

STUDY SKILLS—MAKE THEM A HABIT

Proper study skills and habits are very important steps in the learning process. The following ten suggestions are provided to assist both parents and students in developing a study routine. As your children's teachers, we will routinely review them and emphasize them. We ask you as parents to join us in helping students develop healthy study skills habits.

KNOW WHAT IS EXPECTED OF YOU

- Keep an **accurate, complete daily agenda** of assignments.
- Copy the assignment **carefully**.
- **Read the directions** before you leave class.
- Mentally start the assignment **before** you leave class.
- **Ask** the teacher for help if you are confused or uncertain.

HAVE THE NECESSARY MATERIALS

- Be **prepared** with textbook, notes, paper, pencils, etc.

USE EXTRA FACILITIES

- Use school or public libraries.
- Take advantage of scheduled **before and after school** study times with your teachers.
- Locate a good **dictionary** and other reference sources.

KNOW WHEN YOUR ASSIGNMENTS ARE DUE

- Write down due dates. If uncertain, **ask**.
- **Don't wait until the last minute** to complete a project.
- **Choose** to hand in assignments on time so that you are ready for the next step of the learning process.

PLAN YOUR STUDY TIME

- Set aside **at least one hour** a day for study and homework.
- If you do not have written homework, spend the time **reviewing** your notes, rereading the textbook pages, or giving yourself practice quizzes.
- **Talk to your parents** about what you learn each day.

SELECT A PROPER STUDY AREA

- Choose a relatively **quiet place** with a desk or table for writing.
- T.V.s, stereos, etc. can be distracting and may cause you to waste time.

ORGANIZE YOURSELF

- Use your **student agenda book every day**. If something you had written seems unclear, call Merlin Mail or a classmate for clarification.
- Keep a **clean, organized binder** sub-divided for each subject. Avoid having multiple binders.
- Keep a file at home (i.e. cardboard box) with a place for each subject where you can file old reports, tests, notes, etc. Don't let them pile up in your binder.
- Keep your notebook, locker, and home study area neat. Avoid wasting time trying to find your work.

CONCENTRATE ON THE TASK AT HAND

- Spend the entire study time **concentrating** on your homework. Don't let an hour's worth of work turn into two.
- Remember number one, "**Know What Is Expected.**"
- Don't get sidetracked by magazines, games, the phone, or your siblings.

WRITE NEATLY

- You will spend less time recopying if you do your work neatly and carefully the first time.
- **Always** place your **name, the date, the teacher's name and the subject** at the top right-hand corner of your paper.
- If permitted by the teacher, use the computer for your work. **Make certain to follow the guidelines for work done on the computer.**

SHARE YOUR SCHOOL WORK AND SCHOOL EXPERIENCE WITH YOUR PARENTS

- Discuss what you have learned in school with your parents. It is **your responsibility to keep them informed.**
- Sharing will not only reinforce the things you learned that day, but it might give you some different ideas about a topic.
- **Show your parents your homework** and ask if they have any suggestions for improvement.