



HOMEWORK TIPS

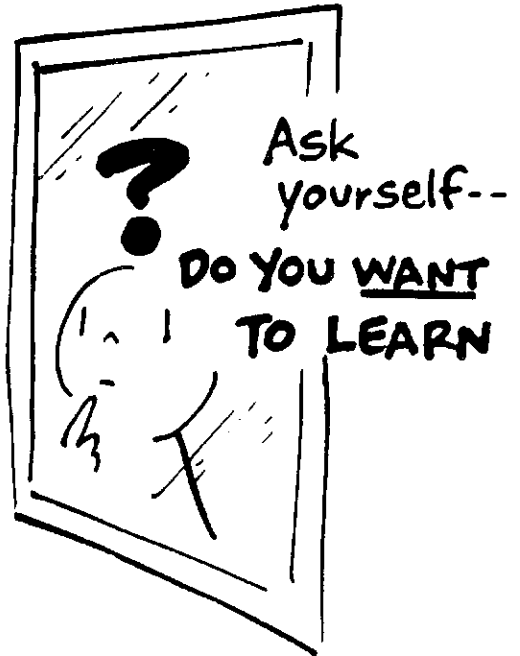
Study habits that are developed early will remain with you throughout the years of study to come. The following suggestions can help you establish a successful study program:

1. Write down your assignments. You may not remember them at home.
2. Set aside a definite time for study. Make a habit of always sitting down to work at a certain time.
3. Find a well-lit, quiet place. Each child needs a definite place to study, away from distractions.
4. Assemble all your supplies first. Get your books, papers, pencils, etc. ready.
5. Do the most difficult assignments first. Save your easiest and favorite work for last. Tackle the most difficult when you are fresh.
6. Learn to get started. For some people the hardest part about homework is getting started. Stick to your time schedule, and learn to push away disturbances.

HOW TO STUDY

The most important thing
about studying is

YOUR ATTITUDE



If you do
want to learn...

THINK POSITIVELY!

Sure, I want
to learn something,
because every time I learn
something I grow, and take
another step toward
reaching my **GOALS!**

Make learning a game --

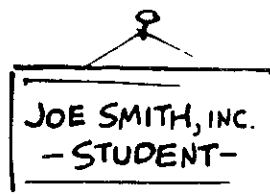
be alert and on your
toes to get the **most** out
of every situation (class,
lecture, book, assignment). You
SCORE a point every time you
learn something for the first time...



here's
how...

The right "STUDY SETTING" HELPS!

Make studying your
"BUSINESS"
do it efficiently



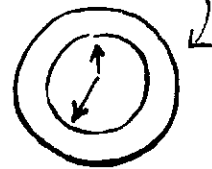
Be
COMFORTABLE
(but not too)
- straight chair and
good light (no glare)

