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## UD Holds Free Seminar Series

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# *The University of Dayton*

## *News Release*

### UD HOLDS FREE SEMINAR SERIES

DAYTON, Ohio, March 27, 1987--"Skills for Success" is the theme of Continuing Education's "You and the University" seminar series.

The 10-part series is free and continues through April with meetings on Wednesdays from 5 to 6 p.m. in 315 Kennedy Union. The program is for students and would-be students 23 and older who want to brush up on study techniques and other skills.

"Enhance Your Skills," on April 8, will help people deal with anxiety related to public speaking. During the seminar, Communication Instructor Beatrice Bedard will give tips on preparing and using notes effectively, putting audiences at ease, and speaking impromptu.

On April 15, "Listening to Learn" will examine ways to enhance lecture comprehension by listening effectively and asking relevant questions. L.B. Fred, director of UD Orientation, will present techniques that can improve classroom performance and reduce study time.

"Studying Effectively," on April 22, will focus on a variety of study skills, including note-taking, reading, and organizing. Beverly Butter, reading instructor in the Learning Assistance Center, will teach techniques that can improve student effectiveness, concentration, and comprehension.

Learning Assistance Center Director Jim Melko will present "Preparing for and Taking Tests" on April 29. Melko will suggest alternatives for those who struggle with taking tests, study all night, and cram for exams.

Call Continuing Education for more information at 229-2347.