

CSB/SJU

MCAA NEWSLETTER



Your first exam or paper of your college career is just around the corner or just passed! Don't be afraid! Below are some helpful tips to make tests and papers less stressful.

Senior Shee Xiong shares her strategies for success as a CSB/SJU student....

STUDYING FOR YOUR FIRST COLLEGE EXAM!

- **Don't cram!** Spread your studying over several days. This will help **reinforce your memory**.
- **Make flash cards.** This is especially helpful if you are learning new **vocabulary or concepts in introductory courses**. Give your flash cards to friends and have them test you.
- If you are studying for **math**, don't just look over problems, **write them out and solve them**.
- **Study out loud and write problems/ concepts out.** Just because you *looked* over a problem/concept, doesn't mean you will remember it.
- **Go over lecture notes and old assignments.** If your professor thought a concept was worth mentioning in class, it will **most likely be on the exam**.
- If you feel overwhelmed, **meet with your professor**. It's better to ask **too many questions** and do well on an exam than not ask any question and bomb an exam.
- **Predict what will be on the exam and write out the answers.** **Short answer problems** are worth a couple of points each. Preparing your own test questions will help you with the key points in short-answers.
- **Take a break!** While it's important for you to do well on our exam, your health is just as important. Take a couple of minutes to **relax and rest your brain**.

ALREADY TOOK YOUR FIRST EXAM?

Now that you know what your professors expect, tailor your studying techniques to fit each class and exam style.

- If the exam focuses on concepts learned in class then make sure you pay attention to your **lecture notes**.
- If **vocabulary** is a large part of the class, use flash cards to learn terminology.
- For essay exams, prepare with an outline of likely essay questions.

ALREADY WROTE YOUR 1ST PAPER?

As with exams, each professor has different expectations for paper format. For all papers:

- Avoid distracting grammatical errors by **proof-reading** your paper thoroughly.
- Make sure the content of your paper shines through by doing your **research** well and clearly supporting your ideas.
- Make good use of librarian and the writing center so you produce good work and learn more in the process.

COLLEGE LEVEL WRITING

- **Do not plagiarize!** You could fail the course if you are caught plagiarizing! To avoid plagiarizing, cite your sources. It is better to over cite sources than to plagiarize.
- **Don't cram!** As with an exam, **spread your paper over several days**. This is especially important if you are unsure of what to write about. By starting early, you have time to meet with your professor to ask questions and use the writing center.
- **Make an outline to help you organize your paper.** You can even show this to your professor to see if you are going in the right direction.
- **Proofread your paper.** To be sure it makes sense and has not distracting errors. **Have a friend read** for errors that you may have missed.

INSIDE STORY HEADLINE



Caption describing picture or graphic.

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it

useful to your readers.

A great way to add useful content to your newsletter is to develop and write your own articles, or include a calendar of upcoming events or a special offer that promotes a new product.

You can also research articles or find "filler" articles by accessing the World Wide Web. You can write about a variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you're finished writing your newsletter, convert it to a Web site and post it.

INSIDE STORY HEADLINE

This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note business or economic trends, or make predictions for your customers or clients.

If the newsletter is distributed internally, you might comment upon new procedures or improvements to the business. Sales figures or earnings will show how your business is growing.

Some newsletters include a column that is updated every issue, for instance, an advice column, a book review, a letter from the president, or

an editorial. You can also profile new employees or top customers or vendors.

"TO CATCH THE READER'S ATTENTION, PLACE AN INTERESTING SENTENCE OR QUOTE FROM THE STORY HERE."

INSIDE STORY HEADLINE



Caption describing picture or graphic.

This story can fit 75-125 words.

Selecting pictures or graphics is an important part of adding content to your newsletter.

Think about your article and ask yourself if the picture supports or enhances the message you're trying to convey. Avoid selecting images that appear to be out of context.

Microsoft Publisher includes thousands of clip art images from which you can choose and import into your newsletter. There are also several tools you can use to draw shapes and symbols.

Once you have chosen an image, place it close to the article. Be sure to place the caption of the image near the

image.

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Caption describing picture or graphic.



CSB/SJU

Primary Business Address
Your Address Line 2
Your Address Line 3
Your Address Line 4

Phone: 555-555-5555
Fax: 555-555-5555
E-mail: someone@example.com

WE'RE ON THE WEB!

EXAMPLE.COM

YOUR BUSINESS TAG LINE HERE.

This would be a good place to insert a short paragraph about your organization. It might include the purpose of the organization, its mission, founding date, and a brief history. You could also include a brief list of the types of products, services, or programs your organization offers, the geographic area covered (for example, western U.S. or European markets), and a profile of the types of customers or members served.

It would also be useful to include a contact name for readers who want more information about the organization.

BACK PAGE STORY HEADLINE

This story can fit 175-225 words.

If your newsletter is folded and mailed, this story will appear on the back. So, it's a good idea to make it easy to read at a glance.

A question and answer session is a good way to quickly capture the attention of readers. You can either compile questions that you've received since the last edition or you can summarize some generic questions that are frequently asked about your organization.

A listing of names and titles of managers in your organization is a good way to give

your newsletter a personal touch. If your organization is small, you may want to list the names of all employees.

If you have any prices of standard products or services, you can include a listing of those here. You may want to refer your readers to any other forms of communication that you've created for your organization.

You can also use this space to remind readers to mark their calendars for a regular event, such as a breakfast meeting for vendors every third Tuesday of the month, or a biannual charity auction.

If space is available, this is a

good place to insert a clip art image or some other graphic.



Caption describing picture or graphic.