

Study Skills and Note Taking

Skills for Success in Social Studies

Note Taking



- Note-taking is a skill that can help you do well on all your schoolwork — everything from taking tests to researching a paper.
- But unfortunately, most schools don't have classes that teach you how to take notes.
- So here are some tips.

Write down the Key Facts



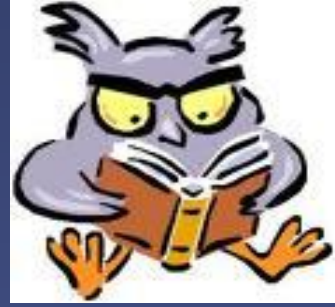
- ◉ Does your teacher write **notes on the board/PowerPoint/overhead** → BONUS!! **Copy them down!**
- ◉ If NOT → **write down the most important points from class** – listen to your teacher for hints.
 - > Does your Socials teacher mention the date of a key battle?
 - > Does your English teacher give you an example of Shakespeare's use of dramatic irony?
 - > → Write it down!!!

Remember



- Different teachers do things differently → look for the **CLUES!!**
 - > Some may mention lots of dates but only write the important ones on the board.
 - > Some may repeat certain dates or pieces of information.
- After a while, you'll get to know a teacher's style.

Don't overdo it



- Don't try to write down every word! → **Condense, Condense, Condense!!** (i.e. use acronyms)
- Some people learn better by listening, writing down key points, and then reviewing the material after class.

Ask



- Don't be afraid to ask the teacher to repeat something you missed.
 - > Chances are other people in the class missed it too.
- If you don't want to ask in front of the class, talk to your teacher later.

Compare



- ◉ Keep your notes handy!
- ◉ Compare what you wrote with what the readings say → **LOOK FOR THE OVERLAP!**
- ◉ You may even want to add to your notes as you read.
- ◉ Compare your notes with a friend → Do you have the same information?

Organize: Your Binder



- **Keep all your notes for each subject IN ONE PLACE!**
 - > One binder for each subject.
 - > One divider for each unit.

Organize: Daily



- ◉ If you keep everything in your binder at school → **organize your papers/notes when you get home.**
 - > All your notes will be organized when you need to study for the test.
 - > You will review the day's notes → reinforcing your learning!
 - > It will save you time later!!

Organize = I Remember!



- Note-taking gives your mind a **chance to absorb the material** it needs to learn.
- It can help you do better on a test and it can be a great confidence booster when you're studying and find yourself saying, "**Hey, I remember that!!**"

Start Studying at School: Why?



● Why take notes?

- > It's the first step in studying for the test.
- > It's a way of remembering what you were taught or what you've read about.

Start Studying at School: What?



◉ What notes to take?

- > Write down the facts that a teacher mention or writes on the board.
- > Keep your notes organized by subject and date and make sure they are easy to read.

Time Management: Plan Ahead



- **Plan ahead!** → How much time do you want to devote to each topic?
- If it's Monday and you have 3 tests on Friday → plan your studying for each day at least **ONE WEEK in advance.**
 - How much time do I need?
 - How long will each subject take?

Time Management: Chunking



- ◉ “**Chunking**” → break larger topics into smaller chunks.
 - > Example: you have a test on World War II.
 - *Don't* → study everything about World War II.
 - *Do* → Break your study session into 2-year chunks or study the material by specific battles.

Time Management: Time



- ◉ When you've **figured out WHAT** you need to study, consider **how much time** you need to study it.
- ◉ Most people can only concentrate for about **30-45 minutes** → after that take a **short break (15 minutes)** → reward yourself by doing something mindless → take a walk, have a snack, zone out😊!

How to Study: Review + Practice



- ◉ As you study, **review your notes** and any **special information** from your textbook.
 - > → Do some **practice problems/questions** = Math or science problems or equations/social studies historical questions/vocabulary.
- ◉ **Pay attention to anything the teacher stressed/repeated in class** → LOOK FOR OVERLAP in notes and texts = MAY BE IMPORTANT!!

How to Study: Use the Study Hints/Guide



- ◉ Many **teachers tell students ahead of time** what the format of an exam will be.
 - > This can help you figure out how to study.
 - > Multiple-choice = focus on studying facts and details!
 - > Essay questions = which topics are most likely to be covered?

How to Study: Make a Study Sheet



- **Understanding/Learning the information takes practice!!!** → that's why it's a good idea to start studying ahead of time.
 - > Use memory triggers → acronyms.
 - > Read things over several times.
 - > Write down phrases or thoughts that will help you remember main ideas.
 - > Read aloud.
 - > **MAKE A STUDY SHEET/CHEAT SHEET!!**

How to Study: Aloud + Flashcards



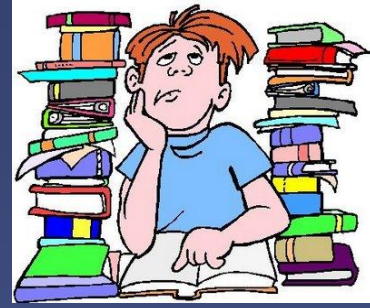
- Some people find it helps to teach what they're **studying aloud** to an imaginary student or work with a study partner and take turns teaching aloud.
- Make **flashcards** that summarize some of the important facts or concepts → use them to review for the test.

