

Table of Contents

Introduction	iv	Listening to Words	48
Chapter 1: Getting Organised		Eliminating the 'Nods'	49
Preparing for Learning	1	A Little of This and a Little of That	50
Organising Supplies for Success	2	Identity Sheet	52
Learning Tools	3	Identity Sheet Example	54
The Learning Environment	4	Identity Sheet Plan	55
The Language of Success	5	Listening Skills	56
Seeing is Believing	6	Focused Listening	57
Best-Laid Plans	7	Teachers' Lounge: Tips and Techniques	58
Time Plotting	10	Chapter 4: Taking Notes	
Your Plan of Attack	12	First Things First	59
Procrastination Busters	13	Note-taking Rules	61
Contract for Success	17	This is a Key Idea	62
Let the Good Times Begin	18	Practice Makes Perfect	63
Teachers' Lounge: Tips and Techniques	19	Pass Me the Glossy	64
Chapter 2: Classroom Success		Action!	65
Becoming Part of the Learning		Who? What? When? Where? Why? How?	67
Community	22	Nonfiction	68
Support Sources and Study Buddies	28	Presentations	69
Vocabulary Collecting	30	Things to do	71
Record and Remember	32	Listing	72
Homework Log	33	Mapping	73
Achievement Log and Rewards	34	A Map of Your Own	75
Marks Chart	35	Teachers' Lounge: Tips and Techniques	76
Reaping the Rewards	36	Chapter 5: Assessment	
Your Reward System	37	Facing the Stress	78
Teachers' Lounge: Tips and Techniques	38	Making Friends with Yourself	79
Chapter 3: Listening Skills		Test Anxiety	80
Listening to Learn	43	Rules to Relax	81
Waking Up Your Ears	44	Being Honest	82
Hearing the World Around You: School	45	What is Expected of Me?	83
Hearing the World Around You: Lunch	46	Planning Your Masterpiece	84
Hearing the World Around You: Home	47	Teachers' Lounge: Tips and Techniques	85

Introduction

Education involves more than just having the right curriculum in place and giving interesting assignment to students. Certainly, those aspects of education are critical for academic growth, but what is also important is helping students to understand how to study and how to learn. A good curriculum, exciting lessons and modern concepts of education are all wasted if students do not have good study skills.

This book will help the teacher and the students to develop study skills. Beginning with the basics and building from there, this book is designed to be used either in sequential order, if necessary, or the activities may be used in random order as you see fit. Knowing the needs of your students will help you decide what type of study skills material they require. Each chapter begins with a page explaining the aims of the activities (Chapter 2 also includes helpful activities for you). At the end of each chapter you will find the 'Teachers' Lounge' for further reference and useful advice.

All the activities are ready for use. They deal with ownership and responsibility, as well as organisational and thinking skills – all necessary tools for your students to achieve success. These activities will help each student understand that he or she is ultimately the person in charge of his or her own success.

When they complete the activities, their self-confidence will improve. Study skills developed at this stage will always be valuable. Learning and the joy of trying new things will become easier as your students master study skills.



