

1. **Review the “Tips for Success”** listed in your course syllabus.
2. **Reread your notes, making a topic outline.** You need complete information, so make sure you photocopied a classmate’s notes on any day you had to be absent.
3. **Reread class handouts, exercises, and quizzes.** Look at how they fit into the topic outline, and expand the outline as needed.
4. **Reread the theorems and definitions** highlighted in the text. Look at how they fit into the topic outline, and expand the outline as needed.
5. **Do the end-of-chapter review:** concept check, true-false quiz, and exercises. Look at how they fit into the topic outline.
6. **Identify the major themes of your topic outline.** The list is long but constitutes a coherent subject. As such, the items are logical and systematic—not haphazard and miscellaneous— components of the “big picture.” Review your topic outline from this point of view.
7. **Put major themes onto flashcards, and test yourself:** Make sure you know key definitions and problem-solving tools related to the themes.
8. **Make a set of flash cards of problems that fully represents your topic outline.** Use homework problems, textbook examples, and examples from your class notes. Mix up the cards.
9. **Do all of the problems on the flashcards.** Check your answers.
10. **Pull out 10–15 cards, and do the problems under approximate test conditions**— 50 minutes in a quiet place with no checking the book or notes. Follow the calculator rules. (For Test 1, you can use a TI-85 or below.) Afterward, think of ways to check your answers without consulting notes. Consider: Did you end up with a representative set of problems, or were some themes missing?
11. **Identify the problems that you can’t solve in a comfortable and automatic fashion.** Do more many more problems of those types until they become straightforward.
12. **ASK QUESTIONS.**
13. **Have a conceptual understanding of the problems.** If you find you are doing some of the work by rote manipulation instead, reread the relevant parts of the textbook. Have discussions with Mitch and Laura.
14. **Ask for help with study techniques** if you have trouble carrying out these steps.

**If you’ve mastered the homework, you’re in good shape for the test.**