

## TABLE OF CONTENTS

<b>Introduction to the Program</b> .....	6
<b>School Behaviors and Organization Skills</b> .....	10
Lesson 1: Before-Class Guidelines.....	11
Lesson 2: During-Class Guidelines .....	12
Skill Checklists: Using the Before-Class and During-Class Checklists .....	13
Skill Maintenance: Before-Class and During-Class Behaviors .....	14
Skill Support: Organizing Student Folders .....	14
Skill Maintenance: Well-Organized Folders .....	15
Lesson 3: Using an Assignment Calendar .....	
Writing Entries .....	16
Lesson 4: Using an Assignment Calendar .....	
Writing Entries .....	17
Lesson 5: Using an Assignment Calendar .....	
Dividing Assignments into Tasks .....	19
Lesson 6: Using an Assignment Calendar .....	
Planning Ahead.....	21
Lesson 7: Using an Assignment Calendar .....	
Planning Homework .....	22
Lesson 8: Using an Assignment Calendar .....	
Writing an Action List .....	24
Skill Application: Using the Assignment Calendar .....	25
Skill Maintenance: Assignment Calendars .....	26
Skill Checklist: Using the Folder and Calendar Checklist .....	26
Lesson 9: Getting Prepared for Homework .....	27
Lesson 10: Completing Homework .....	28
Skill Maintenance: Good Homework Behaviors.....	30
Lesson 11: <b>HOW</b> Should Your Assignments Look? .....	31
Lesson 12: Using <b>HOW</b> with Your Assignments .....	33
Skill Maintenance: Neat, Well-Organized Assignments .....	34
Skill Support: Organizing Desks .....	34
Skill Maintenance: Well-Organized Desks .....	35
Lesson 13: Taking a True-False Test about School Behaviors and Organization Skills .....	35
<b>Learning Strategies</b> .....	37
Lesson 14: Planning Your Assignments .....	38
Lesson 15: Completing Assignments .....	40
Skill Application: Completing Assignments .....	41
Skill Maintenance: Strategy for Completing Assignments .....	42
Lesson 16: Applying <b>RCRC</b> to Words and Definitions .....	42
Lesson 17: Applying <b>RCRC</b> to a Study Guide .....	44
Skill Application: Using <b>RCRC</b> with Textbooks .....	45
Skill Maintenance: The <b>RCRC</b> Strategy .....	46
Lesson 18: Memorizing a List.....	46
Lesson 19: Memorizing a List.....	49

Skill Application:	Memorizing Lists from Textbooks .....	52
Skill Maintenance:	Strategy for Memorizing Lists .....	52
Lesson 20:	<b>Warm-up</b> Before Reading .....	53
Skill Application:	Using <b>Warm-up</b> with Textbooks .....	54
Skill Maintenance:	The <b>Warm-up</b> Strategy .....	55
Lesson 21:	<b>Active Reading</b>	
	Selecting the Topic of a Paragraph .....	55
Lesson 22:	<b>Active Reading</b>	
	Determining the Topic of a Paragraph .....	57
Lesson 23:	<b>Active Reading</b>	
	Reciting the Topic and the Details .....	58
Lesson 24:	<b>Strategy for Active Reading</b> .....	61
Skill Application:	Using <b>Active Reading</b> with Textbooks .....	62
Skill Maintenance:	The <b>Active Reading</b> Strategy .....	63
Lesson 25:	Taking Notes on Written Material .....	63
Lesson 26:	Taking Notes on Written Material .....	66
Lesson 27:	Taking Notes on Written Material .....	68
Lesson 28:	Taking Notes on Written Material .....	70
Skill Application:	Taking Notes on Textbook Material .....	72
Skill Maintenance:	Note-taking Skills .....	73
Lesson 29:	Mapping Written Material .....	73
Lesson 30:	Mapping Written Material .....	75
Lesson 31:	Mapping Written Material .....	77
Lesson 32:	Mapping Written Material .....	79
Skill Application:	Using Mapping with Textbooks .....	81
Skill Maintenance:	Mapping .....	83
Lesson 33:	Changing a Question into Part of the Answer .....	83
Lesson 34:	Changing a Question into Part of the Answer .....	84
Lesson 35:	Strategy for Answering Questions .....	86
Lesson 36:	Strategy for Answering Questions .....	89
Skill Application:	Answering Questions .....	90
Skill Maintenance:	Strategy for Answering Questions .....	91
Lesson 37:	Proofreading for Sentence Sense .....	91
Lesson 38:	Proofreading for Capitals and Punctuation .....	93
Lesson 39:	Proofreading for Spelling .....	95
Lesson 40:	Proofreading Your Assignments .....	97
Lesson 41:	Proofreading Your Assignments .....	99
Skill Maintenance:	The Proofreading Strategy .....	100
Lesson 42:	Taking Notes in Class .....	101
Lesson 43:	Taking Notes in Class .....	103
Lesson 44:	Taking Notes in Class .....	106
Lesson 45:	Taking Notes in Class .....	109
Lesson 46:	Taking Notes in Class .....	112
Skill Application:	Taking Notes in Class .....	115
Skill Maintenance:	Taking Notes in Class .....	115
Lesson 47:	Using Your Study Strategies .....	116
Lesson 48:	Using Your Study Strategies .....	117
Lesson 49:	Taking a Short-Answer Test about Learning Strategies .....	119

