

STUDY SKILLS

LISAN: How to listen and take notes in class

Lead- by reading assignments before coming to class.

Ideas - find main ideas in the lecture and take notes, also find answers to own ideas/questions from reading ahead.

Signals - watch for them in class lectures.

Active listener - ask and answer questions, participate.

Note - take them, organize, review daily.

SLOWER: How to write essays and research papers.

Select a topic you can handle.

List ideas about your topic.

Order your ideas.

Write a first draft.

Examine draft for errors.

Revise before turning in final copy.

PAGES: How to read a textbook and remember the information.

P – preview reading assignment by pre-scanning and creating a content map. Look at graphics, titles, subtitles, read introduction, read summary, and super scan which is skimming and seeing using your visual guide. (finger)

A – ask questions. Read author's questions, ask my own questions from previewing.

G – gather info by reading the assignment.

E – expand knowledge by creating a content map.

S – study by “SSDS” (see, say, do, review) and “circuit learning” where you go back and review previous content as you add new content.

SCORER: How to take a test.

Schedule your time.

Clue words - find them in the directions or questions and circle them.

Omit difficult questions first time around.

Read directions and questions carefully.

Estimate answers.

Review entire test before turning in.

MEMORY SKILLS: How to memorize information.

Focus your attention on what you want to remember.

Recite - read it, say it, write it, be active with it.

Build vivid mental pictures.

Associate the idea to be memorized with something else.

Develop a positive attitude toward memory task.

IMPROVING READING ABILITY

How to improve reading ability by improving:

1. Reading Speed
2. Comprehension
3. Vocabulary

5 PRINCIPLES OF ORGANIZATION

1. **Set a goal:**

Decide what to study or work on and how much you want to accomplish at that sitting. Set a reward for yourself when finished (ex. read a book, ride your bike, etc.)

2. **Discipline:**

Realize that you and only you are responsible for completing your work.

3. **Permanent working area:**

Select and stick with one room and one piece of furniture to do your work.

4. **Time:**

Work during the time of day that is productive for you.

5. **Energy:**

It is important to make sure you are alert and well nourished before you begin to work. Get enough rest and eat well-balanced meals.