GETTING ORGANISED

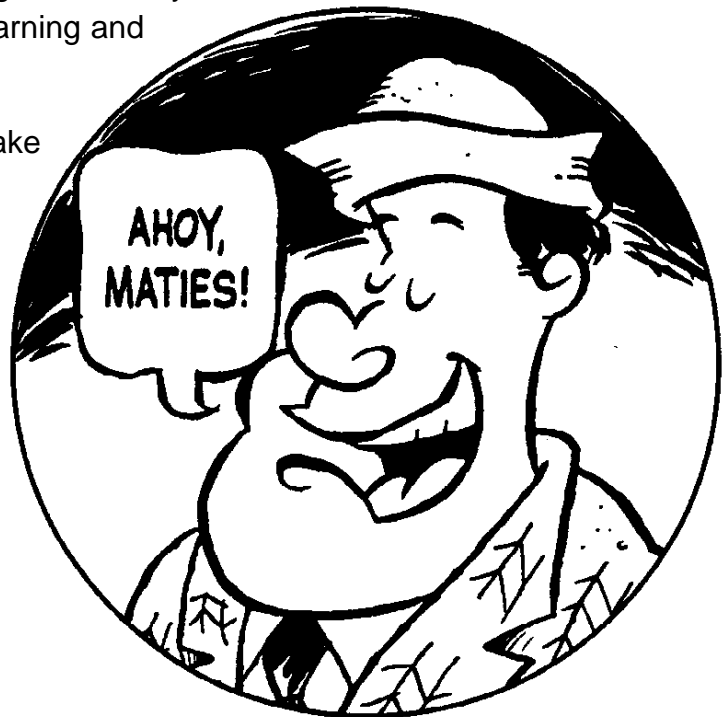
PREPARING FOR LEARNING

If you were going to take students sailing, you would begin by considering what you needed to pack. You would make a list of these things, and you would gather them before you left. That way, when the need arose to use something from that list, it would be available. To go sailing without the items would be possible, but it might cause unnecessary hardship and it might even spoil the sailing experience. It's always better to be well-prepared.

Learning requires preparation also. Not only do you need to help your students prepare their minds to learn, but also you need to help them organise their lives so that they can focus on learning. This will help them complete assignments, projects or presentations. When your students take time to organise their lives and environment, they will be prepared for anything that might change the course of their learning paths.

By using the activities in this chapter, you will help your students prepare for success both in the classroom and in their individual educational path. They will begin to learn that success will be easier when they are prepared. Taking the time to establish themselves as serious students will help them to understand that learning is serious and something they can control. To be ready for learning means they are ready for some of the challenges that learning and being a student offers.

When you encourage your students to take their preparations for learning seriously, you encourage them to expect success and to respect their efforts. Organising for learning will advantage each student.



Learning Tools

Directions: First think about what a 'learning tool' is. You need to think about what helps you to learn. This may be a dictionary, a thesaurus, a spelling reference book, a spelling program on a computer or a 'study buddy' who will help you with assignments. Once you take a few minutes to determine what and whom you can designate as a learning tool, list them below and find out if you have them available for use.



Remember, this list indicates tools that will help you learn. Listing people as a 'tool' means you view them as a reliable source, so make certain you list them by name, too.

List of Learning Tools

Available
(check to confirm)

Need to Find

1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____



Name _____

The Learning Environment

The learning environment is an important part of preparing for success. First, you will need to consider where you are going to do your homework each day. You will need to find a spot in your home where you can concentrate. Walk around your home, and discuss the study opportunities with your parents or guardian. What area will help you to do your best? Store your learning tools – a dictionary, a thesaurus, extra pencils and paper – in this area.

Directions: Draw an aerial map of your home. Use a coloured pencil to indicate the most active traffic patterns. Make certain your study spot is away from these patterns. Then consider three of the best study spots in your home and discuss them with other members of your family. Mark these three spots '1', '2' and '3', and then test them with a few homework assignments.

A large empty rectangular box with a black border, intended for the student to draw an aerial map of their home and mark study spots.



Name _____

The Language of Success

It is not only important to gather the things you need for success, it is also important to know the words for success. The following activity helps to make you 'think success' by choosing words that reinforce your goal of being a good student and reaching your potential.

Directions: First, working with a partner, or in a team of three, review the words in the following list and make certain you know what they mean. Then, in your own words, write the definition and match the idea to doing well in school. (If you do not know what the word means, use a dictionary.)

Vocabulary for Success

1. Achievement _____
2. Quality _____
3. Merit _____
4. Comprehension _____
5. Adept _____
6. Proficient _____
7. Expertise _____
8. Scholar _____
9. Skilful _____
10. Reliable _____

On the lines below, write several other words you feel are *success* words.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____