

STUDY SKILLS

Time Management

- Use, really use, your daily planner
- Make time for everything you have to do
- Don't procrastinate on school work
- Do the hardest task first. Get it over with!!
- Try to get your homework done by a certain time each day

Concentration

- Study in a quiet place where there are no distractions
- Take a small break every 40 minutes
- Get enough sleep every night
- Don't put off your homework until late -- you'll be too tired to concentrate

Listening and Note-taking

- If you are having a hard time listening in class, sit in the front row or away from friends
- Take notes on main points and things that keep getting repeated
- Make it a habit to jot things down. The more you take notes the better you'll get at it.
- Compare notes with your friends in case you missed something

Reading

- Read things you enjoy and then you'll get better at reading
- Ask about words you don't know OR look them up in a dictionary as you read along
- Highlight important parts or parts that you need to clarify

Exams

- Review all quizzes leading up to a big exam
- Make sure you understand all the mistakes you made before
- Be sure to get the review worksheets completed and done correctly before the test
- Attend a review session with your teacher
- Get a good night's sleep and eat a good breakfast

Comprehension

- Always ask questions in class when you don't understand something

Take notes as you read so you can break up and then (later) connect the ideas
Study with friends and discuss what the subject
Ask about or look up words that you don't know

Writing Skills

Review your grammar skills and essay writing skills frequently
Organize your ideas so that you can communicate them clearly
Start way ahead of time so you have time to revise many times
Ask teacher to review a rough draft of your writing