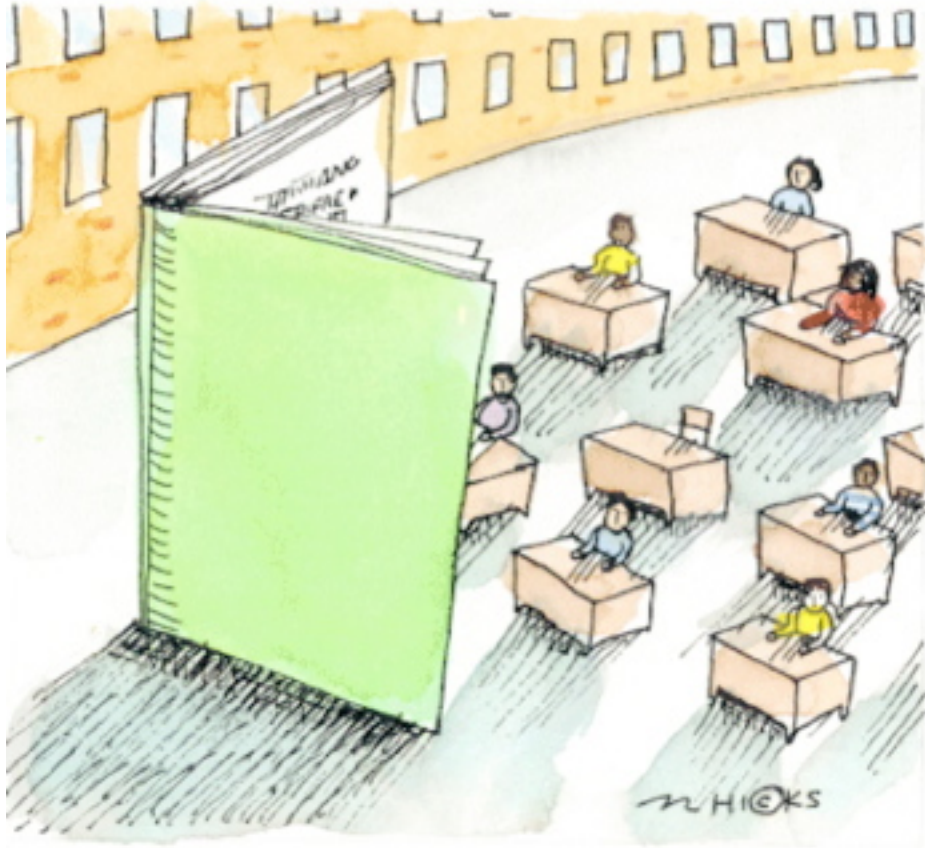


HOW TO STUDY!!!



A Survival Guide to Assessment Preparation!

STUDY SKILL CHECKLIST

Read each statement and consider how it applies to you. If it does apply to you, check Y. If it does not apply to you, check N. The purpose of this inventory is to find out about your own study habits and attitudes.

1. Y__ N__ I spend too much time studying for what I am learning.
2. Y__ N__ I usually spend hours cramming the night before an exam.
3. Y__ N__ If I spend as much time on my social activities as I want to, I don't have enough time left to study, or when I study enough, I don't have time for a social life.
4. Y__ N__ I usually try to study with the radio and TV turned on.
5. Y__ N__ I can't sit and study for long periods of time without becoming tired or distracted.
6. Y__ N__ I go to class, but I usually doodle, daydream, or fall asleep.
7. Y__ N__ My class notes are sometimes difficult to understand later.
8. Y__ N__ I usually seem to get the wrong material into my class notes.
9. Y__ N__ I don't review my class notes periodically throughout the semester in preparation for tests.
10. Y__ N__ When I get to the end of a chapter, I can't remember what I've just read.
11. Y__ N__ I don't know how to pick out what is important in the text.
12. Y__ N__ I can't keep up with my reading assignments, and then I have to cram the night before a test.
13. Y__ N__ I lose a lot of points on essay tests even when I know the material well.
14. Y__ N__ I study enough for my test, but when I get there my mind goes blank.
15. Y__ N__ I often study in a haphazard, disorganized way under the threat of the next test.
16. Y__ N__ I often find myself getting lost in the details of reading and have trouble identifying the main ideas.
17. Y__ N__ I rarely change my reading speed in response to the difficulty level of the selection, or my familiarity with the content.
18. Y__ N__ I often wish that I could read faster.
19. Y__ N__ When my teachers assign papers I feel so overwhelmed that I can't get started.
20. Y__ N__ I usually write my papers the night before they are due.
21. Y__ N__ I can't seem to organize my thoughts into a paper that makes sense.

Yes TWO or MORE of the following categories means it is a skill you need to work on.

Time Scheduling - 1, 2, and 3.

