
How to Complete Your Study Guide

For Kim Richter's BUSI 1110 & BUSI 1215 Students:

Study guides can be incredibly helpful in constructing a holistic picture of the essential information in your textbook. These customized study guides for your BUSI course utilize two study skills: the SQ3R Reading Method and the Cornell Note-Taking System. The SQ3R (*Survey, Question, Read, Recite, and Review*) Reading Method is integrated with the Cornell Note-Taking System to help you identify and retain essential information from your textbook.

Your study guide can be broken down into 5 main sections: **Meta Questions, Business Case or Case Study Example, Learning Objectives, Terms, and Review.**

Meta Questions are important questions that test your general knowledge of the chapter. They are questions that you should consider at the start, end, and as you are reading and taking notes.

The **Business Case or Case Study Example** is an opportunity for you to apply some of the concepts you are learning about in your textbook. You should keep it in mind as you read and take notes. Try answering some of the questions from the case for extra practice!

Next, we have the **Learning Objectives** that are phrased as questions. These questions are important and should be answered **in your own words**, as they represent the **key concepts** that you must understand by the end of the course

Underneath the Learning Objective, you will see a list of **Terms** relevant to the Learning Objective. Some ways you can fill out the Answers & Definitions section include

- Make a point form list for more complex terms and include examples.
- Use a mind map, visuals, and graphs to organize your thoughts on the topic.
- Utilize colour to make particular terms or definitions stand out.

Make sure that each **Term** is defined or represented **in your own words with examples** to strengthen understanding.

Finally, the **Review** section is for you to test your understanding of the concepts by creating your own questions. Some general examples include:

- What are my own examples of *X concept*?
- How do *X and Y* differ from each other? Do they share any similarities?
- In a hypothetical workplace scenario, how would *Y concept* apply?

After reviewing this information, you can now start filling out your study guide to your liking!

To collect your 2 bonus marks, complete the following steps:

1. Read the assigned chapters.
2. Fill out each page (**all Learning Objectives and Terms**) of your chapter study guide using the above information.
3. Go to tlc.kpu.ca and create your student profile or log in to your account.
4. Book an appointment with Karrah, BUSI Tutor, to discuss your study guide.