CLEAR
off top of
desk or work
table

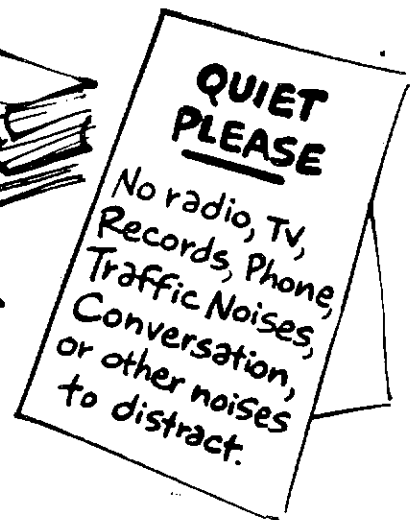
ASSEMBLE NEEDED MATERIALS--

Assignment, Books, Notebooks,
Pencil, Paper

Keep regular
STUDY HOURS



Face away from
WINDOW
or other visual
disturbances



All set?
Then **LET'S GO--** don't put it off!
work steadily-- and by yourself


Coming up
**HOW TO
TAKE NOTES**

DEVELOP YOUR OWN "SHORTHAND" SYSTEM

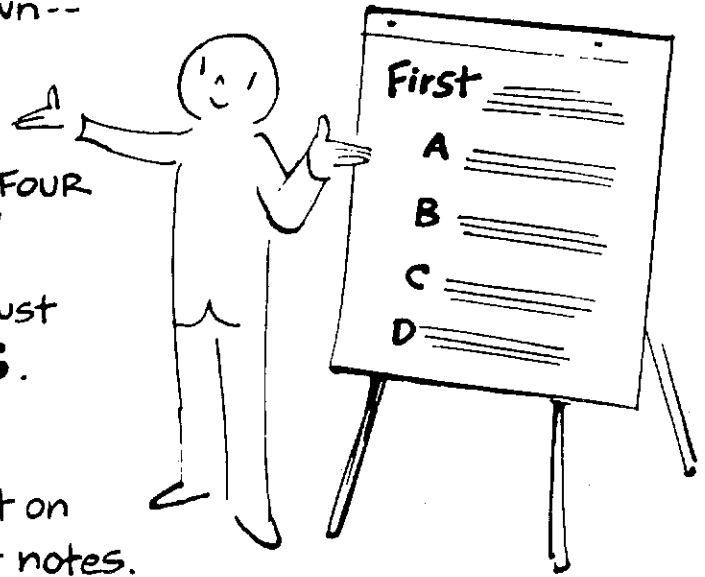
Learn to ABBREVIATE words by

- 1) dropping middle letters
- such as "CONT'D"
(continued)
- 2) by dropping end of
word - such as "CONT."
(continued).

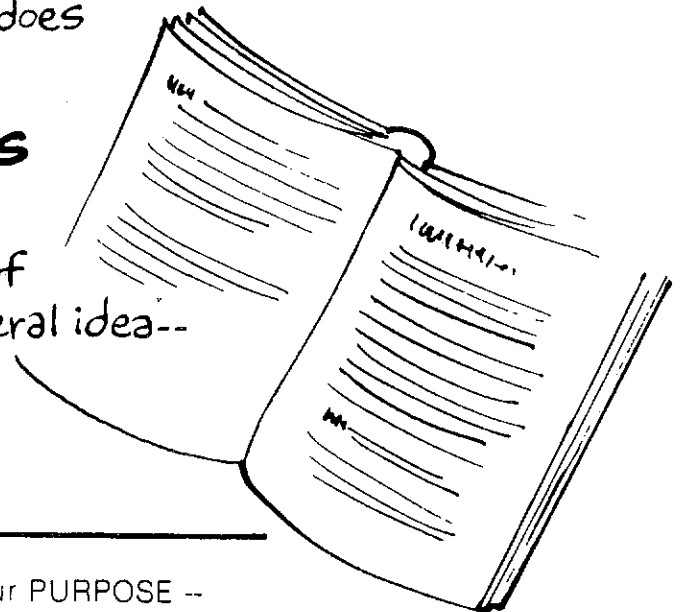
and USE COMMON SYMBOLS such as

- c. - for "ABOUT"
- cf. - for "COMPARE"
- fg. - for "FOLLOWING"
- i.e. - for "THAT IS"
- viz. - for "NAMELY"
- e.g. - for "FOR EXAMPLE"

- 1) Don't try to write everything down--
listen for **KEY WORDS**--
What's it all about?
- 2) Listen for **CLUES**--such as "the **FOUR**
CAUSES were"-- or "to **SUM UP!**"
- 3) If class gets into **DISCUSSION**--just
note any major **CONCLUSIONS**.
- 4) If teacher gives a point special
EMPHASIS such as writing it on
the blackboard-- put it in your notes.



-
- 1) Get the **BIG PICTURE** first--what does
the author have in mind?
 - 2) Glance through **CHAPTER HEADINGS**
and **SUBHEADINGS** first...
 - 3) Read last **SUMMARY** paragraphs of
each section or chapter to give general idea--
 - 4) Then read for the **KEY POINTS**--
Chapter, Paragraph, Sentence.