Concentration - 4, 5, and 6.

Listening & Note taking - 7, 8, and 9.

Reading 10,11,12,16,17,18

Test Taking 13,14,15

Writing Skills 19,20,21

TOP 10 LEARNING STRATEGIES

There are things you can learn that are guaranteed to improve your grades in every subject... guaranteed. Interested to know more?... Read on!

1) Get organized



Being neat and organized will pay off in the long run. If you can't find what you need or are constantly losing your homework and assignments, you'll aggravate your teachers, (which certainly don't help the situation) and also lose credit on the work because it's late or missing (an avoidable disaster)!

- The first part of getting organized is to put all of the notes from each subject into its own, clearly marked folder. (Keep some spares so you can transfer the overflow when they get full... or at the end of each term (Don't throw out the things you will need for mid-year and final exam review).
- Keep your notes in order from the most recent to the past, Face them all upright in the folder and don't fold them so you can see what they contain.
- Never mix notes or homework from one class into the folder for another class... this is how you lose credit for things even after you have done the work!
- Also keep your locker neat. The only school things you should see when you open the door is your folders and books. Loose papers should be filed, or thrown out so you can find what you need without hunting through junk.

2) All homework should be attempted

- Notice the word 'attempt'. Trying to do a homework assignment better than not trying it at all because you learn, even from your mistakes! No one ever succeeded at anything by giving up the first time out!
- Most learning happens when you attempt to answer questions, not while you are listening to the teacher. Practice is necessary to learn things ... and there is never enough class time... that's why there is homework.



- Doing most of the homework, or doing it most of the time, is not good enough.
- If you want your grades to improve, you must attempt it all, every day!

3) Write or print neatly

Messy writing forces your teachers to read slowly and carefully so they can figure out what you are trying to say...

- this helps them to find every single spelling and grammar mistake you made!



- By being more careful, you will make fewer mistakes and your teachers will be more generous in grading. Teachers always prefer an assignment that looks good and doesn't force them to work so hard to figure it out!

4) Taking good notes



A complete set of notes, along with a set of corrected quizzes and assignments, will make it much easier for you to be ready for tests. By using them you know all the things that could be on the test and you will have actual questions and correct answers to read and review

- Use the back of your notebooks to write down what you have learned, and what you've had problems with. This is especially helpful for subjects like Math or Science, but it applies as well to other areas.



- All your homework questions, after they've been taken up in class or marked and returned, should be corrected. Make notes beside the ones you got wrong! These are the questions you will need to look at, and try again, when studying for a test.
- In the back of each of notebook keep a record of topics, or specific problems you've had difficulty with. This will give you some things to concentrate on when studying, and will be useful when you talk with your teacher.

5) Talking to your teacher

You should talk with you teacher often. Not only does it show that you are interested (which is sure to make your teacher happy), but it also lets you to clear up the things you don't understand right away.

- Don't wait until the end of the unit to ask for help, by then it will be too late to catch up.
- What you don't know may affect your progress in others areas later, especially in Math and languages, where what you're learning today requires you to understand perfectly something you did last month!

6) Don't miss class



In math and science classes, this is especially important! Obviously, if you are absent your grades will suffer, because nothing can fully replace the class time where you could ask questions, and practice problems with your teachers help.

7) Have a regular place and time to study

- Do your homework at a certain time and at the same place every day... this habit is important.
- Make sure the place is quiet and has good light.
- Keep all the materials in your study space so you find them when needed.
- Make a regular homework schedule, and stick to it. Do the same when studying for tests or exams.

8) Do homework even when you don't have anything assigned.



- When you have no homework in a subject, you should still go over the notes and examples you did in class that day.
- Rewrite any notes that aren't completely organized and neat.
- Write out question to ask your teacher the next day.

9) Don't confuse 'cool' with 'lazy'

Quite often, the people in school with the reputation of being 'cool' may not be getting very good grades. This may be because they are always doing 'cool' things in the evening, or on weekends, and don't do much homework.

- If you want a shot at becoming the person of your dreams or just want to attend university/college, you have to do homework and study! There are no short-cuts!

10) Study with others

- The best way to learn something is to explain it to someone else. Teaching someone else requires you to put things in your own words and understand the idea in a way that is clear.
- By studying with a friend, you can make up questions for each other and explain them to each other. The more you talk and write about something, the better you'll understand it. Your teachers know this ... it's one of the reasons why they ask you so many questions in class!



STUDY GUIDELINES

- 1) Locate all the materials required to review for the test (i.e. binder notes, textbook, study guide)
- 2) Put together a "study pack" of highlighters, pens/pencils, colours, sticky notes, paper etc.)
- 3) Find a quiet comfortable place to study, turn off your cell phone, log out of MSN, turn off the television.
- 4) Create a study plan (see attached sheet)
- 5) Begin your study plan, be sure to work for at least 30 min followed by a break or reward. Continue to work in 30 min intervals until you have accomplished everything scheduled for that study period.

