

# Contents

Preface	iii
About the Authors	xxii
Acknowledgments	xviii

## Part One: Getting Started

### **1** P.O.W.E.R. Learning: Becoming a Successful Student **1**

Looking Ahead	2	<i>Rethink</i>	15
Why Go to College or University?	3	<i>Try It! 6: The Good and The Bad</i>	16
<i>Try It! 1: Why Am I Going to College or University?</i>	4	Are You Ready to Become a P.O.W.E.R. Learner?	17
<i>Journal Reflections: My School Experiences</i>	5	Career Connections: P.O.W.E.R. Learning Meets the World of Work	18
P.O.W.E.R. Learning: The Five Key Steps to Achieving Success	5	<i>Try It! 7: Employability Skills Profile</i>	19
<i>Prepare</i>	6	Looking Back	21
<i>Try It! 2: How I Can Benefit from My Student Success Course</i>	7	<i>Try It! 8: Are You Afraid of Success?</i>	22
<i>Try It! 3: Course Goals</i>	8	Speaking of Success: Roberta Bondar	23
<i>Organize</i>	9	P.O.W.E.R. Portfolio: Employability Skills	24
<i>Try It! 4: Course Goals, Revisited</i>	10	Resources	24
<i>Work</i>	11	The Case of . . . No Clue	26
<i>Evaluate</i>	13		
<i>Try It! 5: Examine the Causes of Success and Failure</i>	14		

### **2** Making the Most of Your Time **27**

Looking Ahead	28	<i>Organize: Mastering the Moment</i>	35
Time for Success	29	<i>Work: Controlling Time</i>	41
<i>Prepare: Learning Where Time Is Going</i>	29	<i>Try It! 4: Build a Daily To-Do List</i>	41
<i>Try It! 1: Create a Time Log</i>	30	<i>Try It! 5: Find Your Procrastination Quotient</i>	44
<i>Journal Reflections: Where Does My Time Go?</i>	31	Career Connections: Career Planning	46
<i>Try It! 2: Identify the Black Holes of Time Management</i>	32	<i>Evaluate: Checking Your Time</i>	46
<i>Try It! 3: Set Priorities</i>	34	<i>Rethink: Reflecting on Your Personal Style of Time Management</i>	48

Speaking of Success: Emm Gryner	50	Resources	56
Looking Back	51	The Case of . . . Where Does the Time Go?	57
P.O.W.E.R. Portfolio: Goal-Setting Models	51		

### **3** Recognizing How You Learn, Who You Are, and What You Value **59**

Looking Ahead	60	<i>Self-Esteem: Building a Positive View of Yourself</i>	81
Discovering Your Learning Styles	61	<i>Why Self-Esteem Matters</i>	81
<i>Are You a Primarily Visual, Auditory, or Tactile Learner?</i>	62	<i>Try It! 6: Measure Your Self-Esteem</i>	82
<i>Handling Information: Do You Focus on Pieces or the Whole?</i>	62	Preparing a Personal Mission Statement	85
<i>Try It! 1: Learning Style Inventory: Are You a Visual, an Auditory, or a Kinesthetic Learner?</i>	63	<i>Prepare: Identifying Your Values</i>	85
<i>Journal Reflections: How I Learn</i>	65	<i>Organize: Placing Order on What Motivates You</i>	86
Multiple Intelligences	65	<i>Work: Creating a Personal Mission Statement</i>	87
<i>Try It! 2: Assess Your Analytical and Relational Learning Styles</i>	66	<i>Try It! 7: Organize Your Needs</i>	88
Personality Styles	67	<i>Evaluate: Assessing Your Personal Mission Statement</i>	89
<i>Try It! 3: You and Your Multiple Intelligences</i>	68	<i>Try It! 8: Write a Mission Statement</i>	90
Experiential Learning	72	<i>Rethink: Reconsidering Your Options</i>	91
<i>Facts to Remember about Learning, Personality, Experiential, and Processing Styles</i>	73	Career Connections: Personality Assessments on the Job	91
<i>Try It! 4: Learning Style Indicator</i>	74	To Thine Own Self Be True: No One Is Responsible for Your Life but You	92
<i>Try It! 5: What I Know About My Learning Styles</i>	76	Speaking of Success: Todd Currie	93
Self-Concept: "Who Am I?"	78	Looking Back	94
<i>Self-Concept and Self-Fulfilling Prophecies</i>	78	P.O.W.E.R. Portfolio: Self-Improvement	94
<i>Make Sure Your Self-Concept Is Yours</i>	80	Resources	95
		The Case of . . . The Instructor Who Spoke Too Much	96

