

Note: to save space this file has been saved without the picture page borders

Name:

Class:

2 Managing Homework

Materials needed: white board and pens or blackboard and chalk, students' homework diaries

Activity 1 - Pairs

Why do teachers give you homework? Circle the real reasons in the list below.

1. To make sure you understand the work from class.
2. To make sure you don't have any time to watch TV.
3. To make sure that you can't spend as much time with your friends after school.
4. To give you practise to ensure what you learn stays in your brain.
5. To give you time to learn and memorise the information.
6. To torture you as they enjoy it.
7. To provide opportunities for you to think creatively.
8. To give you a chance to challenge yourself.
9. To make you feel lots of pain and boredom.
10. To help you see what aspects you understand and what you need more help on.

Activity 2 - Individual / Class

At the moment, how much homework are you given each day? _____ hours/mins

Do you always do your homework? If not, why not? (circle your answers)

1. forget to write it in diary
2. write it in diary but forget to check diary
3. no time, too many activities
4. can't be bothered
5. watch too much TV
6. on the phone or chat too much
7. don't know how to do it
8. other reason? _____

For each of these reasons your teacher is going to ask the class to brainstorm ideas on what you could do if this was one of your 'blockers' to doing homework. Your teacher will ask students to come out the front of the classroom and record the ideas on the board. Write down in the boxes at least two ideas you found helpful.

- ❖ Do you allocate a certain amount of time each day to do homework? YES / NO
- ❖ In your first year of high school you should be doing about **1.5 hours EVERY DAY** even if you don't have that much homework! Yes, really!
- ❖ A great habit to get into is to block out 1.5 hours every day as a period you use for schoolwork. Your school may have slightly different guidelines. Check and see exactly how much time your school expects you to be doing each night.

What do you do in this time?

1. You do your **homework** first.
2. Next, work on **assignments** and **study for any tests** that are coming up.
3. In any time that you have left, use this time to get **organised**, make some **study notes** on any topics you have finished, or do some **revision**. Some days you will have no time for this, other days you might have a half hour or so. Other things you can do with the time: write brief **summaries** of lesson notes and textbook, go back over **past tests and exercises**.

Activity 3 - Individual

Let's look at your weekly schedule and find the best time for you to choose your hour and a half each day. Fill in all your activities as well as things like dinner, a shower and find and highlight 1.5 hours each day. For the weekend, write down when on Saturday you are going to do schoolwork and when on Sunday.

	MON	TUES	WED	THURS	FRI	SAT	SUN
4-4.30							
4.30-5							
5-5.30							
5.30-6							
6-6.30							
6.30-7							
7-7.30							
7.30-8							
8-8.30							
8.30-9							
9-9.30							
9.30-10							

Look back at the areas you have discussed today. Have a look through your homework diary and how you use it. Write down 2 homework resolutions that if you follow could really help you do well at school. Your teacher may ask you to share your ideas with the class.

- 1.

- 2.

8 Summarising

Name:

Class:

Materials needed: highlighters, blank paper (approx 6 sheets per student), scissors or ruler

Activity 1 - Individual

Using a highlighter, highlight the key ideas on this page about SUMMARISING.

➤ WHO?

YOU! It is up to you to make good study notes and summaries. After all, you are the one who has to learn it! Don't wait for your teacher to get you started, it is your responsibility.

➤ WHEN?

The best time is the end of every topic. As you finish a topic it is a great idea to make some study notes for that topic. That way you don't have to do it all at once before a test.

➤ WHY?

Your brain remembers things in chunks. If you can break your work down into key points, it will be much easier to remember it. It is also much easier to learn and remember a few pages with main ideas than to try and read through all your notes and textbooks to find the things you need to know. Summarising also is actually studying as it means you go through your work and really think about and find what the important parts are. Writing these down and organising them also helps.

➤ HOW?

When making a summary, one idea is to either purchase a separate A4 exercise book for them, or use loose paper in a folder. In fact, you can do your summaries any way you like! The important part is that you set your study notes out very neatly. Point form is a great idea. Use colour and highlighters and headings to make the different sections clear. You might even put important points in a box. It is also essential that you look through all the work you have done, including worksheets and textbooks, and include all the important things you need to know in your summaries. Many students find they may need to rewrite their summaries once or twice so that all the information is organised properly and makes sense. You want to be able to pick up your summary and have everything there you need to study and learn. You might like to include good handouts from your teacher.

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In the space provided above in the table, make a summary (i.e. a list of key points) of the information about HOW to make a summary.

Activity 2 - Pairs

Which part of the table do you think you would find easiest to remember? The paragraph on the left or the key points you made on the right? _____

Compare the points you wrote down with those of your partner. Are there differences in the way you set it out? Did you write down different points? Whose do you think is better and why? Explain to your partner what is good about their summary.

In the space below, decide what method you will try to use for your summaries. Will you buy a book for each subject, or keep a folder with dividers in it just for summaries? Any other ideas? Write down what you are going to do or what you currently do now.

Activity 3 - Individual

Now it is time to get yourself really organised. Your teacher will give you some blank A4 paper. Cut each page in half so you have a number of half pages. You need one for each subject you do. This is going to be the contents page of your summary. You will paste this onto the first page of wherever you are going to do your summaries. For each page write in the following:

SUBJECT : _____

Table of Contents:

- 1.
- 2.
- 3.
- 4.
- 5.