HOW TO STUDY

- 1) Identify key terms, definitions, diagrams, and concepts by highlighting or marking with a sticky note.
- 2) Read through class notes and handouts. Use the textbook to help clarify any difficult concepts
- 3) Create study notes such as lists, concept maps, pictures, mnemonics of the important information
- 4) Read through the information many MANY times. Do not just memorize the information; try to understand what it means.
- 5) MAKE SURE YOU HAVE SOMEONE QUIZ YOU on the material you have studied.
- 6) Review your study notes before the test

TEST ANXIETY

- 1) Be prepared. Do not leave studying to the last minute
- 2) Get a good night's sleep before the test
- 3) Eat a good breakfast the morning of the test (you need to energy!)
- 4) If you do not know an answer put a star beside it and move on. Be sure to go back over these questions AFTER you are finished the test.
- 5) If you feel anxious before or during the test take a deep slow breath.
- 6) Bring a water bottle if you think you might need it.

- 7) Have all materials required to complete the test with you (extra pens, pencils, erasers, whiteout, calculator etc)
- 8) Ask the teacher if you do not understand a question. They may be able to re- word it in a way that will help you understand.

STUDY PLAN

Name: _____ Course: _____

Evaluation date: _____

MONTH: _____

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

TEST TAKING STRATEGIES

1) MAKE GOOD USE OF YOUR TIME

- Know how much time you have for the test
- Now and then check to see how much time you have left
- Go through the test start to finish - answer the questions you know first - do not guess at this point!
- Do not waste time on difficult problems. Put a star by them and come back later
- Return to difficult problems, beginning with the ones you know the most about
- Guess if you must - Don't leave any blanks unless there is a penalty for wrong answers
- Review your answers if you have time at the end

2) READ AND UNDERSTAND THE QUESTION BEFORE ANSWERING FOR MULTIPLE CHOICE TESTS:

- Try to recall the answer before reading the choices
- If you are not sure of the answer, read all of the choices
- Cross out the answers that you know are wrong
- Choose the best answer that is left
- Guess only after you have narrowed the list down!

3) FOR MATCHING TEST QUESTIONS:

- Read all items before making any matches
- Do the ones you know first
- Guess on the rest - don't leave any blanks

4) CHANGING ANSWERS

- Your best answer is usually your first answer, but you should change it only if:
- You learn something later in the test that refreshes your memory
- You learn something later in the test that proves your first answer wrong

5) DO YOUR OWN WORK

- Looking at someone else's paper can result in a zero

STUDY IDEAS

1) CONCEPT CARDS

Concept cards Are similar to flash cards except that on the front you write a key word, phrase or concept and on the back, you write its description.

Concept cards are best suited for classes that emphasize vocabulary and definitions, like English, World Languages, History, Math and the Sciences.

Outlines can also be used when topics are well organized by chapter, such as in a book. In both, you should use the fewest words possible to make a concept clear.

To Create Concept Cards:

- Record all information in your own words
- Never copy sentences directly from the book. Rephrasing things into your own words helps you

- master the concept
- Include examples to help you understand what the concept means
- Charts and graphs can also be helpful
- Neatly list the information that needs to be learned
- Concentrate especially on the things you have not yet mastered

Concept Cards Summarize:

- Ideas emphasized in class (class notes or lab notes)
- Sections you were assigned to read in the textbook
- Vocabulary lists and concept outlines
- Handouts or study guides from your teacher
- Questions, problems, or homework assignments

Sample concept card

Source: Encyclopedia Encarta Deluxe 2001 Edition, CD ROM

George Washington (1732-1799), First president of the United States. Created the Continental Army, which fought and won the American Revolution (1775-1783). Brought final defeat to the British at Yorktown, Virginia. Might have used power to become king but instead help gain ratification for the Constitution of the United States. Reluctantly accepted the presidency but laid down the guidelines for all future presidents.

2) Highlighting

- Marking copies with a highlighter will reduce what you need to know to just the most important things.
- Highlighting is quick and easy.
- Light yellow is the best color because it's easy to read through.

How to highlight:

- Read a short section through before highlighting. You want to highlight only the most important information, but it is hard to do this at a glance.
- Avoid highlighting entire sentences. Only the key words and phrases should be marked. This will require you to think and become more involved in the reading.
- Skip more than you highlight. As a general rule, only 20-30 percent of reading should be marked. If you aren't careful, you could end up with more highlighted than you have time to study.
- You can use this same method to highlight handouts and class notes.
- When you are finished highlighting, you will be ready to copy the essential information on to note cards. This step re-enforces what you have read and gives you a summary to study for tests and exams.