

Keep these summaries collected and perhaps in the book itself. At any rate you will know what you have read and have easy access to it in the future. This is to be done with books that are required for the course..or read to aid your general understanding. The index system suggested is good for all books if you are a book marker...and be sure to mark only your personal books. If you do not mark books, then you must modify the nature of the index into the summary sort of help.

--When you prepare a paper

The most basic thing is to begin immediately, if not sooner. When you know the topic and the conditions for the paper draw up a crude outline of how you want to procede..do it as soon as possible and it will guide you in the rest of the work. With your outline in view, do the research needed to collect and prepare the materials for your work. This will include books for reference, Bible translation, etc. Use an index card system to keep track of your research materials, bibliography, and things you want to include. With this in hand, write a preface as to what you hope to do in the paper and then begin writing, making sure you fulfill the preface goals and the character of the outline you have prepared. There will be some variety in this depending on the paper assigned but begin it at once no matter what the nature. Set a goal on your calendar for when you will complete the research and determine how many pages you will write per week to complete the paper before it is due...and then to enjoy theleisure of knowing it is done. I know that this sounds like a lot of work but it is a procedure that takes the pain out of term papers and reports and if it proves too mechanical it can be altered when your own ideas are perfected.

--When you are doing an assignment

Be sure your know the parameters of