

Be calm and just do what you are able to do. When the test is over, avoid discussing it with other students until the papers are returned. Discuss it then to find the answers for anything you did not know. General discussion immediately after a test generally upsets the study at the thought of wrong answers and takes away time that is otherwise committed to another project.

--When work is returned

Keep it at least for the term. If there are indications on it of problems or things marked wrong, get the proper answers for what you may have missed. File the test with your study materials and be sure to look at it before the next test. Keep homework in the same manner. It is a great source of study for exam questions and a record of what the teacher thought was important in the program.

--When you give a presentation

Have your material thoroughly and logically prepared. Speak from a speaker's outline using your paper or notes as reference and proof materials. Be decisive, forceful, precise and direct. Speak up! Let your manner of presentation be an indication that you know what you are talking about and think others should know it, too.

V. Conclusion

Of course material of this sort is never finished and there are some appendices for your consideration following this page. But please don't think the suggestions are impractical. They have been proven in the academic forge and your own study will be sharper, more profitable and more enjoyable if you can accept and adapt some of the ideas to your work.