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When you complete your assignments, be sure that they follow the HOW standards. All of your assignments should have a heading, be well organized, and be written neatly.

## HOW Should Your Assignments Look?

### **H = Heading**

1. First and last name
2. Date
3. Subject
4. Page number if needed

### **O = Organized**

1. On the front side of the page
2. Left margin
3. Line at the top of the page
4. Line at the bottom of the page
5. Good spacing

### **W = Written neatly**

1. Words and numbers on the lines
2. Words and numbers written neatly
3. Neat erasing or crossing out

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When you have an assignment with a set of directions, use this strategy.

## Completing Assignments

Step 1: **Plan it.**

- Read the directions carefully.
- Circle the words that tell you what to do.
- Get out the materials you need.
- Tell yourself what to do.

Step 2: **Complete it.**

- Do all the items.
- If you can't do an item, ask for help or go ahead to the next item.
- Use **HOW**.

Step 3: **Tick it.**

- Did you do everything?
- Did you get the right answers?
- Did you proofread?

Step 4: **Hand it in.**

When you are answering written questions, use the following strategy.

## Answering Chapter Questions

Use this strategy when you need to answer questions in a science or social studies book. Remember, words from the question can be used in your answer.

Step 1: Read the question carefully.

Step 2: Change the question into part of the answer and write it down.

Step 3: Locate the section of the chapter that talks about the topic. Use the headings and subheadings to help you.

Step 4: Read the section of the chapter until you find the answer.

Step 5: Complete the answer.

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When you are reading a content area textbook (e.g. science or social studies), use ACTIVE READING. You can also use the READ, COVER, RECITE, CHECK steps when you need to memorize something or study something carefully.

## Active Reading

**R = Read**

Read a paragraph.

- Think about the topic.
- Think about the important details.

**C = Cover**

Cover the paragraph with your hand.

**R = Recite**

Tell yourself what you have read.

- Say the topic.
- Say the important details.
- Say it in your own words.

**C = Check**

Lift your hand and check.

If you forget something important, begin again.

When you complete a written assignment, carefully proofread it using the following strategy.

## Proofreading Your Assignments

Before you hand in an assignment, check each sentence by using these steps.

1. Check to be sure the sentence makes SENSE.
2. Check the CAPITALS.
3. Check the PUNCTUATION.
4. Check the SPELLING.

If you don't know how to spell a word,

- look in the assignment.
- look in the textbook.
- look in the glossary.

If you can't find the word,

- underline the word.
- ask someone how to spell the word when you have finished.

If you still can't spell the word, use another word.

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## Hints for Using Your Academic Calendar

### During the School Day

1. **Listen carefully when your teacher gives an assignment.**  
Look at your teacher and think about the assignment. If you have a question about the assignment, ask your teacher.
2. **Locate today's date on the calendar.**
3. **Locate the date when the assignment is due.**  
All assignments should be recorded on the **due date**, the date the assignment is to be handed in.
4. **Write an entry for the assignment on the due date.**  
Make your entries brief, but be sure that you can understand them. When you write your entries, first write an abbreviation for the subject. Then write a note for the assignment. Use the form shown in the following examples.

Rdg. — Read pp. 72-78 Eng. — Write 3 des. paragraphs Maths — p. 102, sets a & b Sci. — ?'s p. 65
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### Before You Leave School

1. **Check your calendar. Decide what homework you need to do this evening.**
2. **Get out the materials you will need for your homework.**
3. **If you don't understand one of your assignments, ask your teacher or a classmate about it before you leave school.**

### At Home

1. **First, do the assignments that are due tomorrow.**  
When you finish an assignment, draw a single line through the entry on the calendar.
2. **Next, work on assignments that are due in the future.**
3. **If you have a question about an assignment, call one of your study buddies.**