

Ten easy rules



Study Rules

10 things that make a great student

- 1/ **A good student always comes to class.** Make your classes a priority!
- 2/ **A good student always asks questions.** Do not be afraid to ask questions. Nothing that is unclear to you can ever sound inappropriate.
- 3/ **A good student always makes notes.** Everything is good for this purpose: your study book, your notebook, post-it notes, flash cards.
- 4/ **A good student never leaves the class before he/she gets three things done: a few things learned, a few things explained, a few things practiced.**
- 5/ **A good student practices on his/her own between two and eight hours a week.** You will be surprised to see the results.
- 6/ **A good student reads his/her class notes before the next class.** Questions may arise. On the other hand, everything may come together.
- 7/ **A good student helps the other students in his/her class.** Your colleagues' uncertainties are just as good as yours. Encourage them to speak out.
- 8/ **A good student never sabotages his/her opportunities to practice in class.** You might not get this opportunity back, and any occasion is good as long as you practice.
- 9/ **A good student always checks twice.** Your trainer and study materials should be referred to every time you have doubts.
- 10/ **A good student exposes himself/herself to the studied language.** There are infinite resources of study at hand, waiting for you to access them. *See the other sections for details.*

What does it take to study diligently?



How to study on your own

Be resourceful with the resources you have

Once you attend language classes, it is important to find time for homework.

When to study?

Most people think it is a lot more efficient to study in the morning. Others find it more relaxing to study in the evening. Whatever time you choose to do your homework, make sure you have enough time. If you don't feel good, it is better to postpone it.

Where to study?

Find a comfortable place. Make sure that you will not be distracted by noise, heat/cold, traffic, other people. Relax with some music, a snack, a drink. Promise yourself a little treat on completing the proposed homework.

What to study?

You should always keep your materials at hand: study books, notebooks, post-it notes, colored pens, dictionaries, magazines and newspapers, cassettes and CD-Roms, etc. Use the Internet for supplementary resources, or ask your trainer to recommend other study tools.

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Language & Business Training Center

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Wordland International recommends:



STUDY TIPS

How to study efficiently

Many students have asked our trainers this question: *What can I do in order to study more effectively?*

Not enough time to study, as well as a certain reluctance to use the knowledge acquired and practiced in class seem to describe the majority of learners. There are others who complain about the poor quality of language materials available on the market. Others, still, find it difficult to attend classes regularly, and the time between one class and another makes learning an unavailing endeavor.

Our trainers have selected some tips to help you study efficiently. On the one hand, you will find advice on how to use your language skills on all occasions, so that your professional and private lives offer more opportunities for acquisition and practice. On the other hand, you will find advice regarding effective tools for measuring the usefulness of materials, and recommended materials that give good results in the study of any language.

We hope that you will find this leaflet interesting, and that it will prove to be helpful on your voyage in the study of a foreign language.

Good luck!

Wordland Team

Practice makes better



Learn to communicate

Communicate in the target language

Your exposure to the language of study may take several different paths, yet there are some common aspects you should concentrate on from the very start:

Vocabulary Acquisition

Your power of speech is what comes first and you should concentrate on acquiring as much vocabulary as possible. When you start, there are no good and bad words - all words fulfill the mission of getting you started. And besides, you can never know when a certain word will prove to be useful. As you advance, you can concentrate more on the specific vocabulary you might need most.

You should keep a notebook at hand to jot down all the words you encounter. Or you might prefer to write them on flash cards (the new words are written in large letters on one side, and the meaning(s) and context(s) in your own language on the other side) that you can shuffle at any time and play memory games.

You can carry this notebook or a set of blank flash cards around with you. You can jot down words coming up in conversations, during meetings, while you watch TV, or after looking them up in the dictionary.

Grammar acquisition

Little by little, the grammar you are directly taught in class or that you infer from phrases built around a common structure falls into place. While we do not recommend learning grammar tables by heart, we do recommend writing down grammar charts. Be as imaginative in the use of colors and design! And, what is most important, do not file them away, but keep them at hand while you practice and update them. This method best suits verb tenses, noun declension, article declension, irregularities, etc.

Global language acquisition

There are a lot of ways of saying things elegantly. As you spot such phrases, make sure you note them down. Keeping a record of such phrases is useful. Arrange them according to their purpose. You can, for example, make lists of useful phrases for starting up a presentation, for apologizing, for negotiations, etc. The next time you need to write a presentation or a letter, you will find this source of inspiration is invaluable.

Learn from the most diverse people in the most diverse places



Always Learn

You are always in a classroom

Your trainer is not the only person from whom to learn. Before you start studying the language of your choice, you might find it useful to review who or what can help you with the acquisition or the practice of the language. This will help you develop your classroom mentality. One such list can include:

- work colleagues and contacts. While everyone is busy, this does not mean they will be bothered if you ask them one simple question related to their language. On the contrary, they will be flattered by your wish to better master the language.
- friends. Engage in conversation with friends who speak the language. Establish a rule of only speaking the respective language. This might also help you identify your weaknesses and strengths.
- anyone else speaking the language. This category includes: household help, shop assistants, chance acquaintances, etc.
- listening to television, radio, music, etc.

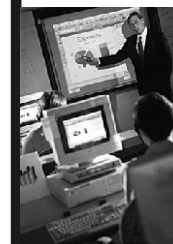
Make sure you master the vocabulary of learning!

| English | Romanian |
|----------------------------------|------------------------------------|
| How do I say ...? | Cum se spune ...? |
| What does ... mean? | Ce înseamnă ...? |
| Is it correct to say ...? | Este corect să spui ...? |
| I need a synonym of ... | Dă-mi un sinonim pentru ... |
| I can't remember the word for... | Nu-mi amintesc cuvântul pentru ... |
| Give me a context for this word. | Dă-mi un context pentru ... |
| Give me an example. | Dă-mi un exemplu. |

Do you want to know more?
Ask your Wordland trainer for advice.

office@wordland.ro; www.wordland.ro

Learning is a continuous process



Learn forever

Everyone has his/her own style

Not only you will find there is always more you can do in order to improve, but also, languages evolve, new words surface, and you will always find there are new requirements for your use of the language.

While language classes will not last forever, no matter their frequency, or the length of your study module(s), you can always find a way to keep learning.

Always expose yourself to the language!

Speakers of your target language provide by far the best material for study. Be it a conversation, an email, or a presentation, the material a native speaker of the language provides is always an excellent material for continuous learning. Additionally, books, magazines and newspapers, Internet sites, and even music can provide extra listening practice.

Always interact with the speakers of the language!

Do not let the opportunity of conversing with a willing speaker of the language get by. Your conversation practice is very important, and most of the time you will be surprised how much you still remember after a long period in which you have not practiced. Additionally, get a language exchange penpal via the Internet. There is a multitude of Internet sites that provide such services free of charge. In exchange for language lessons in the language that you master, you get language classes in the language of your choice. Five minutes a day spent writing an email in the foreign language amounts to 20 hours of practice a year!

Always go back to your study materials!

Even if you no longer attend classes, this does not mean that grammar reference books, conversation books and dictionaries can be stored away. Keep them at hand, and always resort to them when in doubt.