HOW TO STUDY

How To Study: A Practical Guide

Second Edition

Francis Casey

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To
my mother
and to the memory of
my father

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Preface

It is not enough to study hard; you must learn how to study *efficiently*.

The aim of this book is to teach you the essentially simple techniques of personal organisation and study method, whether you are in the senior years of secondary school, at college or university, studying in adult education or following a correspondence course at home.

Students frequently under-achieve because of negative attitudes, poor planning and unawareness of basic approaches to the use of books, note making, essay writing and revision. *How To Study* offers detailed guidance in all of these areas, and many more.

The book is *practical* because it is understood that you do not have the time to pore over a lengthy volume, to concern yourself with theory or to work through a series of exercises related to the text. What you will find within is a wealth of commonsense advice – concisely and simply expressed – which you can begin to follow without delay.

My intention is that this book should represent a helpful and uncomplicated response to a very real need. For enabling me to identify the need, I am grateful to all of my students and pupils, past and present. For helping me to prepare this response, I am especially indebted to Andrew Berriman, for his committed and reliable assistance: to Jill Pinn, Andrew Manley and David Linsell, for their valuable contributions: to many other colleagues – too numerous to mention by name – for the wisdom and professional expertise on which I have been able to draw: to my wife, Gill, and children, Ben, Eleanor, Matthew and Jonathan, for their encouragement and unfailing support.

Francis Casey