

Essential Tips

Being a successful student

courtesy of Co-Op Education Centre & Job Placement Centre

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"Be prepared
for any
situation."

*#1: BE CONFIDENT

- Trust in your capabilities
- Always know what you want to say
 - ✓ If you are doing a presentation or delivering a speech, be fully prepared with your points and materials.
- Another way to build your confidence is by listing down your qualities and achievements such as:
 - ✓ Past awards that you have received
 - ✓ Skills & strengths that you possess



*#2: THE ART OF NOTE-TAKING

"Highlight the keywords to save time. Simplify your notes."

- Understand to learn
 - ✓ Take notes so you do not miss out on important details given
 - ✓ Try understanding the content rather than memorising them
- Infuse your style into your notes. Note-taking does not need to be boring.
 - ✓ Utilise colours
 - ✓ Link information with mind maps
 - ✓ Use graphics to enhance your understanding and memory

Resonate specific colours to a category. E.g. Highlighting yellow for definitions, and purple for examples.



"How much do you value your time? Time waits for no man, so utilise it while you can."

*#3: ORGANISE YOUR TIME

- **Urgent vs. Important**
 - ✓ Prioritise accordingly depending on the urgency and importance of each task
- **Plan ahead and not at the eleventh hour**
 - ✓ Allocate sufficient time for assignments and events
- **Be time-efficient**
 - ✓ Have a daily planner with you so you can keep track of your events, due dates, exams, and holidays. A daily planner will help to lessen clashes of dates and keeps you well organised.



*#4: GET INVOLVED

- ✓ Always make yourself visible in the classroom
- ✓ Share your ideas with lecturers and friends
- ✓ Join in a study group
- ✓ Register for clubs and sports

"Socialising is good for networking and a good opportunity to meet new people."

Healthy body,
healthy mind



*#5: COMMUNICATE

- Consult lecturers and seniors on areas that need improvement and ask for suggestions or advice for your future career path
- Networking
 - ✓ Connect with your classmates, seniors, and other faculty-mates
- Mind your language
 - ✓ Use proper language in your conversations and other forms of communication with others
 - ✓ This will help you create a good impression and will enhance your

"Attend the communication skills workshop."

Tune in next week for more

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