

Make your Study Effective

→ How to Study?

The purpose of studying the various subjects in the CA course by the students is to acquire adequate knowledge whether it is basic knowledge or expert knowledge, as the case may be, so as to perform well in the examination. The process of acquiring knowledge is like building bricks, piece-by-piece. A student might have acquired, over a period of his student career, a set of learning or study skills, styles and attitudes for building the bricks of knowledge in his mind. Even so, it may be worthwhile to spell out and suggest a few appropriate and helpful study skills and learning attitudes for the benefit of students.

As you sit comfortably in a serious learning mode and in a conducive study setting, you take up the first topic, consisting of say 5-10 or more pages in the subject of your choice for study. Give a quick reading in the first instance, size up its anatomy and warm yourself up for an intensive, in-depth study. As you study, understand the definitions of concept, and highlight and note them down separately. You also have to analytically grasp and etch in your mind several aspects of discussion of the topic, for example:

- ✓ Central theme and structure of the topic.
- ✓ Various elements of the concepts and the underlying principles and assumptions.
- ✓ Linkages among the concepts and their facets.
- ✓ Similarities and differences among the concepts and processes.
- ✓ Steps involving in the various processes
- ✓ Cause and effect relationship among the ideas and discussions.
- ✓ Characteristic features of the situations.

Form a Study Group

There is a strong case for forming a small study group in the neighborhood. The group may engage in collective study and learning of the various theoretical and practical subjects. They may assemble at a place frequently, exchange feedback on their studies, understood/ not understood during the last few days, try to clear doubts, reinforce their knowledge collectively, set a question paper by themselves and attempt it under examination conditions, exchange the answer papers for 'peer' evaluation and feedback and so on. These exercise have a synergistic value in the sense that the amount of knowledge acquired collectively is more than the sum of the amount of knowledge acquired individually. One can always learn more by learning together.

The Nine Study Habits of Successful Students

❶ Try not to do too much studying at one time

If you try to do too much studying at one time, you will tire and your studying will not be very effective. Space the work you have to do over shorter periods of time. Taking short breaks will restore your mental energy.

2 Plan specific times for studying

Study time is any time you are doing something related to your coursework. It can be completing assigned reading, working on a paper or project, or studying for a test. Schedule specific times throughout the week for your study time.

3 Try to study at the same time each day

Studying at the same time each day establishes a routine that becomes a regular part of your life, just like sleeping and eating. When a scheduled study time comes up during the day, you will be mentally prepared to begin studying.

4 Set specific goals for study times

Goals will help you stay focused and monitor your progress. Simply sitting down to study has little value. You must be very clear about what you want to accomplish during your study times.

5 Start studying when planned

You may delay starting your studying because you don't like an assignment or think it is too hard. A delay studying is called "procrastination". If you procrastinate for any reason, you will find it difficult to get everything done when you need to. You may rush to make up the time you wasted getting started, resulting in careless work and errors.

6 Work in the assignment you find most difficult first

Your most difficult assignment will require the most effort. Start first with your most difficult assignment since this will require your maximum mental energy.

But if you start from easy topic then it helps you to establish confidence.

7 Review your notes before beginning an assignment

Reviewing your notes can help you make sure you are doing an assignment correctly. Also your notes may include information that will help you complete an assignment.

8 Tell friends not to call during study times

Two study problems can occur if your friends call you during your study times. First, your work is interrupted. It is not that easy to get back to what you were doing. Second, your friends may talk about things that will distract you from what you need to do. Here's a simple idea-turn off your cell phone during your study times.

9 Review over the weekend

Yes, weekend should be fun time. But this is also the time to do some review including consultation with a friend. This will help you be ready to go on.

Improving Concentration

- ॐ Study in a quiet place that is free from distractions and interruptions. Try to create a space designated solely for studying.
- ॐ Make a study schedule that shows what tasks you need to accomplish and when you plan to accomplish each task. This will provide you with the structure you need for effective studying.
- ॐ Try to study at that time of the day you work best. Some people work well early in the morning, others late at night. You know what works best for you.
- ॐ Make sure, you are not tired and/ or hungry when you study. Otherwise, you won't have the energy you need to concentrate. Also, maintain your physical fitness.

- ॐ Don't try to do two tasks at the same time. You won't be able to concentrate on either. Concentration means focusing on one thing to the exclusion of all else.
- ॐ Break large task into series of smaller task that you can complete one at a time. If you try to complete a large task all at once, you may feel overwhelmed and will not be able to maintain your concentration.
- ॐ Relax; it's hard to concentrate when you're tense. It's important to relax when working on a task that requires concentration. Meditation is helpful to many students.
- ॐ Clear your mind of worrisome thoughts. Mental poise is important for concentration. You can get distracted by your own thoughts. Monitor your thoughts and prevent yourself from following any that take you off track. Don't daydream.
- ॐ Develop an interest in what you are studying. Try to relate what you are studying to your own life to make it as meaningful as possible. This can motivate you to concentrate.
- ॐ Take breaks whenever you feel fatigued. There is no set formula for when to take breaks. You will know when you need to take a break.
- ॐ Studying without concentration is like trying to fill a bucket with water when the bucket has a hole in its bottom. It doesn't work.

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