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| **The Ten Study Habits** |  |

Successful students have good study habits. They apply these habits to all of their classes. Read about each study habit. Work to develop any study habit you do not have.

Successful students:

1. **Try not to do too much studying at one time.**  
   If you try to do too much studying at one time, you will tire and your studying will not be very effective. Space the work you have to do over shorter periods of time. Taking short breaks will restore your mental energy.
2. **Plan specific times for studying.**  
   Study time is any time you are doing something related to schoolwork. It can be completing assigned reading, working on a paper or project, or studying for a test. Schedule specific times throughout the week for your study time.
3. **Try to study at the same times each day.**  
   Studying at the same times each day establishes a routine that becomes a regular part of your life, just like sleeping and eating. When a scheduled study time comes up during the day, you will be mentally prepared to begin studying.
4. **Set specific goals for their study times.**  
   Goals will help you stay focused and monitor your progress. Simply sitting down to study has little value. You must be very clear about what you want to accomplish during your study times.
5. **Start studying when planned.**  
   You may delay starting your studying because you don't like an assignment or think it is too hard. A delay in studying is called "procrastination." If you procrastinate for any reason, you will find it difficult to get everything done when you need to. You may rush to make up the time you wasted getting started, resulting in careless work and errors.
6. **Work on the assignment they find most difficult first.**  
   Your most difficult assignment will require the most effort. Start with your most difficult assignment since this is when you have the most mental energy.
7. **Review their notes before beginning an assignment.**  
   Reviewing your notes can help you make sure you are doing an assignment correctly. Also, your notes may include information that will help you complete an assignment.
8. **Tell their friends not to call them during their study times.**  
   Two study problems can occur if your friends call you during your study times. First, your work is interrupted. It is not that easy to get back to what you were doing. Second, your friends may talk about things that will distract you from what you need to do. Here's a simple idea - turn off your cell phone during your study times.
9. **Call another student when they have difficulty with an assignment.**  
   This is a case where "two heads may be better than one."
10. **Review their schoolwork over the weekend.**  
    Yes, weekends should be fun time. But there is also time to do some review. This will help you be ready to go on Monday morning when another school week begins.

**Good Listening in Class**

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It is important for you to be a good listener in class. Much of what you will have to learn will be presented verbally by your teachers. Just hearing what your teachers say is not the same as listening to what they say. Listening is a cognitive act that requires you to pay attention and think about and mentally process what you hear.

Here are some things you should do to be a good listener in class.

* **Be Cognitively Ready to Listen When You Come to Class**. Make sure you complete all assigned work and readings. Review your notes from previous class sessions. Think about what you know about the topic that will be covered in class that day.
* **Be Emotionally Ready to Listen When You Come to Class**. Your attitude is important. Make a conscious choice to find the topic useful and interesting. Be committed to learning all that you can.
* **Listen with a Purpose**. Identify what you expect and hope to learn from the class session. Listen for these things as your teacher talks.
* **Listen with an Open Mind**. Be receptive to what your teacher says. It is good to question what is said as long as you remain open to points of view other than your own.
* **Be Attentive**. Focus on what your teacher is saying. Try not to daydream and let your mind wander to other things. It helps to sit in the front and center of the class and to maintain eye contact with your teacher.
* **Be an Active Listener**. You can think faster than your teacher can speak. Use this to your advantage by evaluating what is being said and trying to anticipate what will be said next. Take good written notes about what your teacher says. While you can think faster than your teacher can speak, you cannot write faster than your teacher can speak. [Taking notes](http://www.how-to-study.com/study-skills/en/27.asp) requires you to make decisions about what to write, and you have to be an active listener to do this.
* **Meet the Challenge**. Don't give up and stop listening when you find the information being presented difficult to understand. Listen even more carefully at these times and work hard to understand what is being said. Don't be reluctant to ask questions.
* **Triumph Over the Environment**. The classroom may be too noisy, too hot, too cold, too bright, or too dark. Don't give in to these inconveniences. Stay focused on the big picture - LEARNING.

**Notetaking Tips**

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It is important to take good notes in class. Taking written notes almost forces you to concentrate on what the teacher is saying. Your notes will help you prepare for tests and will give you clues as to what your teacher thinks is most important for you to know. Further, your notes will contain information that may not be in your textbooks.  
Here are some tips that can help you take good notes.



* Use a loose leaf notebook for taking notes. You can then remove pages as needed. You cannot do this if you use a spiral notebook.
* Write your notes on the front side of pages only. This will allow you to lay the pages side by side when reviewing your notes for a test.
* Write the date at the top of each page of your notes and number the pages. This will help you to keep your notes in the proper sequence.
* Keep your notes for each class separate from your notes for other classes. You can use different color tabs to help you do this.
* Be selective in what you write. On average, the speaking speed of teachers is five to six times faster than is the writing speed of students. Quite simply, do not try to write everything your teacher says.
* Use abbreviations and symbols to increase your notetaking speed.
* Don't be too concerned with spelling and grammar. These notes are for your use and will not be graded.
* Ask your teacher to repeat something you think you may have missed.
* As you write points made by your teacher, translate these points into your own words. Doing this will increase your understanding of your notes and your ability to remember the information they contain.
* If your teacher provides a definition for a word, write that definition in your notes word for word.
* Write legibly. You will have to read your notes later on.
* Include in your notes information your teacher writes on the board.
* Stay especially alert during the last few minutes of the class. Teachers sometime use the last few minutes of a class session to cram in everything they wanted to cover but didn’t.

**Rewriting Class Notes** 

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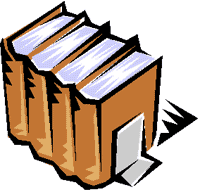
Teachers often emphasize the information they provide in class lectures when they design tests. This means that your class notes are a vital resource when studying for a test. It is important that your class notes be complete and accurate.

