***![C:\Documents and Settings\kerstinstiffler\Local Settings\Temporary Internet Files\Content.IE5\QV32DTTZ\MP900427685[1].jpg]()***

***Study Skills Tips***

**Homework**

1. *Complete homework assignments on time.*

Avoid getting lower grades by getting assignments done and turned in on time.

1. *Review when there is no assigned homework*.

85% of all new learning is forgotten. By reviewing 10 minutes each night students can retain what was learned that day.

1. *Write all assignments in a homework notebook*.

Student s should have and maintain a regular notebook to be used daily to record assignments. This can be a small separate booklet or a special part of a regular three-ring notebook. Writing down assignments should become habit for students.

1. *Take home everything needed for homework assignments*.

Students should check their assignment notebook and organize their books and materials so they have all the needed things to complete their assignments.

1. *Have a regular homework spot and routine*

People are creatures of habit-work on your homework in the same place every day and at the same time-this way, you won’t forget.

**Tests**

1. *Relax and concentrate during a test.*

Students should begin a test by taking a deep breath and letting their bodies relax. This will help them to focus on the test and allow their minds to think more clearly.

1. *Read test questions over before reading.*

By reading through a test, students will know what is expected on the test. They can then know which test questions to put more time on. Begin with a question to which the students know the answer. This will give the student confidence for the total test. If the test is very long, students may want to read sections of the test only.

1. *Read carefully and understand test directions*.

It is important to read the test directions before beginning a test. If a student is unsure of the directions, the teacher should be asked for clarification.

1. *Before a test, review all materials to be covered.*

When students are told what a test will cover, they should go over, understand, and learn the material. Regular review helps students to be prepared for a test.

1. *Follow directions accurately*.

Students should double check the test directions to be sure they answer questions correctly.

**Classroom**

1. *Take notes on important material given in class*.

Teachers often tell students what information to take notes on. Watch for information written on the board and listen for information a teachers repeats several times.

1. *Be prepared for class with books, pencils, and papers.*

Students who come prepared for class show teachers they are interested in learning.

1. *Complete assignments carefully*.

Students should avoid the possibility of receiving lower grades by preparing each assignment accurately and completely.

1. *Listen attentively as material is presented in class.*

Students who stay alert to what is presented in class will gain information and be aware of the teacher’s expectations.

**Attitude**

1. *Present a positive attitude towards school*.

Students can present a positive attitude by looking alert, using body posture that shows they are interested and by asking questions and showing interest in the subjects being taught.

1. *Consult your teacher for directions and help.*

The teacher of a particular subject is the best person to talk to if a student has a question or is unsure about something. If a student is having problems in a particular area, ask the teacher for additional help.

1. *Maintain regular attendance.*

Being present in school assures that students have an opportunity to hear the material presented in class and the assignments given. Good attendance shows the teacher that students are interested in learning.

1. *Be on time for class.*

Punctuality shows teachers that students are interested and care enough to get to class on time. If the student is legitimately late, the teacher should be told the reason.

1. *Get a good night’s sleep to be alert in school.*

Students who are tired may appear uninterested in school. A tired student may have problems concentrating.

1. *Think positive!!! Positive self-talk (“I can do this”, “I I know I am smart!”) goes a long way!*

**Preparation and Organization**

1. *Organize your books, notes and materials.*

Students need to plan ahead so they have books, notes and everything else needed for each subject. Desks and lockers should be organized and writing supplies checked and renewed if needed.

1. *Break long-term assignments into small chunks*.

For long-term assignments, students should figure out how many days they have to work on the assignment and then work it into the time they have available. Some time should be left at the end to be sure everything is completed and compiled.

1. *Plan ahead to fit study time in your schedule*.

Most students have a great many commitments, like sports, camps and chores. Therefore, it is necessary for students to schedule time for study. Students should make sure that the time they have scheduled is productive time and not a time where they might be too tired to study.

1. *Set a regular time to study.*

If a regular time is set each day to study, students will get into the habit of doing it. Students need to choose the best times for them to study during their day and try to hold to that time.

1. *Prioritize your assignments*.

Students should look over the work they need to do for their various classes and start with the hardest subject and the hardest assignment first. After the most difficult it done, it is easier to get the rest of the work done.

1. *Keep trying –don’t give up.*

Success breeds success, but when things don’t go well, it is easy to just want to quit. Students need to forget failures and keep persevering. Everyone experiences small setbacks. It is important to keep making an effort to achieve.