## **Part Two: Using P.O.W.E.R. in the Classroom**

### **4** Using Technology for Information Management **97**

Looking Ahead	98	<i>Word-Processing Programs: Spreading the Word</i>	99
You and Computers	99	<i>Try It! 1: Express Yourself</i>	100
<i>Journal Reflections: How I Feel about Computers</i>	99		

Presentation Programs: Looking Good	101	Becoming Acquainted with Information Sources	110
<i>Try It! 2: Presenting. . .</i>	102	<i>Try It! 5: Test Drive the Library Catalogue</i>	113
Spreadsheet Programs: Crunching the Numbers	102	<i>Try It! 6: Information, Please!</i>	116
Using E-Mail Effectively	103	<i>Try It! 7: Work the Web</i>	117
Writing and Responding to E-Mail	103	Career Connections: Researching Careers on the Web	118
Netiquette: Showing Civility in E-Mail	104	Narrowing Your Search	119
Distance Learning: Classes Without Walls	105	Using the Information You Find	120
<i>Try It! 3: Assess Your Course-Taking Style</i>	106	<i>Try It! 8: Summarize, Don't Plagiarize</i>	124
<i>Prepare: Identifying Distance Learning Course Possibilities</i>	107	Remembering That Not All Sources of Information Are Equal	125
<i>Try It! 4: Get Some Distance on the Problem</i>	108	Placing Information in Context	126
<i>Organize: Obtaining Access to Technology</i>	108	Speaking of Success: Shawn Thomson	126
<i>Work: Participating in a Distance Learning Class</i>	109	Looking Back	128
<i>Evaluate: Considering Your "Classroom" Performance</i>	109	P.O.W.E.R. Portfolio: High-Tech Skills Resources	128
<i>Rethink: Reflecting on What and How You Have Learned</i>	110	The Case of . . . The Unsuspecting Plagiarist	131
Locating the Information You Need	110		

## **5** Taking Notes **133**

Looking Ahead	134	<i>Try It! 5: Practise Your Notetaking Skills</i>	151
Taking Notes in Class	135	Taking Notes: Multimedia Technology	152
<i>Prepare: Considering Your Goals</i>	135	Taking Notes as You Study	152
<i>Try It! 1: Identify Course Goals</i>	136	Speaking of Success: Kofi Boateng	153
<i>Organize: Getting Your Notetaking Tools Together</i>	137	Taking Notes on Material You Can Write On	154
<i>Journal Reflections: How Do I Take Notes?</i>	139	Career Connections: Notetaking on the Job: Taking Minutes	154
<i>Work: Processing—Not Copying—Information</i>	140	Taking Study Notes on Material You Can't Write On	155
<i>Try It! 2: Outline a Lecture</i>	143	Looking Back	156
<i>Try It! 3: Take Notes During Discussions</i>	144	P.O.W.E.R. Portfolio: Take Note Resources	156
<i>Evaluate: Thinking Critically about Your Notes</i>	147	The Case of . . . A Clean Sweep	158
<i>Try It! 4: Evaluate Your Class Notes</i>	148		
<i>Rethink: Activating Your Memory</i>	149		

Looking Ahead	160	<i>Evaluate: Taking Your Own Final Examination</i>	175
Getting Ready	161	<i>Try It! 3: Take a Test-Taking Test</i>	177
<i>Journal Reflections: How I Feel about Tests</i>	161	<i>Rethink: Reflecting on the Real Test of Learning</i>	179
<i>Prepare: Readyng Your Test-Taking Strategies</i>	162	<i>Try It! 4: Analyze Returned Tests</i>	180
<i>Try It! 1: Complete a Test-Preparation Checklist</i>	163	<i>What If You Fail?</i>	182
<i>Organize: Facing the Day of the Test</i>	168	Looking Back	182
Taking the Test	169	Speaking of Success: Asta Kovanen	183
<i>Work: Tackling the Test</i>	169	P.O.W.E.R. Portfolio: Put It to the Test	184
<i>Try It! 2: Understand Action Verbs in Essay Questions</i>	172	Resources	185
Career Connections: Professional Tests: More Exams and Tests	175	The Case of . . . Too Many Questions, Too Little Time	186