More Speed? Reading speed depends on your PURPOSE --

SKIM } if you're looking
PAGES } for the **general idea**

READ } if you are
SLOWLY } looking for **details**

MORE NOTES on note-taking



1

Read (or listen) with a

PURPOSE

(looking for what?)

for PLOT?
for IDEAS?
for FACTS?

what is it you
want to **KNOW**?



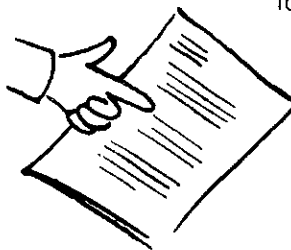
4

Make an

OUTLINE

for REVIEW PURPOSES

-- covering all the
essential points
so you can get
them "at a glance."



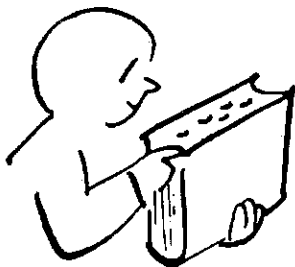
2

Make sure
you UNDERSTAND the

WORDS

(the "what") --

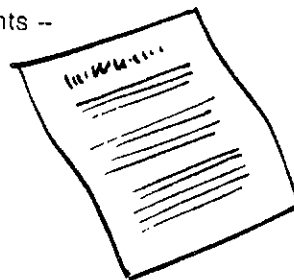
if not, look
them up in a
DICTIONARY.



5

SUMMARIZE

the main points --
the answers
to the "SO
WHAT?"
- **THINK** -
does it make
sense?



3

and also UNDERSTAND the

"WHY"

(i.e., the **Relationship**)
of the ideas and
facts -- can it be
shown in a sketch?



6

Finally--

if possible -- try to

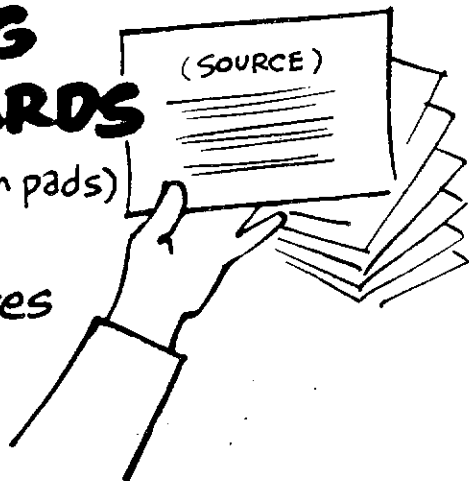
EXPLAIN

it to SOMEONE
ELSE. If not
possible, try
"explaining" the
subject to **yourself**.



USING FILE CARDS

or SLIPS (in pads)
for
taking notes



-- an effective system for making
notes of quotes for a report or
theme. Write each quote or fact
on a **separate** card, putting
source at top.

-- easy to carry around.

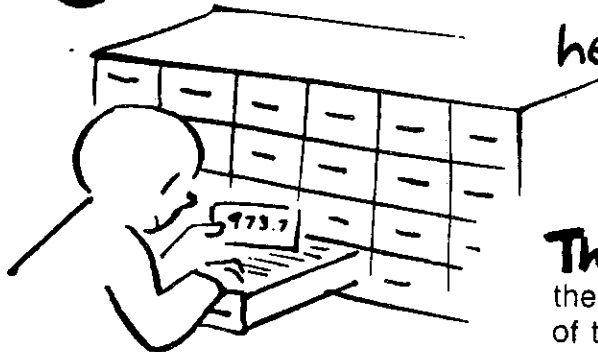
-- can be sorted and arranged
without rewriting.

-- new cards can be added.