The best way to be certain that your class notes are complete and accurate is to review them in the evening while the information that was covered in class is still fresh in your mind. At this time you should rewrite your notes, correcting any errors, filling in any gaps, and adding additional information as appropriate. Rewriting your class notes also gives you the opportunity to improve their organization and to make them neater, thereby making your notes easier to study from. Further, rewriting your class notes reinforces the information so that you will remember it better.

Here are some tips to consider when you rewrite your class notes.

* Reread your class notes two or three times before beginning to rewrite them. It is important to do this so that you have the “big picture” firm in your mind.
* Rewrite your class notes in an outline format that shows connections and relationships between various topics and key terms.
* Question what you have written in your class notes.  Make sure that what you have written makes sense and that you understand what you have written.
* Compare your class notes with those of another student in your class.
* Often, much of the information in a teacher's lecture is based upon the information in the textbook. Check to be certain that the information you wrote in your class notes is consistent with corresponding information in the textbook.
* Use sources of information other than your textbook to gain further understanding of the information in your class notes. The Internet is very helpful in this regard.
* Change any abbreviations and symbols in your class notes into complete words and statements.
* Highlight the most important words and concepts in your class notes.
* Rewrite your class notes in a designated notebook that becomes a primary resource when studying for a test.
* Jot down any questions you think you may need to ask your teacher at the next class session.

**A Strategy for Reading Textbooks**

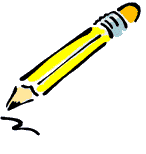


**SQRW is a four-step strategy for reading and taking notes from chapters in a textbook**. Each letter stands for one step in the strategy. Using SQRW will help you to understand what you read and to prepare a written record of what you learned. The written record will be valuable when you have to participate in a class discussion and again when you study for a test. Read to learn what to do for each step in SQRW.

**Survey.**  
**Surveying** brings to mind what you already know about the topic of a chapter and prepares you for learning more. To survey a chapter, read the title, introduction, headings, and the summary or conclusion. Also, examine all visuals such as pictures, tables, maps, and/or graphs and read the caption that goes with each. By surveying a chapter, you will quickly learn what the chapter is about.

**Question.**  
You need to have **questions** in your mind as you read. Questions give you a purpose for reading and help you stay focused on the reading assignment. Form questions by changing each chapter heading into a question. Use the words who, what, when, where, why, or how to form questions. For example, for the heading "Uses of Electricity" in a chapter about how science improves lives, you might form the question "What are some uses of electricity?" If a heading is stated as a question, use that question. When a heading contains more than one idea, form a question for each idea. Do not form questions for the Introduction, Summary, or Conclusion.

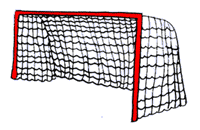
**Read.**  
**Read** the information that follows each heading to find the answer to each question you formed. As you do this, you may decide you need to change a question or turn it into several questions to be answered. Stay focused and flexible so you can gather as much information as you need to answer each question.



**Write.**  
**Write** each question and its answer in your notebook. Reread each of your written answers to be sure each answer is legible and contains all the important information needed to answer the question.

As you practice using SQRW, you will find you learn more and have good study notes to use to prepare for class participation and tests.

**HINT:** Once you complete the Survey step for the entire chapter, complete the Question, Read, and Write steps for the first heading. Then complete the Question, Read, and Write steps for the second heading, and so on for the remaining headings in the chapter.

**Setting Goals**

A *goal* is something you want to achieve. A *short-term goal* is something you want to achieve soon. Examples of short-term goals are finishing your homework and doing well on tomorrow's test. A *long-term goal* is something you want to achieve at some later date. Examples of long-term goals are writing a paper and passing a class.

To set appropriate goals, you must know what is important for you to accomplish. Then you must set specific and clearly stated goals. If you do not have clearly stated goals, your effort will lack direction and focus. Write your goals to have a record of them.

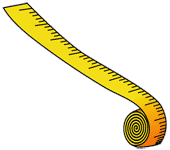
**THE THREE W'S OF GOALS**

Each goal you set should state WHAT you will do and WHEN you will accomplish it. Implied in each goal you set is your WILL (determination) to do it. For example, a goal for a research paper might be stated as follows: *I will* (your determination) *finish gathering information for my research paper* (what you will do) *by November 20* (when you will accomplish it).

**CHARACTERISTICS OF APPROPRIATE GOALS**

Your goals should be:

1. ***within your skills and abilities***. Knowing your strengths and weaknesses will help you set goals you can accomplish.
2. ***realistic***. Setting a goal to learn the spelling of three new words a day is realistic. Trying to learn the spelling of fifty new words a day is not realistic.
3. ***flexible***. Sometimes things will not go the way you anticipate and you may need to change your goal. Stay flexible so when you realize a change is necessary, you will be ready to make the change.



1. ***measurable***. It is important to be able to measure your progress toward a goal. It is especially important to recognize when you have accomplished your goal and need to go no further. Failure to measure your progress toward a goal and recognize its accomplishment will result in effort that is misdirected and wasted.
2. ***within your control***. Other than when working as part of a group, accomplishment of your goal should not depend on other students. You can control what you do, but you have little or no control over what others do. You may do what you have to do, but if others don't, you will not accomplish your goal.

Many times your *parents*, *teachers*, and *counselors* will set goals for you. Be accepting when they do. These are people who know what is important for you and are very concerned with your success. They can also help you accomplish the goals they set. SET GOALS IN SCHOOL THAT PROVIDE YOU WITH DIRECTION AND LEAD TO SUCCESS.

http://www.how-to-study.com/study-skills/en/37.asp