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For students to succeed, intelligence and motivation are not enough; students also need to understand and become aware of what they do while studying and how they can improve their study skills. This manual helps them understand the elements of study skills, presented under three task groupings: input (learning what to do to learn materials more effectively); processing their learning so it becomes part of his understanding; and output tasks so they can produce evidence of their knowledge and understanding on tests, and in papers and oral presentations. Key skills covered include: listening | note taking | concentration | summarizing | reading comprehension | memorization | test taking | preparing papers and reports | time management | and more! These abilities are vital to success throughout every stage of learning; the benefits will last a lifetime. These skills have been taught successfully to students from fifth grade through medical school.