



# Study Skills Workshop

Active Listening

Time Management

Homework and Test Taking Skills

Learning Styles

# Set a Purpose for Learning

Know what you will be learning and why!



# What do you hope to gain from this workshop – what is your goal?



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# Active Listening:

## Tips . . .



- Tie what you hear to what you already know. ***Using your prior knowledge is a key to learning new material.***
- Be open-minded and receptive; have a positive attitude.
- Focus; concentrate on the content.
- Adapt to detours (questions from other students).
- Recognize shifts in speaker's voice and shifts in emphasis.
- Watch the speaker's nonverbal manners.

# Time Management

Thinking about an assignment . . .



is the first step to achieving the end result!

# Time management involves. . .

1) Motivation



2) Reflection



3) Willingness to develop a plan



# Three Action Steps of Time Management

- 1) **Motivate yourself** by identifying the benefits of completing a task and by recognizing the consequences of not completing a task.
- 2) **Ask yourself** what stands in the way of your completing a task.
- 3) **List the steps** (keep it simple) you need to take to achieve the end result. Include a system of small rewards.

List three benefits of completing a homework assignment:

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

**What stands in your way of completing a homework assignment?**

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**What can you do to rise above the barriers that stand in your way of completing a task?**

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# Develop Your Plan



**Use your planner to write down assignments or check edline (commit to one of these).**

**Review your assignments daily so that you know what your assignments are and when they are due.**

**Create a list of your daily assignments (a simple “to do” list) .**

**Estimate how much time each assignment will take. This is a practiced skill.**

**Decide which works best for you – beginning with assignments that you find simple and uncomplicated or beginning with those that you find time-consuming and difficult.**

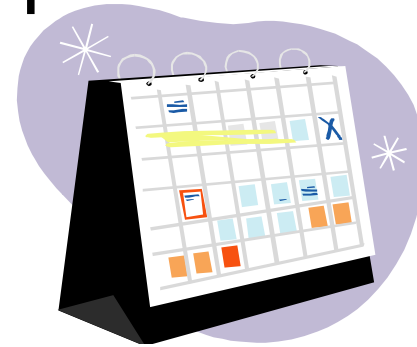
**Decide what time of day works best for you and study around that time each day at a location that is quiet and free of distractions, BUT be flexible if unexpected situations arise.**

**Give yourself small rewards (a snack, a 10-minute break, etc.), BUT also decide what you will deny yourself until you reach the target you set for the assignment.**

**Build into your schedule weekly reviews of reading assignments, lecture materials, notes, etc.**

# LONG-TERM ASSIGNMENTS

Use a monthly calendar or planner to chart out your plan.



Break up long-term assignment/ project into smaller tasks and add to your daily “to do” list.



**It's Monday. You have to read the first 5 chapters of your book (pages 1-80) by Friday. How many pages should you read each night?**

# The Big Picture

Use a calendar/planner to mark important dates: tests, papers, projects, readings, mid-term and final exams, holiday, breaks, study days, etc.



Enter important dates for your recreational and family time.



Review the calendar/planner each day, adding new tasks, events as they arise.



# Homework Strategies and Test Taking Skills

A+

# **What Do We Already Know About Doing Homework and Taking Notes?**



# **Tips for Note Taking and Studying:**

- Don't highlight everything, just key words and phrases.
- Budget your time
- The goal is not to have to reread the textbook.

# More Tips on Note Taking

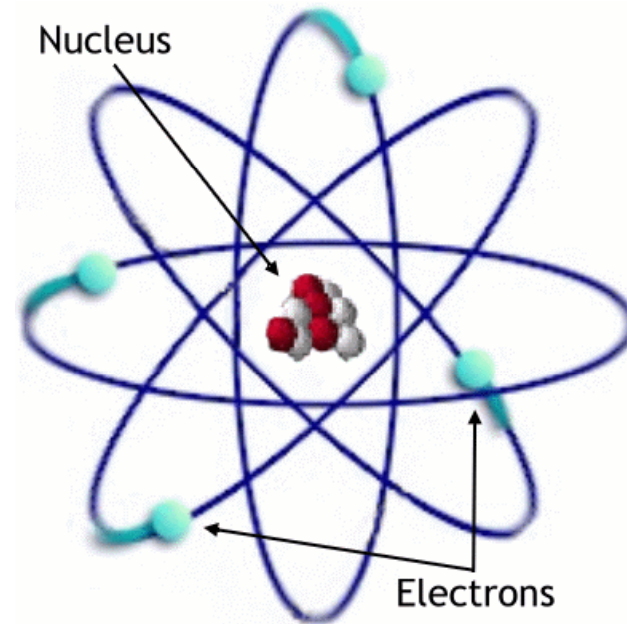
Pay close attention to

- details, facts, or explanations that expand the main points.
- definitions
- lists
- charts/graphs
- repeated information

**Yet another tip . . . Review your notes within 24 hours.**

# History and Science

- Always read the book
- Take notes directly from the book



# **How To Take Notes for History and Science**

- Read one section, pick out the important information and summarize in 2 or 3 sentences.
- Pay attention to bolded words.
- Think about how the information could appear on a test.



“The American Revolution was sparked by mass and elite discontent with British colonial rule that resulted in the signing of the **Declaration of Independence** on July 4, 1776. The Revolution itself was only the beginning of a process of creating a new form of government. Mass interests sought to keep government close to home in each colony and wanted each colony to have substantial autonomy from the others. Elite interests advocated a national government with control over foreign policy, national assumption of state Revolutionary War debts, and the ability to establish national rules for commerce.

Mass interests won this battle initially. From 1777 to 1788, the **Articles of Confederation** governed the nation. The Articles’ weaknesses, specifically the inability of the national government to implement foreign or domestic policy, to tax or regulate trade between the states without the acquiescence of the individual governments of each of the states, allowed elite interests to gain support for their replacement with the Constitution. The limited power of the national government rested in a legislature, but the states had to ratify most key decisions. In this period, states established their own foreign policies, which were divergent with each other. They also established their own fiscal policies and financed state budgets through extensive borrowing.”

# Summary

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# What Might You Be Asked on a Test?

- What sparked the American Revolution?
- What were some of the problems with the Articles of Confederation?
- What powers did the states have?

“The **hydrologic cycle**, or water cycle, which collects, purifies, and distributes the earth’s fixed supply of water, is shown in simplified form in figure 4-27.

The Main processes in this water recycling and purifying cycle, are **evaporation**, (conversion of water into water vapor), **transpiration** (evaporation from leaves of water extracted from soil by roots and transported throughout the plant), **condensation** (conversion of water vapor into droplets of liquid water), **precipitation** (rain/sleet/hail/snow), **infiltration** (movement of water into soil), **percolation** (downward flow of water through soil and permeable rock formations to groundwater storage area called aquifers, and **runoff** (down slope surface movement back to the sea to resume the cycle.

The water cycle is powered by energy from the sun and by gravity. Incoming solar energy evaporates water from oceans, streams, lakes, soil, and vegetation. About 84% of water vapor in the atmosphere comes from the oceans, and the rest comes from land.”

# Summary

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# What Might You Be Asked on a Test?

- What is another name for the water cycle?
- What powers the water cycle?
- Describe how the water cycle recycles water.

# English

- Always read the books, and read thoroughly!
- Visualize what you read.
- Take notes in the margin; write down questions; write down words and ideas you do not understand; use sticky notes to help you locate important passages.
- Summarize the chapters.
- Question the text constantly.
- Read the subtext – understand what is implied.

# Example of Reading Subtext

“No, Mary, I don’t want you to spend a lot of money on my birthday present. Just having you as my best friend is the only gift I need. I guess I will go to the mall now and buy a new pair of earrings, since I lost my favorite pair – you remember them, don’t you?” I hope I have the money to buy something similar.”

