



**Enhanced Learning  
Educational Services**  
*“the study skills specialist”*

# USING CLASSTIME



To achieve your best academically you need to ensure you make the most of your classtime at school.

- You should read each point and **highlight the key phrases** in that point.
- Discuss with a friend or parent as you read through the handout.
- You may like to work through this over a number of sessions.

---

Copying and use by purchasing schools only.

Copyright © Enhanced Learning Educational Services 2018. This Blackline Masters page may be photocopied for non-commercial classroom use as per copyright notice at the start of this resource or at [www.enhanced-learning.net](http://www.enhanced-learning.net) 1

## 1. STEPS TO MAKING THE MOST OF CLASSTIME

So what are the advantages of using classtime efficiently? Well, you will complete more work in class and have less to do at home, your teacher will be pleased with your application and so will your parents when they read your report, and of course, you will learn more!

And if you don't use classtime efficiently? Well you will have to do more work at home, you will find you don't always understand the work, your teachers will have to be continually disciplining you and you may even make it harder for other people in your class to learn.

So what does working effectively in class mean? It means you:

- **CHOOSE SEATS WISELY:** Sit next to someone who will help you stay on task.
- **ASK QUESTIONS:** Ask questions whenever you are unsure, unclear or do not understand something.
- **BE POLITE:** Be polite and respectful of your teacher and your classmates.
- **BE PREPARED:** Come to the lesson with all the books, technology and equipment you will need.
- **CONTRIBUTE:** Contribute your thoughts and ideas at the appropriate times.
- **ASK QUESTIONS:** Ask yourself questions about what is going on if you find yourself day-dreaming.
- **STAY ON TASK:** Try at all times to stay on task and be focused on the work you are doing.



a. Which of the points above do you already do? Which ones do you need to work on improving?

## 2. LISTENING SKILLS

### What do we know about listening?

*We tend to listen in spurts (ie. around 30 seconds, then our attention wanders for a few seconds and then returns).*

*We think much faster than people can talk which means we have spare processing power where we can get distracted.*

*We listen better when we are actively involved, taking notes and focused on one task.*



### To improve your listening skills:

- Sit up straight and look at the person speaking.
- Avoid distractions. Are there certain people it is better not to sit with?
- Try and guess or think about what the person speaking will say next.

Copying and use by purchasing schools only.

Copyright © Enhanced Learning Educational Services 2018. This Blackline Masters page may be photocopied for non-commercial classroom use as per copyright notice at the start of this resource or at [www.enhanced-learning.net](http://www.enhanced-learning.net) 2

- Think about the main points that are being made.
- Take notes, jot down the main things you want to remember.
- Concentrate on the discussion and think of what questions you could ask.
- Look for links or connections to earlier work.
- Ask yourself questions about what is being said.
- Tune in to what is being said, make a decision to think about it, not daydream.

**When listening to other students in class:**

- Do not be judgmental.
- Don't make them feel silly or stupid.
- Don't laugh at them, tease them.
- Don't talk while they are talking or be impolite.
- Don't be selfish! Even if you don't want to listen, there are probably other people in the class who do.
- Talking and disturbing the lesson is one of THE MOST SELFISH acts you can commit.
- Even if you don't agree, remember everyone is entitled to their view, we are all different and we all have different insights. You can actually learn quite a lot by listening to your peers in class.
- Don't react emotionally or let your value judgments or beliefs draw you into an argumentative approach.
- Respect others' opinions.

**When listening to teachers in class:**

The issue is that you may not like the voices (rhythm, pitch, tone) of some teachers. You may not be as interested in one subject or topic as you are in others. You may be bored at times or not in the mood to listen.

But you do need to find ways to get yourself engaged in every lesson in order to give yourself the best chance of academic success.



- To do this: ask yourself questions about what is going on: what is this related to, what will come next, do I need to ask any questions.
- Take notes. By writing things down it forces you to concentrate.
- Try and predict what will come next.
- Periodically summarise what the teacher is saying to yourself.



*b. What are your listening skills like? What could you do to improve them?*