
Table of Contents

Lesson	Page
School Behaviors and Organization Skills	
1 Before-Class Guidelines	5
2 During-Class Guidelines	6
3 Using an Assignment Calendar Locating Due Dates	7
4 Using an Assignment Calendar Locating Due Dates	8
5 Using an Assignment Calendar Writing Abbreviations.....	9
6 Using an Assignment Calendar Writing Entries.....	10
7 Using an Assignment Calendar Writing Entries.....	11
8 Getting Prepared for Homework	12
9 Completing Homework	13
10 Writing Headings on Assignments	14
11 Organizing Assignments.....	16
12 Writing Neatly on Assignments	18
13 HOW Should Your Assignments Look?.....	20
Learning Strategies	
14 Planning Your Assignments.....	22
15 Following Difficult Directions	24
16 Completing Assignments.....	26
17 Completing Assignments.....	28
18 Applying RCRC to Words and Definitions	30
19 Applying RCRC to Questions and Answers	32
20 Applying RCRC to a Chapter Summary.....	34
21 Changing Questions into Part of the Answer	36
22 Changing Questions into Part of the Answer.....	37
23 Strategy for Answering Questions.....	38
24 Strategy for Answering Questions.....	39
25 Proofreading for Sentence Sense	40
26 Proofreading for Capitals and Full Stops	41
27 Proofreading for Spelling.....	42
28 Proofreading for Spelling.....	44
29 Proofreading Your Assignments.....	46
30 Proofreading Your Assignments.....	48

Reference and Textbook Skills

31	Using the Table of Contents.....	50
32	Using the Table of Contents.....	52
33	Using the Glossary	54
34	Using the Index.....	56
35	Using the Index.....	58
36	Using the Table of Contents, Glossary, and Index	60
37	Taking a Multiple-Choice Test about Reference Skills	61

Graphics

38	Getting Information from Pictographs	63
39	Getting Information from Pictographs	65
40	Getting Information from Bar Graphs.....	67
41	Getting Information from Bar Graphs.....	69
42	Getting Information from Pie Graphs	71
43	Getting Information from Pie Graphs	73
44	Taking a Multiple-Choice Test about Graphics	75

Dictionary Skills

45	Alphabetizing Starting with Any Letter	78
46	Alphabetizing Front, Middle, or End?	79
47	Alphabetizing Toward the Front or the End?.....	80
48	Alphabetizing Toward the Front or the End?.....	81
49	Alphabetizing Toward the Front or the End?.....	82
50	Alphabetizing Toward the Front or the End?.....	83
51	Locating Words in the Dictionary.....	84
52	Locating Words in the Dictionary.....	84
53	Locating Words in the Dictionary.....	85
54	Locating Words in the Dictionary.....	86
55	Reading Dictionary Entries with One Definition	87
56	Reading Dictionary Entries with One Definition	88
57	Reading Dictionary Entries with Two Definitions	89
58	Determining Meaning by Reading Definitions.....	90
59	Determining Meaning by Reading Definitions.....	92
60	Taking a Multiple-Choice Test about Dictionary Skills	94

Lesson

Before-Class Guidelines

What should I do before class begins? I should:

1. **Bring the materials I need.**

2. **Arrive on time.**
3. **Enter quietly and go to my place.**
If my teacher is not busy, say hello.
4. **Get ready for the first activity.**
Put away everything that I don't need.

