a personal project that will be graded and can be posted to your portfolio.
- Journal online and set short- and long-term goals.

**Resources**
- Tools to use: Plagiarism Guide, Dictionary, Calculators, and a Multimedia index of Interactive case studies and activities.

**Text-Specific Study Plan**
- Chapter Objectives provide clear expectations.
- Practice Tests for each chapter of your text assess your current understanding.
  - Completion of each practice test generates a study plan that is unique to you.
- Enrichment activities identify strengths and weaknesses, provide immediate feedback, and link to additional media.
- Flashcards help you study and review.

**Assessments**
- Includes Career Assessment tool, Learning Styles, and Personality Styles.