

Biology Study Skills





A. Locating Information (Book)

- ⑩ **Preface** (also called the Table of Contents). A list of major topics and chapters with a page reference
- ⑩ **Index** –list of terms in alphabetical order with a page reference
- ⑩ **Glossary**- list of terms in alphabetical order with their definitions. More limited than the index.

Other Sources

- Biocentral
- Any decent search engine



B. Evaluating Information

- ⑩ Check another source
- ⑩ Check the sources credibility
- ⑩ Make sure the information is current
- ⑩ Use common sense





C. Organizing Information

- ⑩ Use an outline with topics, subtopics and details
- ⑩ Keep the outlines, and handouts in chronological order



Outline the following paragraph using topics, subtopics and details

The structure of the atom is simple. All atoms are composed of protons, neutrons and electrons. The proton has a positive charge and is located in the nucleus, The neutron has no charge and is also located in the nucleus. The electron; however, is located in orbit around the nucleus and it has a negative charge.



I. Atoms

- Protons
 - Positive
 - Nucleus
- Neutrons
 - Neutral
 - Nucleus
- Electrons
 - Negative
 - Orbit



D. Retaining Information

- ⑩ **Preview**- Rapidly skim the selection taking note of the topics. (These are in **Bold** or in **color**.)
- ⑩ **Question**- Ask yourself a question(s) to guide your reading.
- ⑩ **Read**- Read the selection making sure that you answer your guide your reading.
- ⑩ **Summarize**- Concisely organize the answers to your question
- ⑩ **Test**- Quiz yourself to make sure you know the answers to your questions