## Part Three: P.O.W.E.R. Foundations of Success

Looking Ahead	188	<i>Try It! 6: Make a Concept Map</i>	203
Sharpen Your Reading Skills	189	Building Listening Skills	204
Read for Retention, Not Speed	189	<i>Tips for Active Listening: Listen Up!</i>	204
<i>Journal Reflections: How I Read</i>	189	Career Connections: Active Listening In the Workplace: A Matter of Life and Death	205
<i>Prepare: Approaching the Written Word</i>	190	<i>Breaking the Ice: Tips for Getting over Stage Fright and Asking Questions in Class</i>	207
<i>Try It! 1: Discover How Advance Organizers Help</i>	191	<i>The Problem Instructor</i>	207
<i>Try It! 2: Read the Frontmatter</i>	192	Speaking of Success: Rachel Trail	209
<i>Organize: Gathering the Tools of the Trade</i>	192	Looking Back	210
<i>Try It! 3: Create an Advance Organizer</i>	193	P.O.W.E.R. Portfolio: Reading and Listening	210
<i>Work: Getting the Most Out of Your Reading</i>	194	Resources	211
<i>Try It! 4: Discover Your Attention Span</i>	195	The Case of . . . What's Wrong with this Picture?	212
<i>Try It! 5: Mark up a Book Page</i>	199		
<i>Evaluate: Considering What It Means and What You Know</i>	200		
<i>Rethink: Getting It the Second Time</i>	201		
Dealing with Learning Disabilities	202		

## 8 Writing and Speaking

213

Looking Ahead	214	Career Connections: Write Away	231
The Writing Process	215	<i>Try It! 5: Let's Talk</i>	232
<i>Prepare: Confronting the Blank Page</i>	215	<i>Journal Reflections: How I Feel About Public Speaking</i>	233
<i>Journal Reflections: How I Feel About Writing</i>	217	<i>Try It! 6: Prop Yourself Up</i>	235
<i>Try It! 1: Set Yourself Free: Freewriting</i>	218	Speaking Off-the-Cuff: Extemporaneous Speaking	236
<i>Try It! 2: Get Your Brain Storming: Using Brainstorming to Generate Ideas</i>	219	<i>Try It! 7: Put Yourself on the Spot</i>	237
<i>Organize: Constructing a Scaffold</i>	220	Remember: You're Already an Accomplished Public Speaker	237
<i>Try It! 3: Make Your Point: Write a Thesis Statement</i>	222	Speaking of Success: John Lu	238
<i>Work: Writing the Work</i>	223	Looking Back	239
<i>Evaluate: Acting as Your Own Best Critic</i>	228	P.O.W.E.R. Portfolio: Writing and Speaking	239
<i>Rethink: Reflecting on Your Accomplishment</i>	228	Resources	242
Speaking Your Mind	229	The Case of . . . the Reluctant Speaker	243
<i>Try It! 4: Thinking Critically About Writing</i>	230		
Meeting the Challenge of Public Speaking	230		

## 9 Improving Your Memory

245

Looking Ahead	246	<i>Try It! 5: Visualize the Possibilities</i>	259
The Secret of Memory	247	Career Connections: Memory on the Job	260
The Value of Forgetting	247	<i>Evaluate: Testing Your Recall of New Information</i>	260
<i>Try It! 1: Remember Details</i>	248	<i>Rethink: Consolidating Memories through Repeated Review</i>	261
<i>Prepare: Determining What You Need to Remember</i>	249	<i>Try It! 6: Remember Demain</i>	262
<i>Organize: Relating New Material to What You Already Know</i>	249	Speaking of Success: Elaine Hudson	263
<i>Work: Using Proven Strategies to Memorize New Material</i>	250	Looking Back	264
<i>Journal Reflections: What Sort of Memory Do I Have?</i>	251	P.O.W.E.R. Portfolio: Keep It in Mind	264
<i>Try It! 2: Organize Your Memory</i>	252	Resources	265
<i>Try It! 3: Do It Yourself Acronyms and Acrostics</i>	254	The Case of . . . the Group of Seven	266
<i>Try It! 4: Peg the Memory</i>	257		

