

## GRADE 9 | ORGANIZATION

### STUDY SKILLS

#### Activity Statement:

Students will complete a survey of their study habits and select a concrete resolution regarding a particular habit that they can improve upon.

#### Procedure:

1. Ask, "Do you use study-skills habits?" Allow for the students to give responses and place those responses on an overhead or chalkboard. Facilitate a brief discussion about how these habits/strategies were developed and/or learned.
2. Pass out the "Personal Study Skills and Habits Review Survey." Allow time for the students to complete both the survey and the questions at the end of the survey.
3. After the students have completed the survey and questions, facilitate a class discussion about the study-skills habits students consider to be their strongest and the study-skill habits students consider to be their weakest.
4. Pass out the "Study Skills Tip Sheet" to all students. Go over the tips sheet with the students.

#### Additional Resources:

MSCA Pointers for Students: "Searching for Solutions: Improving Student Study-Skills"  
(Call 1-800-264-6722 or email [msca@mvp.net](mailto:msca@mvp.net) for copies.)

Adapted from:

Chicago Public Schools (9-12) 30 Advisor/Advisee

Lessons

<http://intranet.cps.k12.il.us/Lessons/Advisory/>

and

Missouri Comprehensive Guidance Center

<http://missouricareereducation.org/curr/cmd/guidanceplacementG/elearning>

## Personal Study Skills and Habits Review Survey

DIRECTIONS: Read each question about your personal study skills and habits. In the left margin, answer the questions with Y (yes), N (no) or S (sometimes). Answer the three questions after the survey using complete sentences.

1. Do you have a regular time to study?
2. Do you have a regular place to study?
3. Do you try to study when you are alert/rested?
4. Do you begin the study of a topic by quickly glancing over the topic to see what it is about?
5. Do you think through or process information instead of just reading it?
6. Do you concentrate fully when you are studying?
7. Do you express in your own words what the author is saying?
8. Do you review material/information of each subject that you have studied from previous days?
9. Do you take meaningful/useful notes over what the teacher says in class?
10. Do you put notes in an outline form as soon as possible after taking them?
11. When reviewing your notes do you have enough details to remember what the topic was about?
12. During lectures, do you look and listen to the teacher?
13. Do you think about what the teacher is saying as well as listen to what he or she is saying?
14. Do you think about ways the subject you are studying may be helpful to you later in life?
15. When you are reading do you keep in mind the overall idea, topic or story?
16. Do you believe that in addition to learning the details of a subject it is important to know the overall idea as well?
17. Do you deliberately prepare yourself for participation in class discussions?
18. Do you deliberately prepare yourself for open-note quizzes or tests?
19. Do you think through the meanings of test questions before you answer them?
20. Do you write all homework assignments, tests and projects in your planner to remind yourself of due dates?

1. Do you think your study-skills habits/strategies are helping you to be academically successful? Why or Why not?

2. Describe your most successful study-skill habit/strategy. How does it help you?

3. Which habits/strategies do you need to improve to achieve your goals?

Resources:

<http://missouricareereducationl.org/curr/cmd/guidanceplacementG/elearning>

<http://wvde.state.wv.us/counselors/links/about.html>

# Study Skills Tip Sheet

Name: \_\_\_\_\_ Date: \_\_\_\_\_

## General Study-Skill Tips:

1. Set up a daily time and place to study.
2. Write down homework assignments, tests and projects along with due dates.
3. Review your notes and handouts on a daily basis.
4. Begin intensive test preparation. Study each day as if you have a test the next day.
5. Always look for new study-skills habits/strategies that may work for you!

## Note-Taking Tips:

Good note-taking habits can improve your ability to learn and shorten your time when preparing for a test!

1. Listen carefully to the teacher.
2. Always write down things the teacher:
  - a. Writes on the board or overhead.
  - b. Says are important to remember.
  - c. Says over and over and over again.
3. Take your notes in outline form and write clearly!
4. Always put examples, page numbers or reminders next to your notes.
5. Leave room on your paper to expand or add to your notes after class.

## Textbook Reading Tips:

Being able to read for content and take notes out of your textbook will allow for better understanding of big ideas and the vocabulary of the unit you are studying.

1. Get the "Big Picture" first. This means glancing through the chapter headings and subheadings.
2. Skim pages if you are looking for a general idea.
3. Read slowly if you are looking for details.
4. Read the summary paragraphs at the end of each section or chapter to get the general idea.
5. Use the SQ3R system (this system is best used over a period of a few days):
  - a. **Skim:** Skim the chapter before reading it. Be sure to pay attention to all pictures, charts, and diagrams.
  - b. **Question:** After skimming the chapter, write down two or three questions about the chapter or section.
  - c. **Read:** Read the chapter carefully while taking outline notes of what you are reading.
  - d. **Review:** Review your notes and use them to answer the questions you developed after you skimmed the chapter ("b" above).
  - e. **Recite:** Quiz yourself on the main concepts of the chapter.

### Test-Taking Tips:

Using these tips will help you be more confident when taking your test and will help alleviate symptoms of test anxiety.

#### 1. Before the test:

- a. Have several study sessions prior to the test day.
- b. Do not cram the night before!
- c. Anticipate/predict test questions. Creating a practice test can help with this.
- d. Complete any review sheets a teacher gives you.
- e. Review all notes, outlines, note cards, quizzes and/or review sheets for the current test materials.
- f. Take a deep breath before entering the classroom and tell yourself that you will do well because you have prepared well.

#### 2. During the test:

- a. Relax and take slow deep breaths if you need to calm yourself down.
- b. Look over the entire test first.
- c. Manage your time so that you are able to complete all sections.
- d. Read all directions very carefully.
- e. Answer questions you know first.
- f. Circle questions you can't answer; go back and answer them last.
- g. Review all your answers before turning in your test.

#### 3. After the test:

- a. Read any comments made by your teacher.
- b. Correct any wrong answers so you can use the test as a way to learn more about a subject... AND to study for finals.
- c. Talk with your teacher if you have any questions about an answer.

### Short Hand Tips:

Developing a short hand system will allow you to take notes in less time.

#### 1. Abbreviate words by:

- a. Dropping middle letters such as "cont'd" (continued).
- b. Dropping endings of words such as "Oct." (October).

#### 2. Use common symbols such as:

- c -- for "about"
- cf -- for "compare"
- fg -- for "following"
- i.e.-- for "that is"
- e.g.-- for "for example"
- w/-- for "with"
- w/o-- for "without"

#### 3. Develop your own common symbols for words that you use frequently in note taking.

### Keeping Focused While Studying Tips:

Keeping your body healthy and alert will make studying much easier and allow you to retain more information.

1. Take a short break. Get up and do something after studying for long periods of time. Stretch, take a walk, or get something to eat or drink.
2. After your break, go back to studying. Review your notes to get a fresh start on your subject.
3. Get plenty of sleep.
4. Eat a balanced diet.
5. Exercise regularly.
6. Take time out for fun!

### Resources:

Missouri Comprehensive Guidance Center

<http://missouricareereducation.org/curr/cmd/guidanceplacementG/elearning>

Grade 9 Unit 1 Lesson 1

And

West Virginia Department of Education Links Curriculum lesson of the same name, June 2012.

<http://wvde.state.wv.us/counselors/links/about.html>