

School Skills: Notes, Studying, and Test Taking

What To Do In Class:

- Make sure there are no distractions around so you can concentrate.
- Make sure you are in listening position: sitting or standing straight and looking at the teacher.
- New Day, New Page: For each new class, put the date and subject at the top of the page. Leave space between topics or ideas so it can be reviewed easier.
- Take a different approach to note-taking: draw a vertical line down the paper to divide into sections. The topic goes on the left side of the paper and key words, descriptions, or definitions go on the right side of the paper.
- Develop your own system of abbreviations or symbols (such as w/ for "with") to write down key points.
- Listen for word clues from the teacher and put a star to show what is important to note.

Some Tips for Studying:

- ⇒ Get organized-a quiet place with no distractions, use a highlighter, read the information out loud if you need to.
- ⇒ Make studying into a game to motivate yourself-pick questions out of a hat or every time you answer a question shoot a basketball.
- ⇒ Practice and repeat: read and look over information a couple of times.
- ⇒ Visualize: use manipulatives to help you see how something works.
- ⇒ Don't overload your brain with all of the information: do a little at a time.
- ⇒ Think of a song to help you remember the important information.
- ⇒ Draw a picture to help you remember an idea or concept.
- ⇒ Rewrite your notes and use the strategies learned in your class. You have the tools!
- ⇒ Get some help from your family or friends: they can help you study.
- ⇒ Make sure information is presented or described with words you can understand.
- ⇒ Review notes before starting homework in a particular subject to reinforce skills.
- ⇒ Relax and don't stress yourself out. Having a positive attitude is important for success.

During the Test:

- 👉 Relax and KEEP CALM: take two slow deep breaths in and out and keep saying to yourself "I can do this!" and "I will do my best!"
- 👉 Make sure there are no distractions around you.
- 👉 Be prepared -pencils with erasers or pen, calculator, scrap paper etc.
- 👉 Read ALL directions more than once. There may be more than one part. List the directions in order so you don't forget all the parts.
- 👉 Underline important information.
- 👉 Always pick the best answer and reread the question and answer choice together. Does it make sense?
- 👉 Plan-answer the questions you know first and lightly circle the questions you are unsure and then go back to them after. For writing questions-brainstorm and think about what you want to write about.
- 👉 If you have attempted to answer a question and need some help, raise your hand and see if your teacher can help .
- 👉 Review your work. Taking a test is not a race. Make sure your did not leave any answers out and if you are sure of an answer do not change it.
- 👉 Once the test is over and your work is handed in, relax . A test helps your teacher know what you can do well and what areas you need help in.

