

Prince Learning Study and Note-Taking Skills Program Outline

I. Introduction and Assessments

- **Remote** tutoring available
- **Personalize work** to meet your needs and goals
- **Overview** of my exclusive guide showing how to apply the most relevant study and note-taking skills to your work and materials
- **Clients self-assess** strengths & weaknesses on study, note-taking, reading, and writing skills
- **Analyze** multiple intelligences; learn how to use your strongest intelligences—ways you learn best—to study, learn, remember, and test at higher levels
- **Program length:** Typically 6-8 hours—three or four 2-hour sessions, ideally a week apart

II. Essential Study Skills

- **Concentration improvement:** apply tips & techniques from guide to learning environment
- **Pre-read for organization:** preview texts and non-fiction chapters and books, articles, narrative works, and courses
- **Activate background knowledge** from coursework, experience, media, work, and travel
- **Question** all titles, headings, captions, and graphics, and read to answer your questions in your notes
- **Ten-step active learning method:** includes the 4 steps above and optimizes learning

III. Mental and Physical Preparation

- **Anxiety reduction for tests** and other stressful situations: Go over article; **ASSIGN** practice
- **Nutritional preparation:** Review article, focusing on “brain food” meals and snacks; **ASSIGN** “brain food” journal to track how alert, bright, and “full” you feel after that meal and/or snack

IV. Note Taking from Textbook and Nonfiction Book Chapters

- **Structuring** textbook and non-fiction chapters—far superior to outlining—example provided
- **Marginal notes** for textbook and non-fiction chapters— example provided

IV. Note Taking for Entire Books and Courses

- **Master structure** for complete textbooks and nonfiction books—example provided
- **Charting** entire courses or programs—notes from written and spoken material—examples provided

V. Note Taking for Narrative Works—Fiction or Biography

- **Essential comprehension questions** for narrative works—examples provided
- **Chapter summaries** from novel or biography—examples provided
- **Chart** for complete novel or biography—example provided

VI. Listening and Note Taking from Spoken Word Presentations

- **Effective listening** do’s and don’ts
- **Note taking** from lectures, speeches, and presentations—example provided

VII. Strategies for Multiple-Choice Test Question-Types

- General and reading strategies for multiple-choice question-types

VIII. Alternative Programs

- Program may be supplemented or combined with speed-reading, standardized test prep (SAT, ACT, and others), grammar, writing, and/or vocabulary improvement programs

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