How to Study: The Proven Method



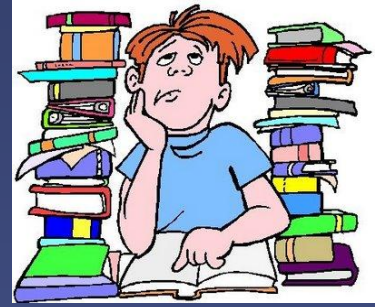
- ◉ Write it (down)!
- ◉ Read it (silently)!
- ◉ Say it (aloud)!
- ◉ Repeat😊!

I'll Study Tomorrow and Other Excuses



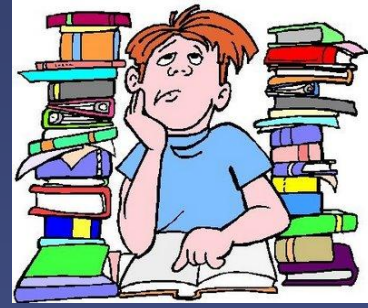
- Procrastination is **NOT** your friend!
- If you are a procrastinator (and who isn't sometimes?), the best way to overcome it is to stay **ORGANIZED!**
- After you've written test dates and project due dates on a **calendar** → you won't ignore them!

Plan + Keep Up



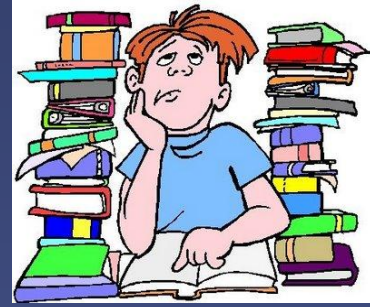
- ◉ **Sit down, organize, and plan your work** → it helps highlight how much time things take.
- ◉ **Don't let yourself fall behind!!!**
 - > Keep your notes organized.
 - > Stay on top of your readings.
 - > Follow the other study tips mentioned above.

You Have Plenty of Time to Study



- Your teachers will give you **plenty of notice (one week + in advance)** on important tests so you have enough time to study for the type of exam you'll be taking.
- If you're **feeling overwhelmed** by all the stuff you have to do?
 - > Ask your teacher to help you prioritize your work.
 - > Ask coaches/drama teachers/extra-curricular organizers to help you find a solution.

Be Timely & Interested



● Don't wait until the last minute to:

- > Talk to your teachers if you don't want to look like a procrastinator!!
- > If you're having trouble meeting a deadline
→ let your teacher know ahead of time.
- > Teachers respect students who are thoughtful, honest and interested in learning and doing well.

Studying in a Crowd



- ◉ Sometimes it can help to **study in groups**.
 - > You can share notes and discuss topics to make sure you all understand the same things.
- ◉ If you are easily distracted in groups → **STUDY IN THE LIBRARY!**
 - > You'll be forced to keep things more low-key and quiet than if you're at your friend's house!

Studying Methods: What works for You



- ◉ In the end, it comes down to **WHAT WORKS BEST FOR YOU?**
 - > If you like to study alone → DO THAT!
 - > If you like to work in a group → TRY IT OUT!
Just be careful not to get off-topic!

The Payoff: Success!



- ◉ When you've finished studying, you should **feel like you can approach the test or quiz with confidence and knowledge.**
- ◉ This doesn't necessarily mean you will get 100%, but you'll have a good understanding of the information!

The Payoff: This is a “No Panic Zone”



- ◉ Most of all → **DON'T PANIC!!!**
 - > If you can't remember some facts don't worry, they may **percolate** in your brain and come to you later.
 - > The brain needs **time to digest** the information, so study ahead of time (at least one week in advance) and you'll be surprised what comes back to you after a good night's sleep!

Prep for the Night Before and Morning of



- ◉ Don't panic or stress out.
- ◉ Review/Study with Breaks – relaxing/short breaks.
- ◉ Do not pull an all-nighter studying.
- ◉ Eat healthfully and drink plenty of water (limit caffeine and sugars).

Prep for the Night Before and Morning of



- Make sure 30 minutes before you go to bed you chill out (stay away from electronics!)
- Go to bed at a reasonable time to good night's sleep.
- Wake up with time to review + ground yourself.
- Get to school with plenty of time.

Remember How to Study: The Proven Method



- ◉ Write it (down)!
- ◉ Read it (silently)!
- ◉ Say it (aloud)!
- ◉ Repeat😊
- ◉ Start studying well in advance!

Questions???

Concerns???