

Study Skills

REWARD YOURSELF WITH EXCELLENCE

Don't settle for a mediocre effort on your part. Reach for your goals, you can attain them!

SET GOALS FOR YOURSELF

Every project or task can fit into a series of goals, for example:

- Goal 1 I want to be a successful adult, so:
- Goal 2 I want to graduate from college, so:
- Goal 3 I must graduate from high school first, so:
- Goal 4 I must pass this class first, so:
- Goal 5 I must do the best I can on every assignment, so:
- Goal 6 To reach Goal 1, I must study and work on today's work before I do anything else.

You must be an active participant in the process of improving your study habits. It takes work and practice just as the development of any skill takes practice.

A. STUDYING

1. Study regularly at home in a quiet and well-lit area where a desk or table is available.
2. Keep distractions to a minimum: no television, radio, telephone, snacking, or studying in bed.
3. Make a study schedule that best fits your lifestyle. If you know you want to watch a particular TV program, plan ahead and budget time for it.
4. You should study at least two hours a day in four 30-minute sessions. If you have honors or A.P. classes, plan to work harder! This includes doing your homework. When you finish your homework, review past assignments and preview upcoming work.
5. Change subject material when boredom occurs; study something else. However, make sure you complete all your required work.
6. Don't wait until the last minute. Plan well in advance, and use your calendar. It's better to have time left over than to be rushed.
7. Use daylight hours. Research shows that one daytime study hour is equal to one and a half hours at night!

B. NOTETAKING

1. Don't write every word the speaker says. Use abbreviations or invent your own shorthand.
2. Jot down the key words and main ideas; you can complete the sentences later during homework.
3. If the teacher writes on the board or states an agenda for the lesson, write it down, it's probably important!
4. Review your lecture notes immediately after class.
5. Ask questions when the lesson isn't clear!!! It is always better to ask a question than to be in doubt.

C. LISTENING

1. Avoid distractions, daydreaming, talking with others, gossiping, etc.; clear desks of distractions (magazines, books, toys, personal items, etc.) Remember that ten years from today, your grades will be more important than what was on TV tonight.
2. You know you are listening when you can offer thoughtful questions and insights. Don't be shy! Don't let your peers keep you from learning. Be Proud of your knowledge!

The Learning Process: *Make Use of Your Textbooks*

Preview (Before You Start)

Why? If you plan in your mind a framework of STRUCTURE and MAIN IDEAS, you will be better able to comprehend and retain the details you will read later.

How? Quickly (5-10 minutes) look at the following parts to SEE WHAT it is all about AND HOW IT'S ORGANIZED!

1. Title and author
2. First paragraph
3. Boldfaced headings or some first sentences of major paragraphs
4. Graphics
5. Last paragraph
6. Summary section
7. Review questions

Before you read each chapter:

1. Write an outline of the boldfaced headings
2. Divide the assignment into parts and read it in a logical order

After previewing your materials, you should be able to answer the following questions:

1. What is the main idea?
2. How is it organized?
3. How difficult is it?
4. How long will it take me to learn it?

**If you have any questions,
Ask your teachers!!!**

Reading Activity (During)

Why? Being an active reader will increase your concentration and improve your memory.

Making your reading assignments a challenge instead of a chore will not only help you do better in school, but you will also find that you have more knowledge available than you thought.

How?

1. As you read, identify:
 - ? Course Vocabulary
 - ? Parts that need clarification
 - ? Major concepts and important ideas
 - ? Supporting facts
 - ? Your own impressions and feelings
2. Notice how the ideas relate to:
 - ? The rest of the chapter
 - ? The other chapters
 - ? Your teacher's lectures
3. Think about what might be asked on the test.

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Ask your teachers!!!**

Review (After You've Read)

Why? Research has shown that 40-50% of the material we read is forgotten 15 minutes after you read it. Thinking about the information is an essential step for gaining memory retention.

How?

1. Wait a day or so
2. Then, reorganize the information you saved in your study notes into a study tool (notes, flashcards, mind maps, etc.)
3. On another occasion, highlight the key words in your study guide.
4. Then cover your notes and ask yourself questions based on the key words.
5. Recite or answer the questions in your own words.
6. Uncover your notes and verify your answers. Correct any errors you may have made.
7. When you get one part right, move on to the next.
8. Review every few days until it is time for your test.
9. Adapt this system to fit your individual assignments.

**If you have any questions,
Ask your teachers!!!**