THE ABC'S OF SELF-LEARNING

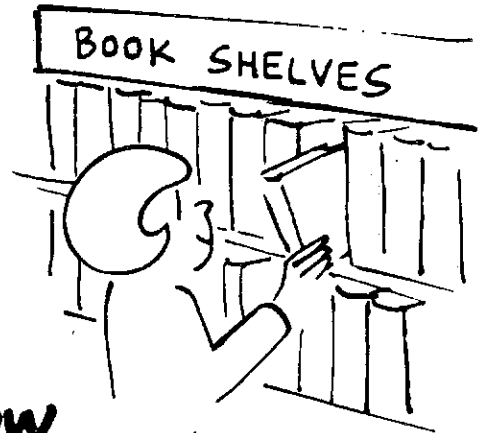
2 from OTHER BOOKS in the LIBRARY--

here's how...

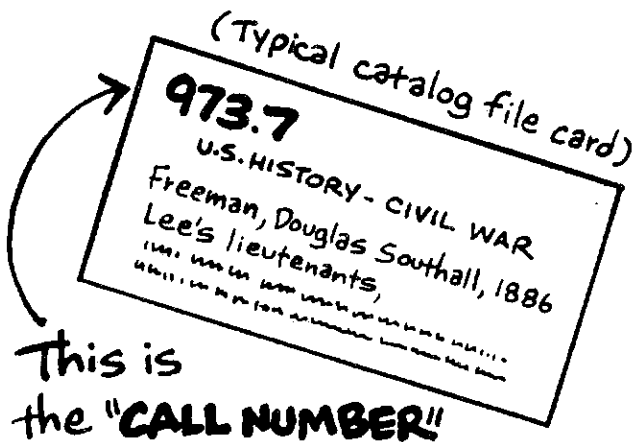


First look it up in the ALPHABETICAL CARD FILE

Then write down the CALL NUMBER of the book on a slip of paper with the author and title . . .



NOW you can locate the book yourself quickly on the shelves. If shelves are not open...give slip to Library Helper to get book for you.



This is the **"CALL NUMBER"**

Many libraries use the Dewey Decimal System of classifying books in **10 CLASSES**.

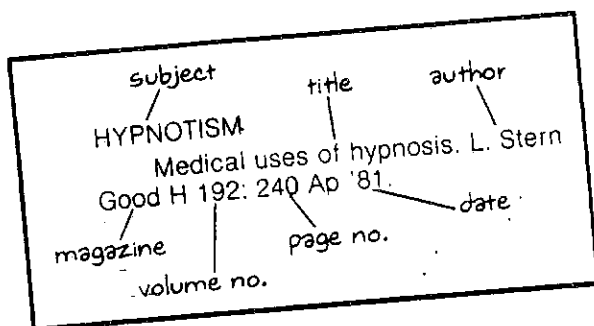
Having found the book...

then...to find the information you want:

- (1.) Check the "TABLE OF CONTENTS" at front of book...and/or...
- (2.) See if there is an INDEX at back which lists subjects covered, by pages.

3 from MAGAZINES

It's easy to look up any subject you want in the "READERS' GUIDE" index. Here's a typical listing in the "READERS' GUIDE to PERIODICAL LITERATURE."



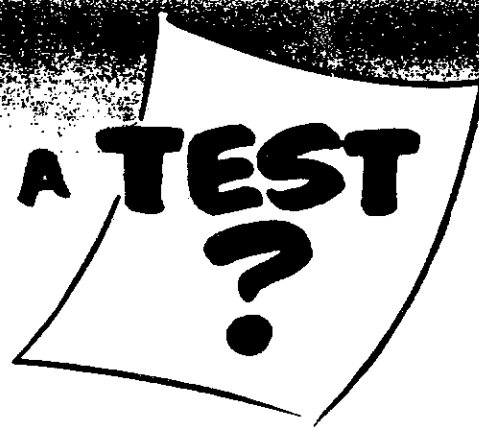
4 from the LIBRARIAN

Try to find out by yourself. It's more fun and saves time - BUT - don't hesitate to ask the LIBRARIAN'S HELP if you need it (that's her job!).

