

# STUDY SKILLS

**LISAN:** How to listen and take notes in class

**Lead-** by reading assignments before coming to class.

**Ideas** - find main ideas in the lecture and take notes, also find answers to own ideas/questions from reading ahead.

**Signals** - watch for them in class lectures.

**Active listener** - ask and answer questions, participate.

**Note** - take them, organize, review daily.

**SLOWER:** How to write essays and research papers.

**Select** a topic you can handle.

**List** ideas about your topic.

**Order** your ideas.

**Write** a first draft.

**Examine** draft for errors.

**Revise** before turning in final copy.

**PAGES:** How to read a textbook and remember the information.

**P** – preview reading assignment by pre-scanning and creating a content map. Look at graphics, titles, subtitles, read introduction, read summary, and super scan which is skimming and seeing using your visual guide. (finger)

**A** – ask questions. Read author's questions, ask my own questions from previewing.

**G** – gather info by reading the assignment.

**E** – expand knowledge by creating a content map.

**S** – study by “SSDS” (see, say, do, review) and “circuit learning” where you go back and review previous content as you add new content.

**SCORER:** How to take a test.

**Schedule** your time.

**Clue words** - find them in the directions or questions and circle them.

**Omit** difficult questions first time around.

**Read** directions and questions carefully.

**Estimate** answers.

**Review** entire test before turning in.

**MEMORY SKILLS:** How to memorize information.

**Focus** your attention on what you want to remember.

**Recite** - read it, say it, write it, be active with it.

**Build** vivid mental pictures.

**Associate** the idea to be memorized with something else.

**Develop** a positive attitude toward memory task.

## IMPROVING READING ABILITY

How to improve reading ability by improving:

1. Reading Speed
2. Comprehension
3. Vocabulary

## 5 PRINCIPLES OF ORGANIZATION

### 1. **Set a goal:**

Decide what to study or work on and how much you want to accomplish at that sitting. Set a reward for yourself when finished (ex. read a book, ride your bike, etc.)

### 2. **Discipline:**

Realize that you and only you are responsible for completing your work.

### 3. **Permanent working area:**

Select and stick with one room and one piece of furniture to do your work.

### 4. **Time:**

Work during the time of day that is productive for you.

### 5. **Energy:**

It is important to make sure you are alert and well nourished before you begin to work. Get enough rest and eat well-balanced meals.