## Part Four: Life Beyond the Classroom

### 10 Making Decisions That Are Right for You 267

Looking Ahead	268	<i>Assessing Your Potential Solutions</i>	279
Making Good Decisions: A Framework	269	<i>Reflect on the Process of Problem Solving</i>	279
<i>Prepare: Identifying Your Goals</i>	269	Don't Fool Yourself: Avoiding Everyday Problems in Critical Thinking	279
<i>Organize: Considering and Assessing     the Alternatives</i>	270	<i>Try It! 1: Exercise Your Problem-Solving     Skills</i>	280
<i>Journal Reflections: My Decision Crossroads</i>	271	<i>Try It! 2: Fact versus Opinion</i>	283
<i>Work: Making and Carrying out the     Decision</i>	272	<i>Try It! 3: What's Wrong with This Picture?     Identify the Faulty Reasoning</i>	284
Career Connections: Weighing Career Possibilities	273	Speaking of Success: Jeff Goplin	285
<i>Evaluate: Considering the Outcomes</i>	275	Looking Back	286
<i>Rethink: Reconsidering Your Goals and     Options</i>	275	P.O.W.E.R. Portfolio: Decision Making and Critical Thinking	286
Problem Solving: Applying Critical Thinking to Find Solutions	276	Resources	287
<i>What's the Problem?</i>	276	The Case of . . . Left Holding the Lease	289
<i>Strategies for Working on Life's Messier Problems</i>	277		

### 11 Making Academic Choices 291

Looking Ahead	292	Choosing a Program or Major	304
Making Academic Choices	293	<i>Try It! 4: Identify Major Attractions</i>	306
<i>Prepare: Becoming Familiar with Your     Options and Requirements</i>	293	Career Connections: Choosing a Job That's Right for You	308
<i>Organize: Examining What You Have     Done and What You Need to Do</i>	295	Dealing with Academic Failure— and Success	309
<i>Try It! 1: Create a List of Course     Requirements</i>	296	<i>Journal Reflections: Focus on Your Interests</i>	309
<i>Work: Choosing Next Term's Courses</i>	297	Speaking of Success: Dr. Anthony Brissett	311
<i>Evaluate: Deciding Whether You Are in     the Classes You Need</i>	298	Looking Back	312
<i>Try It! 2: Choose Your Courses</i>	299	P.O.W.E.R. Portfolio: Choosing Your Courses and Major	312
<i>Rethink: Learning What You Love and     Liking What You Learn</i>	302	Resources	313
<i>Try It! 3: Reflect on Your College or     University Experience</i>	303	The Case of . . . No Clear Decision	315

## 12 Getting Along with Others

317

Looking Ahead	318	Building Lasting Relationships	328
Becoming Comfortable in a Multicultural, Diverse World	319	<i>Making Friends</i>	328
<i>Race, Ethnicity, and Culture</i>	319	<i>Try It! 3: Define Friendship</i>	329
<i>Try It! 1: Determine the Multicultural Diversity of Your Campus Community</i>	320	<i>The R-Word: Relationships</i>	330
Building Cultural Competence	321	<i>Communicating in Relationships</i>	331
<i>Prepare: Accepting Multiculturalism and Diversity as a Valued Part of Your Life</i>	321	<i>Being a Good Listener: The Power of Supportive Silence</i>	331
Career Connections: Cultural Competence in the Workplace	322	<i>Loneliness</i>	333
<i>Organize: Exploring Your Own Prejudices and Stereotypes</i>	322	<i>It's Not Just Talk: Avoiding and Handling Conflicts in Relationships</i>	334
<i>Journal Reflections: Thinking about Race, Ethnicity, and Culture</i>	323	<i>Try It! 4: Switch "You" to "I"</i>	335
<i>Try It! 2: Check Your Stereotype Quotient</i>	324	<i>Changing Relationships: Surviving Endings</i>	337
<i>Work: Developing Cultural Competence</i>	324	<i>Try It! 5: Resolve That Conflict</i>	338
<i>Evaluate: Checking Your Progress in Attaining Cultural Competence</i>	327	Speaking of Success: Jenny Zhang	339
<i>Rethink: Understanding How Your Own Racial, Ethnic, and Cultural Background Affects Others</i>	327	Looking Back	340
		P.O.W.E.R. Portfolio: Getting Along with Others	341
		Resources	341
		The Case of . . . Answering for All	343

