

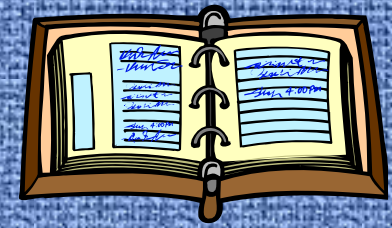
Get Organized

Binders, Homework, Lockers





Binder Organization



- Use a binder system that works best for you
- Put your name, address and phone number on the inside cover of your binder
- Use divider sheets with pockets for handouts
- Organize the binder in the order of classes
- Keep a supply of blank loose-leaf in the back of each subject area of your binder
- Place month-by-month calendar sheets in the front of your binder
- Keep a to do list clipped to the binder's inside cover



Tips for Homework



- Understand each assignment. This might mean staying after class for a few minutes to talk with the teacher or another student
- Schedule time for homework every day. The more consistent that time is from day to day, the more likely you are to stick with it
- Keep track of due dates for homework assignments. Post a calendar at your study place and use it to keep track of your assignments



Tips for Homework



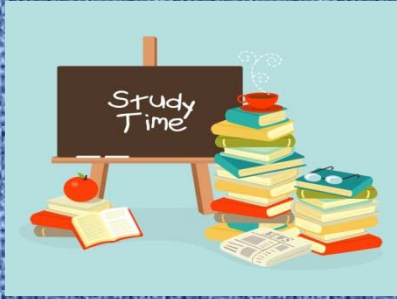
- Put your assignments in order of importance. Do the most pressing assignments first
- Do homework in the same place every day. Find a quiet place that's free of distractions
- Have all needed supplies on hand
- Get the phone number of a classmate you can call if you need help
- Handle your homework problems. When your homework is not done, be honest about the reason and offer a solution to the problem



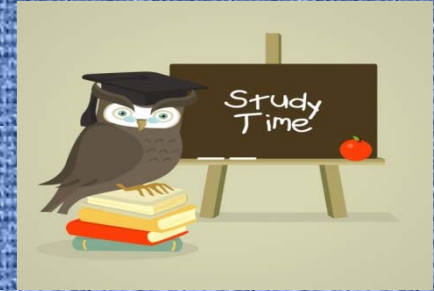
Locker Logic



- Keep your locker organized. Keep your morning books on the bottom and your afternoon books on top
- Keep your locker free of clutter. Clean it out once a week
- Colour code your binders, books and materials by subject. This will help you quickly locate everything you need
- Post your daily schedule and monthly calendar of assignments on the inside of your locker door



Study Tricks



- Highlight: Read over notes. Highlight key words
- Web: Make a web of individual topics
- Flash cards: Make up flash cards for special words and drawings
- Questions: Make up questions for each topic. Ask each of your questions in different ways
- Jeopardy: Use key words as answers and make up a question for each



Study Tricks



- Activity sheets: Review all activity sheets in the unit. Cover up the answers and try them again
- Cloze: Make up fill-in-the-blank statements
- Drawings: Practise the drawings from the unit. Label all the parts and explain the diagrams
- Be the teacher: Teach someone else the information
- Practice test: Make up a practice test

Studying for a Math Test Using Your Text Book

- Use the table of contents to make a list of skills covered in the unit
- Work through the examples on each page - talk through each step in your head
- Find a sample question for each skill – do each question on your own and then check your answers
- Do the unit check-up or unit review –the test is often similar



Use Your Math Notebook to:



- Highlight hints and strategies
- Look for errors you've corrected in your daily assignments
- Cover a row of answers with a blank sheet of paper – work through each question, then check your answers
- Pick two questions from each page – recopy and do them on your own
- Practice by finishing any incomplete questions

Before a Test

- Get a good night's sleep before an important test
- Eat a healthy breakfast
- Before leaving home, make sure you have everything you need for the test
- On the way to school, use positive self-talk, such as, "I'm ready. I'll do my best"
- Arrive early and be ready to show all you know



Splashdown

Just before starting the test, do a “splashdown” on the back of the test paper. Take two minutes to jot down key words, memory triggers, dates, names, formulas and special information you can use in answering test questions.



Be a high SCORER

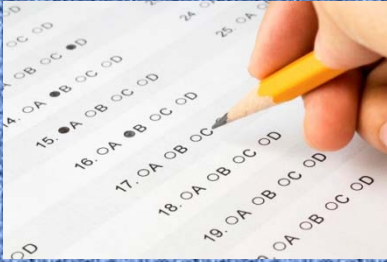
- S – Schedule your time
- C – Clue words give you help
- O – Omit difficult questions
- R – Read directions carefully
- E – Estimate your answers
- R – Review your work



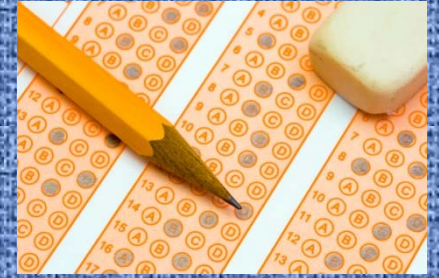
The Anxiety Factor

- Too much anxiety can be counterproductive
- The more prepared for a test you are, the less anxious you will feel
- Take a brief relaxation break
 1. Close your eyes
 2. Breathe deeply and slowly
 3. Think about relaxing your hands
- Ignore others who finish the test before you. It's a myth that top students finish first. If you finish a test early, use the time to check your answers and read over directions





Multiple-Choice Tests



- Read all directions carefully
- Read the question or statement and try to answer or complete it before looking at the possible answers
- If you don't know the answer, check out each possibility by reading the beginning of the question with each of the potential answers
- Read ALL choices before picking an answer

Multiple – Choice Tests

- Look for answers that are obviously wrong
- Cross out the distracters that are definitely wrong. Choose the best answer from the remaining choices
- When in doubt guess
- Use information included in statements or questions to help you answer other questions. This may be especially helpful when you have completed the entire test and are going back to review your answers

True – False Tests

- Read the statements slowly and carefully, word by word
- If any part of the statement is false, the entire statement is false
- Pay close attention to qualifying words, such as:
 1. All
 2. Most
 3. Never
 4. Always

When the Test Comes Back

- Use it to analyze errors
- Try to figure out what happened
- Were the directions misunderstood?
- Were the mistakes a result of carelessness?
- Find out the right answer for each question missed. Write them on the test paper and turn it into a study tool for next time.
- Notice what you did right. Give yourself credit for the study tricks that paid off and resolve to keep up the good work