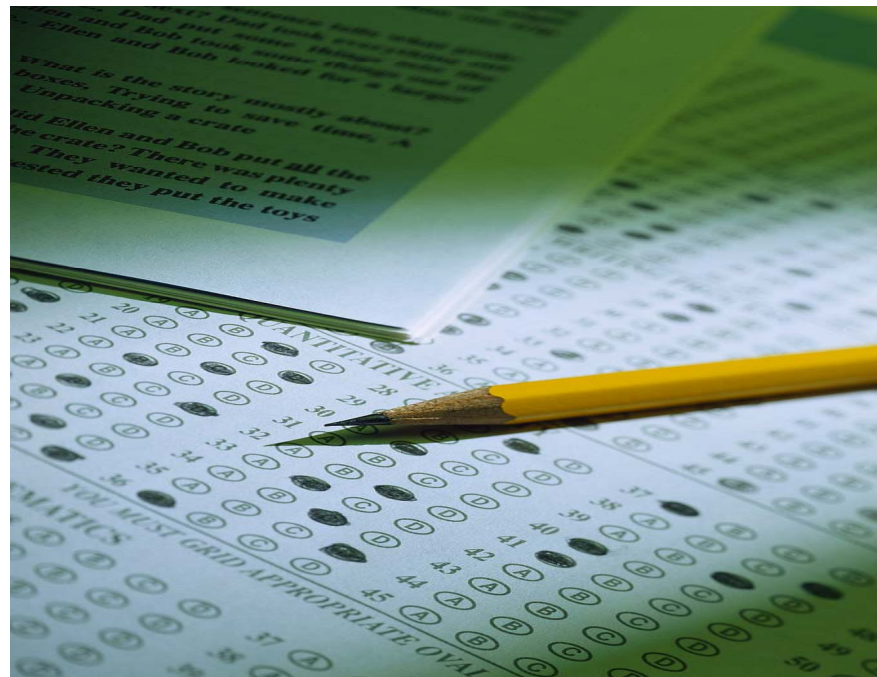
What is the message?

- a) I don’t want a gift.
- b) The mall is fun.
- c) Buy me a new pair of earrings.
- d) Celebrate my birthday with me.

# Math

- Do the Homework!
- If you have questions about a particular problem in your homework, circle the question and ask your teacher the next day in class
- Remember: doing your math homework reduces the amount of time you have to study for the test.

# Test Taking



# **Essays**

- What do we know about answering essay questions?

# Sample Prompt

In many areas of the country, students in both private and public schools are required to wear school uniforms.

Suppose that the school board of your district is considering have all students wear a uniform that is to be selected by a group of PTA presidents.

You are to write a five-paragraph essay either supporting the idea or not supporting the idea of having to wear a school uniform. Remember that the outcome could hinge on the points that you bring up and explain.

Introduction:

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Paragraph 1:

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Paragraph 2:

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Paragraph 3:

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Conclusion: \_\_\_\_\_

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# **Multiple Choice**

What are some of the methods you have learned for answering multiple choice questions?

# **Samples...**

## **Process of Elimination**

What is the Capital of Vietnam?

- a. Beijing
- b. Paris
- c. San Juan
- d. Hanoi
- e. Ottawa

# **Process of Elimination**

In what year was Napoleon exiled to the island of St. Helena?

- a) 800 B.C.
- b) 879 A.D
- c) 1815 A.D.
- d) 1903 A.D
- e) 1973 A.D

# **Educated Guessing**

The process by which salts accumulate in topsoil as a result of the evaporation of irrigated water is known as

- a) Salinization
- b) Condensation
- c) Stoichiometry
- d) Conservation
- e) Fertilization

# More Examples...

Which of the following is the closest to the square root of 73?

- a) 3.5
- b) 5.5
- c) 6.5
- d) 8.5
- e) 11.5

# **Tips for Multiple Choice**

- Read the question before you look at the answers and come up with your answer.
- Always read every option
- Use Process of Elimination or Educated Guessing when in doubt
- Don't spend too much time on any one question

# Tips for True/False

Read the question carefully and be watchful of words such as *always/never*, which indicate a false statement. Words such as *usually/sometimes* indicate a true statement

# **Tips for Short Answer**

Read the question carefully and be sure to answer all parts of the question. Try not to leave an answer blank. Often a little bit of information is better than none.

