

--Reading Skill

Nothing is a greater asset to study than being able to read well. Most moderns read poorly unless they have had the advantage of some special training in this field. If one reads less than 350 words per minute, needs to reread a lot or back up in the reading to find the flow of ideas, one needs to improve in reading. A short, inexpensive reading improvement course will save a lot of frustration. Yes, one can study well and read poorly but it is a difficult row to hoe. It is much better to sharpen the reading skill. When one reads better, one's comprehension is better and the understanding of the material read is retained with greater facility.

--Memory methods

Memorization, where needed, is improved by the use of mnemonic devices such as alliteration, association, etc. It is also generally facilitated when the work being memorized is used in some practical way. Some rote memory work cannot be avoided but it is not the most efficient method of learning. Review and repetition along with some practical extension are very effective devices in memorization.

--Helpful disciplines

Typing skills, with which computer work is aided, are very much desired. Typing is easily learned on the basic level and practice in regular work will greatly help its development. A course in shorthand or speedwriting of some sort is also useful. Formal shorthand takes a lot of work and practice. Some forms of speedwriting are much easier to learn although not so comprehensive in their usefulness. Lecture materials, notes on books being read, etc., are all greatly helped by these added skills.