Write down the topics you have covered so far in each subject. You may need to ask your friend to help you to remember what you have done so far! Notice the little squares next to each topic. Once you have done the summary for this topic, put a tick in the square.

YOUR 'TO DO' LIST

1. Go and buy the stationery you need to make summaries.
2. Paste in the 'Table of Contents' pages you made today.
3. Start making your summaries. Just do a little bit each day and you'll be surprised how quickly you get through them and you'll be amazed at how you start to remember everything!

12 Learning and Remembering

Name:

Class:

Materials needed: any textbook

Do you think just reading your notes is the best way to make things stay in your head?

OF COURSE NOT !!!!!

*You need to make sure your study is **ACTIVE!** This means actually 'doing'.*

So, how can you make your study more active?????

Activity 1 - Individual

See if you can find the missing words below to complete the 10 suggestions on the next page of how you can make your study more active. Circle the words you find then complete the sentences on the back of the sheet with these words. Some of the words are on diagonals. If you get stuck, look at the sentences on the next page to give you some clues about the words you might be looking for.

B	T	E	A	C	H	S	D	H
A	E	W	X	R	E	U	W	Q
H	S	R	C	P	O	M	O	U
J	T	I	R	A	L	M	R	I
F	E	T	E	E	I	A	C	Z
S	P	E	A	K	S	R	I	F
T	U	E	D	G	T	I	K	N
U	R	C	L	O	S	E	H	L
P	R	A	C	T	I	S	E	D

SUGGESTIONS FOR MAKING YOUR STUDY MORE ACTIVE!

1. W _ _ _ E out the main points over and over.
2. S _ _ _ K it out loud.
3. E _ _ _ _ N it to someone else.
4. Make S _ _ _ _ _ S of the topic.
5. T _ _ _ H someone else how to do it.
6. T _ _ T yourself.
7. Write L _ _ _ S of key definitions.
8. Have someone Q _ _ Z you.
9. R _ _ D over your notes then C _ _ _ E your book and write down what you remember.
10. P _ _ _ _ E different questions or write out the key points.



Activity 2 - Pairs

With a partner, discuss what methods YOU currently use when you are trying to learn and remember something. Record your answers in the box below:

YOUR MAIN STUDY METHODS:	YOUR PARTNER'S METHODS:
➤ ➤	➤ ➤

Now with your partner, discuss what you COULD do or try to make the way you learn and remember things more effective? Record your answers in the box below:

YOU ARE GOING TO TRY:	YOUR PARTNER WILL TRY:
➤ ➤	➤ ➤

Open any one of your textbooks. Imagine you were told you were going to be tested on that particular page or chapter. Discuss with your partner what you would do to try and learn and remember it. Your teacher may ask you and your partner to share your thoughts with the class. You may think of some new, useful and different ideas!

15 Are You on Track?

Name:

Class:

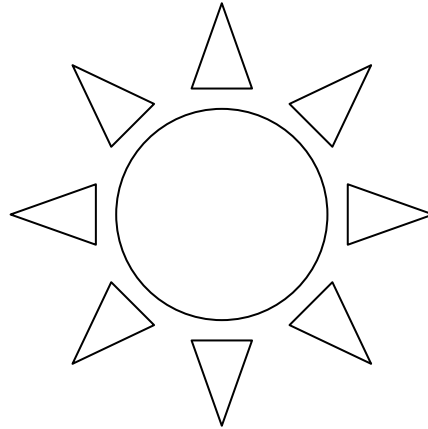
Materials needed: nil

Activity 1 - Individual

Have you been implementing the study skills you have been discussing and thinking about? Let's see how you have been going. Put one tick for each question:

	YES	sometimes	NO
1. I write my homework into my diary.			
2. I check my diary each day to see what work I need to do.			
3. I actually do my homework each day.			
4. I have a set time to do work at home each day.			
5. In this time I do homework, assignments and revision.			
6. Before I start work, I plan exactly what needs to be done.			
7. If I am absent, I find out the work I have missed.			
8. I use my classtime effectively.			
9. I listen in class and don't daydream or talk.			
10. I think about what I am copying from the board.			
11. I participate and am involved in my classes.			
12. I bring the correct books and equipment to class.			
13. I arrive at school on time.			
14. I look after my notebooks and textbooks.			
15. I file and organise my papers and handouts.			
16. I ask for help if I don't understand.			
17. I make summaries or study notes as I finish a topic.			
18. I have a wall calendar where I can see all that is due.			
19. I plan out my assignments and start them early.			
20. I have a good study environment at home			
TOTAL:			
Now multiply the number of ticks by the given number:	X 2	X 1	X 0
Add these up to get your total score for the next page:			

Your total study skills score was:



-
- 40 Total study skills legend!
- 31-39 You are doing really well, only a few things you need to work on. Well done.
- 21-30 OK to good. You are on the right track but have some areas you could improve in order to achieve better results and make life at school easier.
- 11-20 You need to really start to make some changes. There are many areas you need to focus on in order to ensure you are ready for the next years of high school.
- 0-10 Either you didn't do the quiz seriously or you really need to spend some time with a teacher planning out how you could improve your study skills. It is really important that you work on these areas now before the workload gets heavier and harder! You can do it, just take it piece by piece, work on one thing at a time and once you have established a new good habit, move on to the next thing.

Activity 2 - Pairs

Share with your partner the areas you need to work on. Look at each other's list and choose the three most important things to improve. Discuss what you could do in order to improve these skills.

Area to improve:	What you can do about it: