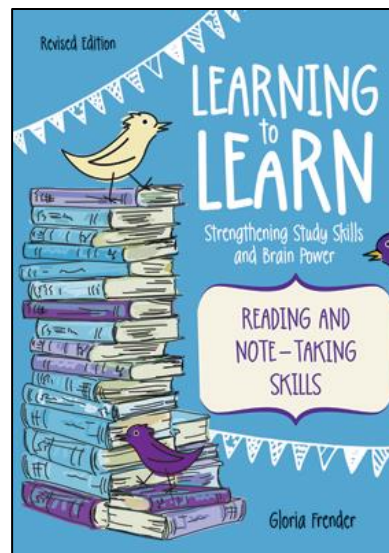


Learning to Learn: Reading and Note-Taking Skills

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Focus Area: Activities and Exercises,
Personal and Social Skills
Key Learning Area: Cross-Curricular



Summary

Learning to Learn: Reading and Note-Taking Skills is a hands-on guide to processing written information for efficient and effective learning. This book is not meant to simply be read – it is a book to use, write in and tear apart. It is an interactive guide filled with practical hints, methods, tips, procedures, resources and tools that will help you succeed in school and in life.

Use the resources in this book to:

- Apply efficient reading and listening strategies for maximum retention
- Develop a personal shorthand for easy note-taking
- Construct study sheets to combine class and textbook notes with your own research and ideas
- Create and use graphic organisers and flash cards for streamlined study notes.

Each section has been broken down into manageable blocks, with step-by-step procedures that are easy to digest and put to immediate use.

From the classroom to the workplace, the need for learning never ends, *Learning to Learn* will ensure that you've equipped yourself with the tools you need for lifelong learning!

Other Resources

- *Learning to Learn: Learning Styles and Memory Techniques* (INA2472)
- *Learning to Learn: Time Management and Organisational Skills* (INA7071)
- *Learning to Learn: Test Taking Skills* (INA7064)
- *Learning to Learn: Teachers Handbook* (INA8313)