Skill Application:	Preparing for Skill-Based Tests.....	121
Skill Application:	Preparing for Content Area Tests.....	122
Skill Maintenance:	Test Preparation Strategies .....	122
<b>Reference Skills</b>	.....	123
Lesson 50:	Using the Title Page and Copyright Page.....	123
Lesson 51:	Using Other Reference Lists in the Table of Contents .....	124
Lesson 52:	Using the Index	
	Locating Topics and Subtopics.....	126
Lesson 53:	Using Cross-References and Multiple References in the Index .....	128
Lesson 54:	Using the Index to Answer Questions .....	129
Skill Application:	Using the Index to Answer Questions .....	131
Skill Application:	Using Parts of a Book.....	132
Lesson 55:	Choosing the Appropriate Reference Source .....	132
Skill Application:	Choosing the Appropriate Reference Source .....	133
Lesson 56:	Taking a Multiple-Choice Test about Reference Skills .....	134
Skill Maintenance:	Reference Skills .....	136
<b>Graphics</b>	.....	136
Lesson 57:	Getting Information from Pictographs.....	137
Lesson 58:	Getting Information from Two Pictographs .....	139
Lesson 59:	Comparing Information from Two Vertical Bar Graphs.....	140
Lesson 60:	Comparing Information from Horizontal Bar Graphs .....	142
Lesson 61:	Comparing Information from Two Pie Graphs .....	144
Lesson 62:	Comparing Information from Two Line Graphs .....	145
Lesson 63:	Comparing Two Lines on the Same Graph .....	147
Lesson 64:	Getting Information from Tables .....	148
Lesson 65:	Comparing Information from Two Tables .....	150
Lesson 66:	Selecting the Best Graphic.....	151
Lesson 67:	Selecting the Best Graphic.....	152
Skill Application:	Using the Graphics in Textbooks .....	154
Lesson 68:	Taking a Multiple-Choice Test about Graphics.....	155
Skill Maintenance:	Graphics Skills .....	156
<b>Dictionary and Encyclopedia Skills</b>	.....	157
Lesson 69:	Reading Dictionary Entries with One or Two Definitions .....	157
Lesson 70:	Reading Dictionary Entries with Two or More Definitions .....	160
Lesson 71:	Determining Meaning by Reading Definitions .....	161
Lesson 72:	Selecting the Best Definition.....	163
Lesson 73:	Selecting the Best Entry .....	164
Lesson 74:	Selecting the Best Entry .....	166
Lesson 75:	Taking a True-False Test about Dictionary Skills.....	167
Skill Maintenance:	Dictionary Skills .....	168
Lesson 76:	Using the Encyclopedia to Learn about Places	
	Countries Around the World .....	169
Lesson 77:	Using the Encyclopedia to Learn about Animals .....	170
Lesson 78:	Using the Encyclopedia to Answer Trivia Questions.....	171
Skill Maintenance:	Encyclopedia Skills .....	173
Suggestions for Maintaining Skills for School Success.....		173

---

**Blackline Masters**

Directions for Review Games.....	174
Introduction to Posters .....	175
Reproducibles.....	176
Review Games .....	237
Class Posters .....	262
Teacher Checklist of Critical School Behaviors.....	279

CURRICULUM ASSOCIATES, Inc. — HAWKER BROWNLOW EDUCATION

©1990—Curriculum Associates, Inc.

All Rights Reserved

The classroom teacher may reproduce copies of materials in this book for classroom use only. The reproduction of any part for an entire school system is strictly prohibited. No part of this publication may be transmitted, stored, or recorded in any form without written permission from the publisher.

©1992—Hawker Brownlow Education

Printed in Australia

ISBN 1 86299 768 3