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* When you take a lesson, study the lesson the same day. This would take only 15 minutes of your time which is going to save you hours the night before the exam.
* Do the exercises in the book and check your answers in the answer key at the end of the book.
* Use a notebook or flash cards to record new words.
* Study your vocabulary words repeatedly until you know them and their meanings.
* Have someone quiz you and use dictation to get the spelling correctly.
* Remember that the only way you can succeed is if you study. The more you are exposed to a word, the easier it will be to remember it.
* Use the new words in sentences of your own.
* At the end of the week, quickly review all the lessons that you have taken throughout the week.

I wish you all the best & Good Luck =)