## 13 Money Matters

345

Looking Ahead	346	<i>Try It! 4: I Know What You Did Last Summer: Learn What Your Credit History Shows</i>	360
Managing Your Money	347	Student Housing	361
Career Connections: Budgeting on the Job	348	Paying for Your Postsecondary Education	362
<i>Prepare: Identifying Your Financial Goals</i>	348	<i>Identifying the Different Types of Funding Available</i>	363
<i>Organize: Determining Your Expenditures and Income</i>	349	<i>Researching Possible Sources of Financial Aid</i>	364
<i>Journal Reflections: My Sense of Cents</i>	349	<i>Applying for Financial Aid</i>	365
<i>Try It! 1: Identify Your Financial Goals</i>	350	<i>Try It! 5: Discover Your Personal Financial Philosophy</i>	366
<i>Work: Making a Budget That Adds Up</i>	353	<i>Show Me the Money: Building a Financial Philosophy</i>	365
<i>Try It! 2: Determine Your Saving Style</i>	355	Looking Back	368
<i>Evaluate: Reviewing Your Budget</i>	356		
<i>Rethink: Reconsidering Your Financial Options</i>	356		
Credit Cards	357		
<i>Try It! 3: Maintain Your Interest</i>	359		

P.O.W.E.R. Portfolio: Money Matters	354	The Case of . . . Overdrawn,	
Speaking of Success: Murray Baker	369	Overwrought, and Over Her Head	372
Resources	370		

## **14** Stress, Health, and Wellness **373**

Looking Ahead	374	Staying Safe on the Job	387
<i>Living with Stress</i>	375	Drug Abuse	387
<i>What Is Happening When We Are Stressed Out</i>	375	<i>Alcohol and Its Allure</i>	387
Handling Stress	376	<i>Journal Reflections: College Drinking Experiences</i>	388
<i>Prepare: Readyng Yourself Physically</i>	376	Nicotine	388
<i>Organize: Identifying What Is Causing You Stress</i>	377	<i>Try It! 4: Personal Styles: Consider Your Drinking Style</i>	389
<i>Work: Developing Effective Coping Strategies</i>	378	Illegal Drugs	390
<i>Try It! 1: Assess Your Susceptibility to Stress-Related Illness</i>	378	Sexual Health and Decision Making	392
<i>Try It! 2: Look for the Silver Lining</i>	381	<i>Try It! 5: Tap into Campus Resources</i>	393
<i>Evaluate: Asking Whether Your Strategies for Dealing with Stress Are Effective</i>	382	Preventing Unwanted Pregnancy	393
<i>Try It! 3: Use Progressive Relaxation</i>	382	<i>What You Can Do If You Are Pregnant</i>	395
<i>Rethink: Placing Stress in Perspective</i>	383	<i>What You Can Do to Avoid Sexually Transmitted Diseases</i>	396
Keeping Well	383	<i>Date Rape</i>	397
<i>Eating Right</i>	384	Speaking of Success: Krista Bailey	398
<i>Making Exercise a Part of Your Life</i>	385	Looking Back	399
<i>Getting a Good Night's Sleep</i>	385	P.O.W.E.R. Portfolio: Stress, Health, and Growth	400
Career Connections: Anticipating Job Stress	386	Resources	400
		The Case of . . . Grievous Bodily Harm	402
Conclusion			403
A Final Word			403
Endnotes			404
Acknowledgments			405
Photo Credits			406
Index			408