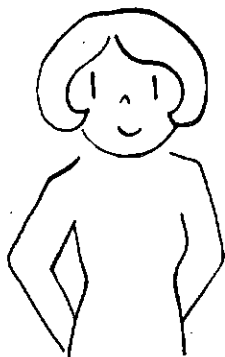




GOING TO TAKE A TEST

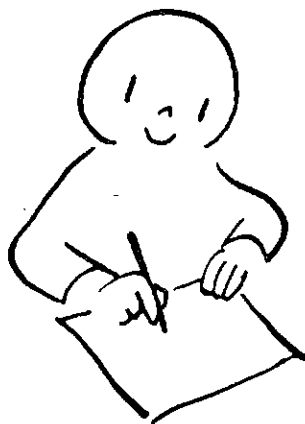


1 BEFORE the test...



- 1) Consider it a **CONTEST** (YOU vs. TEST-MAKER)
- 2) Try to **GUESS** the **QUESTIONS**
-- can you answer them?
- 3) **Review** your **NOTES**
- 4) **Look up** points not clear

2 DURING the test...



- 1) Relax and forget other people
- 2) Read **DIRECTIONS** carefully
- 3) Look over **WHOLE TEST** first
-- to budget your time -- to avoid duplication
- 4) Read each **QUESTION** twice before answering
- 5) Cover **all points asked for**
-- **NOT** points **not** asked for
- 6) Think before you write
- 7) Leave time to **check** your paper before you turn it in

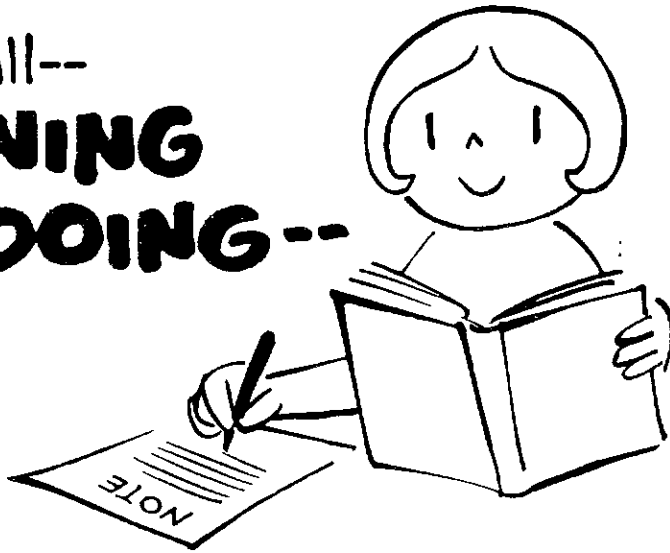
-- for spelling, grammatical errors
-- did you answer question **fully**?
-- did you follow directions?

3 AFTER the test...



When the test is returned, read the teacher's comments carefully so you understand any mistakes you made and won't repeat them.

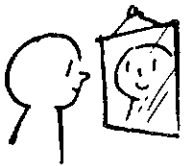
After all--
LEARNING
is by **DOING**--



--and doing
is up to
YOU!

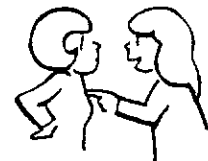
TRY TO...

- 1.) use what you learn as soon and as often as possible
- 2.) tie-in your studies with your interest
- 3.) take part in class discussion, organizing your talk as you would your notes for a report



BE SELF-CRITICAL -- it's your "secret weapon"
to learn and grow when you can analyze your own strength
and weaknesses

TAKE CRITICISM from others kindly
so you can learn from them



and

**HELP
OTHERS**

... because in helping
them you help yourself
and truly

**LEARN BY
DOING!**

