

## Study Tips from Dr. Skills



## Your Guide to Great Grades



The following information was created for students to help form great study habits to do well in school. The handbook is created as a guide and is broken down into the following sections: Tips for Success, Tips for Success on State Assessments, Preparation and Test Taking Tips, and Tips to Find Success with Homework. Happy Studying!

### Tips for Success

- Keep it neat, if your teacher cannot read your writing you might lose points.
- To do better in school, participate in classroom activities and discussions.
- Set achievable goals for yourself and make a plan as to how you will achieve them. Ask people like friends, parents and teachers to help you to achieve your goals.
- Each night read something meaningful that you enjoy for at least 15-20 minutes.
- When you are finished with your homework and studying, put all of your materials in your backpack to be ready to go in the morning. This means you will never leave a paper home again!
- Don't forget to jot down words and concepts. If you read, write and recite, you have a better chance of remembering important information.
- Organize new information by creating a mnemonic device. The following example helps us to remember the order of operations: **Please Excuse My Dear Aunt Sally**.
- Be a good listener in class. Focus on what the teacher is saying, maintain eye contact and jot down important information.
- The key to maintaining focus while reading is to stop often and ask yourself questions such as: How does this relate to what I already know?
- When reading something important, take notes for yourself to help you remember important information.

## Tips for Success on State Tests



- When you finish your test, take the time to preview your answers to make them as complete and accurate as possible.
- When completing tests or assignments, don't rush, don't rush, don't rush!
- Use pictures, charts, and graphs to help you understand the information you are reading.
- While reading make a light checkmark with a pencil after each paragraph you completely understand. If you start to get lost in the reading, you can start from the last checkmark.
- When taking a test, read all directions carefully. Mark off the parts of the question as you answer it and answer each part completely.
- Proof read what you have written.
- Use graphic organizers to organize your thoughts.
- Include details and examples to develop your ideas thoroughly.
- When taking notes, focus on key words, phrases and important details. Remember, how you take notes is not as important as what notes you take!
- If you are having trouble answering a question, here are some strategies to try:
  - o Start by eliminating the answers that you know are not correct and then choose among the remaining choices.
  - o Read through all of the answers very carefully, and then go back to the question. Sometimes you can pick up clues just by thinking about the different answers you have been given to choose from.
- Don't just write answers. Make sure you show all of your work!
- Check your answer when you finish to make sure it makes sense. If it doesn't seem logical, check again.

## Preparation and Test Taking Tips

- Don't wait until the last minute to study for a test. Spend 15 minutes a day studying each day before the test.
- To help study for a test, make up your own quiz and ask a friend or family member to test you.
- Make summary sheets, flash cards, and practice tests to study from.
- Make yourself a review sheet to study important material for a test.
- Make sure you find a quiet spot each night to study for at least 15 minutes.
- When you receive tests and assignments back with a grade, read all of the comments carefully to learn from your mistakes.
- Read directions carefully. Underline important direction words, such as choose one, briefly, etc.
- Be especially careful about questions with the choices "all of the above" and "none of the above."
- Underline all key words and qualifiers such as never, always, etc.

## Tips To Find Success With Homework

- Set up a study table at home. Keep supplies such as pencils, pens, paper, and other materials at your table to have available when you are studying and completing assignments.
- Prioritize your assignments. When completing homework or studying, begin with the most difficult assignment or subject first.
- Correct all tests and assignments. This will help you to learn from your mistakes.
- Keep reading 15-20 minutes each night to reach your 25 book goal.
- Divide large tasks into smaller parts to make it easier to accomplish.
- Do not wait until the last minute to complete long term assignments. When a long term assignment is assigned, work on it a little bit each night.
- Make a schedule of your assignments and their due dates each week so you are not late handing assignments in.
- Do not procrastinate, which means to put things off. Do what is important NOW!
- Make a specific time each night to study.
- Use your planner on a daily basis.
- Look over at least two subjects for 15 minutes each night to keep material fresh in your mind.
- Reward yourself for hard work! After studying hard, reward yourself by doing something you enjoy, like playing a game.
- Reread or read something aloud if you do not understand it. Hearing what you read will help you with understanding.