# Tips for Math Tests

Show all of your work; even if the answer is wrong, you may get partial credit. Go over your work to make sure you have not made any careless mistakes.

# **Tips for Open Book Test**

Learn and remember where the main ideas can be found in the book, but first answer the questions that you can answer without the book.

# Reducing Test Taking Stress

mental block

inability to concentrate

headache

panic

rapid heartbeat

perspiration

nausea



# Before the Test

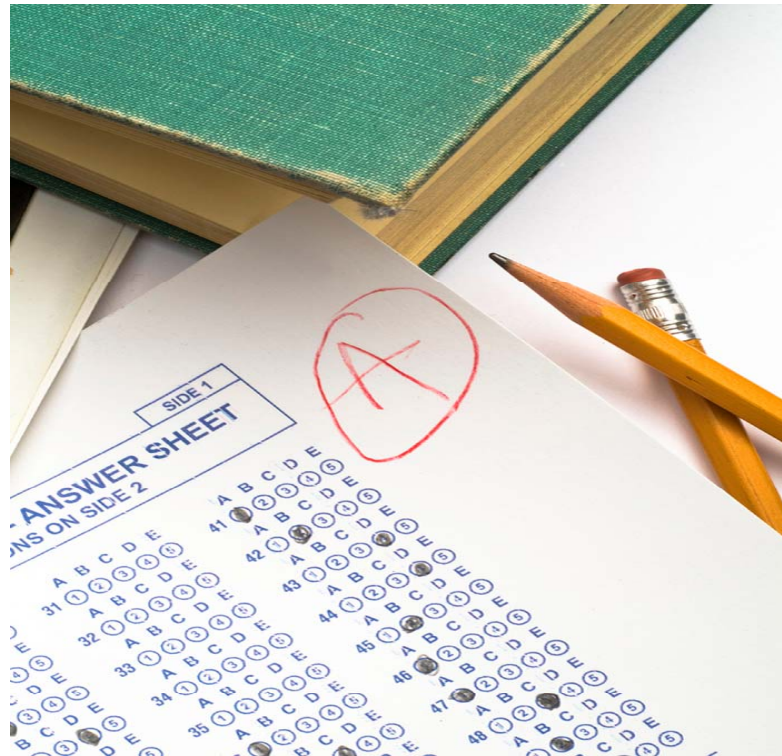
- Think confidently and positively.
- Implement test study skills.
- Review several days before the test.
- Be well rested prior to the test.
- Arrive to class early.
- Do not discuss test with classmates.
- Do not study *immediately* before the test.

# During the Test

- Relax!
- Think positively.
- Take deep calming breathes.
- Read the directions carefully.
- Review the test.
- If you do not remember an answer, skip it and come back to it.
- Remember that you are in control.

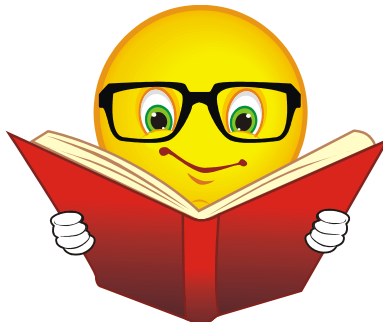
# After the Test

Determine which strategies worked for you!



# Learning Styles

You will benefit from knowing your learning style. It helps to use study habits that support your style!



# What Type of Learner Are You?

<i>When you</i>	<i>Visual</i>	<i>Auditory</i>	<i>Kinesthetic</i>
<b>Spell:</b>	See the word	Sound out the word	Write the word
<b>Talk:</b>	Use descriptive words	Are impatient to talk	Use your hands
<b>Concentrate:</b>	Distracted by what you see	Distracted by what you hear	Distracted by activity around you
<b>Read:</b>	Like descriptive passages	Enjoy dialogue	Prefer action stories
<b>Do something new:</b>	Like demonstrations	Prefer verbal instructions	Prefer to jump right in and figure it out
<b>Put something together:</b>	Look at pictures/ diagrams	Like verbal instructions	Ignore the instructions and figure it out as you go along

# Applying the Strategies

Will Bring Results

