

PAS: Systematic Approach to Chapter and Note Review

PAS is a three-step process that provides *a systematic way to implement strategies when studying from textbooks, modules or notes*. It helps ensure that study time is active, that all information is reviewed thoroughly, and that a variety of strategies are used to study the different kinds of information you need to learn. The three steps are:

1. Preview
2. Actively Read
3. Strategize

1. Preview- Quickly scanning the entire chapter, module, or section of class notes prior to reading allows you to gain a general understanding of the material and will identify areas in which you already have some knowledge. By transforming the headings into a hierarchy, you will have a visual outline of the topics and main ideas.

When you **Preview**, you can:

	Chapter/Module	Class Notes
Read	Chapter Introduction and/or Learning Objectives	Objectives
Transform	All headings into a hierarchy	All headings into a hierarchy
View	All pictures, graphs and visual aids	All pictures, graphs, and visual aids
Read	Chapter Summary and/or Questions	Quizzes and Assignments

2. Actively Read- This means that while you read, you constantly check your understanding and monitor for difficulties. Active reading helps eliminate wasteful and often mindless reading, and although it takes more time initially, it saves time in the long run.

After each paragraph or section:

- Turn each heading into a question and see if you can explain the information *in your own words*.
 - Highlight keywords or phrases. Do not highlight as you read because there is a tendency to highlight too much. ***It is more of an active process to read, then look back and decide what is most important.***
 - If you do not understand what you read, read the information again, then ask for help or flag the information so that you can get clarification later.
- 3. Strategize** - Implement a strategy. Just because you read it, does not mean that you will recall it. ***At the end of each section***, decide what strategy would be best for the kind of information or type of exam.
- Make flash cards when you need to recall facts, formulas, definitions or events/dates. Chapter questions and quizzes are great sources for creating flash cards.
 - Create concept maps, diagrams, sequences, and matrices when you need to understand main ideas, theory, or general concepts.
 - Take notes, using point form, putting the information into your own words.
 - Use a memory strategy such as First Letter Mnemonics or the Method of Loci when you have a series of steps, a sequence, a list, or events to recall.
 - Use the Margin Method of note-taking, writing your notes in point form with key words in the margin.
 - Mark information that you will need to refer back to or information that requires further clarification.
 - Use the Study Technique for Maps and Diagrams to prepare for any exam where labeling of parts or locations is required.
 - Complete practice questions at the end of the chapter, module or notes.