



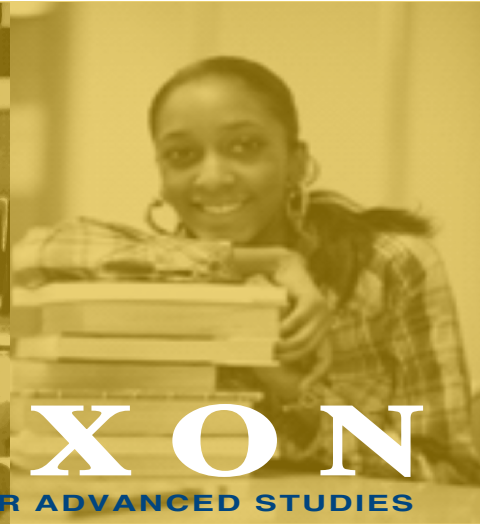
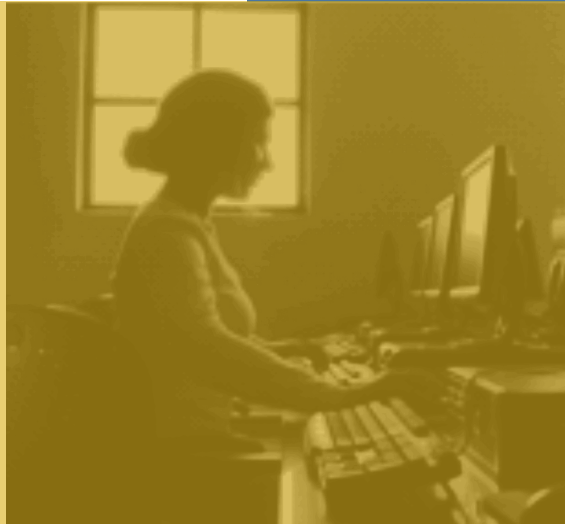
Growth Potential Success



PAXON

SCHOOL FOR ADVANCED STUDIES

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PAXON

SCHOOL FOR ADVANCED STUDIES

*A Navigational
Guide to Better
Study Habits*

TIPS FOR HOMEWORK

■ You always have homework.

Even if you do not have written work due or a test the next day, you should always study the notes you took today or review the work or lessons that you will cover the next day in class.

■ **Establish a place to do homework.** Choose a place that is quiet and does not have distractions. Make sure that you have an abundance of supplies so you don't have to go looking for materials.

■ **Establish a "homework base".** Establish a routine and location for storing homework when it is completed (homework folder, special notebook, or place in your backpack).

■ **Put a checklist on the door.** Make a list of all items you should have prepared for school (books, notebooks, homework, lunch or lunch money, sports equipment, etc.) Place these items next to the door as you check them off of the list.

■ **Organize with color.** Choose a color for each class. Match your pens, pencils, notebooks, etc. with the color you choose. This will give you a visual cue and it will be easier to get the right work into the right folder.

READING

■ **Remember that anything from the textbook is fair game whether the teacher covers it in lecture or not.** There is a technique to effective reading. First, there is preview reading. Read the titles, subtitles and bold words first. Study the pictures and charts. Familiarize yourself with the text before doing a cold reading. Read actively by skimming, then reading and taking notes. As you read, restate the text in your own words to enhance comprehension.

LISTENING

■ **Listening skills are essential for class lecture.** To get the most out of teacher lecture, make sure you review materials that the teacher will cover. Listen actively. This means asking

questions such as who, when, where, what, why, and how. Rephrase the teacher's words in your notes to help concentration.

MEMORY

■ **Do not try to learn all the material the night before the test.** Just as there are techniques to reading and note taking, there are techniques to remembering information. These methods can be used long before the test and can make studying the night before much easier. Make flash-cards, repeat facts out loud, or put facts into categories and then review them. Doing these things while learning the material instead of waiting until the night before the test makes important facts easier to remember.

TIPS FOR TEST TAKING

■ **Eat and drink water the morning or day of the test.** Don't go into a test hungry. Your stomach will distract you and you won't be able to concentrate.

■ **Wear a watch.** You will want to pace yourself during your test and watch the time remaining.

■ **Arrive early to the classroom.** Give yourself time to relax and mentally prepare. You can use this time to look over your notes one last time before the test.

■ **Look over the entire test as soon as you receive it or before you start to answer questions.** Take time to read over the entire test before you begin. Determine how much time you will need on each section, especially if you have long answer or essay questions that are worth more points. Assign a time limit for each section, saving time at the end to go back to unanswered questions or to review your answers.

■ **Pay close attention to the directions.** Read the directions twice and don't make assumptions.

"The half of knowledge is knowing where to find knowledge. Here, you will find our Paxon attempt to locate knowledge. Use this as a guide and your destination will be reached". Mr. Royce L. Turner, Principal

Use these study tips as your GPS, to guide you on the right path towards continued growth, potential, and success in your education destination!



■ **Multiple choice questions.** Try to answer the question before looking at the choices. If you know the answer, it will be one of your choices.

■ **Answer easy questions first.** Skip over the questions that you are not sure about. The answers may come to you later. Often times, there are clues to answers or the answers on the test. Be sure to mark the questions that you did not answer so it will be easy to find them later.

TIPS FOR TAKING NOTES

■ **Date your notes.** Put the date at the beginning of a set of notes. Also mark the end of a section of notes.

■ **Use one notebook for each class.** If you store all of your notes in one binder, take loose leaf paper for notes. Color code your notes so you can place them in the correct binder when you get home.

■ **Draw pictures, diagrams, and make arrows.** Make "relevant" doodles on the your notes. Draw events, arrows connecting ideas, boxes to draw attention to important parts, etc.

■ **Underline new vocabulary.** Underline or circle new vocabulary words. Chances are all new words will be on the next test or quiz.

■ **Look for code words in the lecture.** Teachers' give clues to important information in their lecture. Look for the following words: relationships, significance, and order. Listen for clues like: # of causes, the first reason, events leading up to, # of steps, etc.

■ **Look for an instructor's signals.** Look for signals during the lecture that indicate a topic of importance. Signals to look for; writing on the board, repeating information, speaking more slowly, giving a definition, listing a number of points of steps, explaining "how" or "why" things happen,

describing a sequence, refers to information as a test item, changes tone of voice uses body language or hand gestures, uses a visual aid, refers to specific test pages.

■ **Don't try to write every word.** You cannot write as fast as the teacher speaks. Write down key phrases and terms...get the main idea.

■ **Develop your own system of symbols and abbreviations for commonly used words.**

■ **Leave gaps between main topics in your notes.** Leaving space between topics will leave you a place to add details when you read the textbook. You can also write questions that you want to ask during the next lecture.

■ **Compare your notes to the book.** When you get home, compare your notes to the appropriate section in the book. The book will add details that will help you understand or earn you some extra credit. Add any details to your notes that clarify any of the topics discussed in class. Also add any diagrams, charts, etc. As you discover how the teacher uses the textbook to design lecture, start reading the text book before the lecture. Take some notes as you go. You will be surprised at how much more you will understand when the lecture takes place.

■ **Use the Cornell Note-Taking process to organize reading notes.** This two-column approach places the topic or question in the left column and supporting details or pictures on the right.

■ **Have a "study buddy" that you can call to fill in any gaps that you may have in the notes.** Make sure that you have each other's phone numbers and email addresses. This will allow you to talk about things that you don't understand. You can also call this individual if you are absent.