Unit 2: Study Skills

Lesson 1: Active Listening
Understand the difference between good listening and poor listening; use active listening skills during classroom activities; use active listening skills in their daily interpersonal contacts.

Lesson 2: Cornell Notetaking, Part 1
Use the Cornell notetaking method to record information; use the Cornell notetaking method to reduce information into key ideas and key words.

Lesson 3: Cornell Notetaking, Part 2
Use standard shortened forms of words to speed notetaking; devise a personal shorthand and keys for meaning reminders; practice taking notes from oral presentations; incorporate active listening while taking Cornell notes; use a rubric to compare notes to Cornell notetaking standards.

Lesson 4: Memory Principles and Key Words
Become familiar with eight memory principles; learn the importance of key words; identify key words in a variety of contexts; read a story or textbook chapter; practice remembering and retelling a story/reading selection.

Lesson 5: Mnemonic Devices
Consider the techniques for having a powerful memory; organize material as a method of remembering; practice and create acronyms; prepare catch-words and phrases; practice visualizing information.

Lesson 6: Graphic Organizers, Part 1
Compare and contrast the Cornell method and graphic organizers/mind maps; practice taking notes on a graphic organizer.

Lesson 7: Graphic Organizers, Part 2
Using Graphic Organizers to Write Essays; review the structure of paragraphs and essays; create a graphic organizer/mind map to write an essay; write an essay from a graphic organizer/mind map.

Lesson 8: Graphic Organizers, Part 3
Using Multiple Kinds of Graphic Organizers; become acquainted with several kinds of graphic organizers; become experts on one type of graphic organizer; practice using graphic organizers.

Lesson 9: The Classic Method of Notetaking
Practice the classic method of notetaking; review the organization of paragraphs and essays; evaluate study habits through a classic outline.

Lesson 10: Giving Presentations and Public Speaking
Become familiar with basic qualities of presentations and public speaking; practice giving an impromptu speech; identify elements used in impromptu speeches; give constructive feedback.

Take notes using the three methods of notetaking; identify their preferred method of notetaking; use notes to prepare a newscast; present newscasts to classmates; practice public speaking using notes; evaluate notetaking skills & peers’ public speaking.

Lesson 13: Notetaking Review
Review the three methods of notetaking; read and take notes on an article; consider and discuss the issue of teen homelessness.

Lesson 14: Previewing and SQ3R
Recognize their strengths and weaknesses as readers; recall the steps for SQ3R; apply the SQ3R steps to strengthen reading skills.

Lesson 15: Staying on Task, Staying Focused
Recognize how distractions can pull them off task; discover ways to focus on tasks; practice staying on task.

Lesson 16 & 17: Time Management
Students evaluate how they use their time; apply time management tips to life situations; use notetaking to learn time management techniques; prioritize how to use their time; practice short- and long-term planning; practice planning their schedules.

Lesson 18: Study Space
Identify important aspects of a good study space; evaluate their current study spaces; design an ideal study space.

Lesson 19: Test Preparation: Review Sheets and Anticipating Questions
Consider methods of test review; practice making review sheets; write objective tests using review sheets; work collaboratively in groups of three.

Lesson 20: Test Preparation: Combating Test Anxiety
Consider reasons for poor test performance; reflect on past and future test-taking; illustrate the symptoms of and strategies for stopping test anxiety; practice visualizing test-taking success.

Lesson 21: Taking Objective Tests
Evaluate and consider approaches to taking objective tests; consider what types of objective questions challenge them; learn strategies for answering different kinds of objective test questions; practice taking student-composed tests or, alternatively, use a test from a common textbook or standardized test.

Lesson 22: Taking Essay Tests
Learn strategies for taking essay tests; read and discuss an article about teenagers and work; take notes and plan an essay on an article.