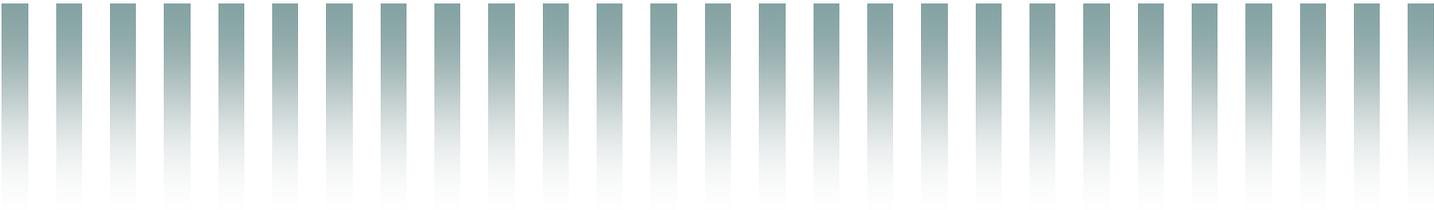




GENERAL STUDY HINTS



Information for Students

Before beginning any process in learning study skills, it is important to remember a few important points. First is that there is no one right or wrong way to study. We are each individuals and each of us will find something a little different from others that works for us. Your study routine may differ from your friend's or from your sister's or brother's. The key is to try to figure out what works best for you and then stick with it.

Secondly, as the student, you are the person most responsible for doing your homework. This does not mean you cannot get help from your parents or your teachers or even from friends, but getting help does not mean that someone else should do the homework for you. It also does not mean you should have to be asked over and over to do your homework. Your parents have already been through school. Right now you are the one who is supposed to be learning the material.

For some students, when it comes to studying, if there is no pain, there is no gain. It does not have to be that way! Your success in school is dependent on your ability to study effectively and efficiently. The results of poor study skills are wasted time, frustration and low or failing grades. There is no magic formula for success in preparing for tests, written or oral assignments. Studying any material requires work. By using the suggestions in this guide you can gain a valuable edge in understanding material, preparing for tests and ultimately, learning. Read the material, think about what you read and get ready to become a more successful student.

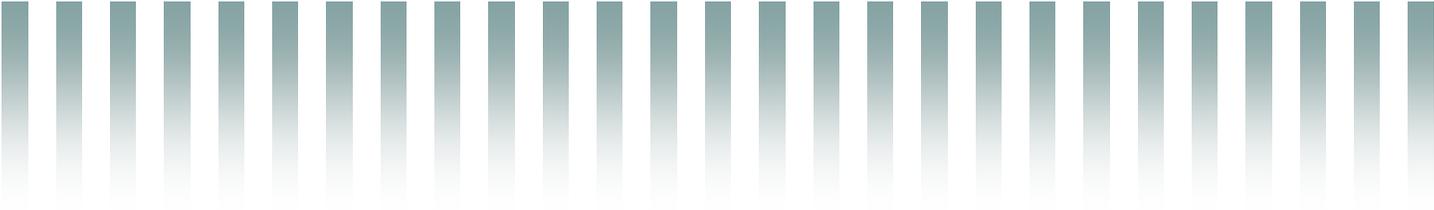


Are you having trouble studying for that test? Is it hard to concentrate on your homework? Do you go to class and not remember anything of what you studied the night before? Do you go completely blank as soon as the teacher passes the test paper around? Although there is no magic formula to get that "A" on your math test, here are some tips that will send you on your way to doing well on your next exam. Be aware that knowing what effective study skills are is only part of the task. Implementing these skills in your life requires discipline and practice as well as strong motivation to make a change in order to succeed

Study Tips from GSMST Students

Below is a list of study tips that our current students say have helped them to be successful

1. Actually DO your summer assignments—trust us, it will help in the school year.
2. It's vital to start homework early - DO NOT wait until the morning that something is due
3. Prioritize all of your homework to decide how much time to spend on each subject. Make a schedule.
 - 3a. Create you own **quiet study space**. If you don't have a desk in your room or if the dining room table isn't quiet enough, consider going to the local library or going to another room in your home that has minimum distractions and good lighting.
 - 3b. **Don't do other things** while you are studying. This includes watching TV, fixing a snack and talking on the phone. For some students, listening to classical music may help, but no pop or rock allowed!
4. Read all assigned books given by teachers throughout the year .
5. Stretch reading material out over time and don't wait until the night before to START your book.
6. Remember, everything that you are doing is to help YOURSELF, so don't cheat yourself by procrastinating or skipping assignments. Get into the habit of studying **every day**. If you do not have any specific assignments, take a few minutes to review topics that you find hardest. It is good to get into the habit of studying every day.
7. Take small breaks while you are studying and doing homework to keep yourself awake and focused. Some people find that small snacks help keep them going throughout the day.
8. It's important to consciously cut down time chatting online with your friends (though it is best to not do it all)
9. **Don't waste time** between classes or while riding the bus. Review your notes or make a note of any questions you have about the material.
10. Ask for help when you need it. Teachers and friends are usually willing to go over something with you again if you didn't quite "get it" the first time. Take advantage of **tutoring or extra help** from your teacher. If you are struggling, this can make a huge difference. Occasionally, **study with a friend**. Quiz each other, compare notes and discuss differences in your notes or your understanding of the material.



Information for Parents

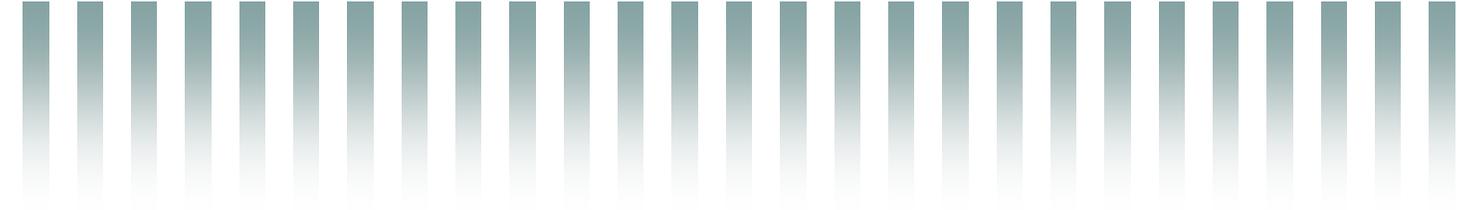
How to help your student make the most of study time

There is no single right or wrong way to study. Each child is an individual and each will find something different that works. Your child's study plan may differ from that of your neighbor's kids. If you are lucky, you may find that all your children can take the same approach to studying, but often that is not the case. The idea is to find out what works best for each child and then stick with it.

Keep in mind that the object of teaching your child how to study is just that. You are not trying to make sure they get great grades, although hopefully that will follow. You want them to learn to take the responsibility for getting their assignments done. Naturally, it won't be that simple. Learning to study is a gradual process and you can expect some hurdles along the way. Work out a plan with your child and let them take more and more of the responsibility for carrying it out as time goes on.

Certain important practices will make life easier for everyone in the family when it comes to study time and study organization. However, some of them may require an adjustment from other members of the family.

- ▣ **MONITOR LAPTOP USE.** GSMST students do not need to use their laptops for every assignment. In fact, many teachers report that they rarely give work that requires the use of the laptop. It is easy for students to be distracted by chatting, games, or email, so it may be helpful if all work completed with the use of the laptop is done in a public area of the home.
- ▣ **Turn off the TV set.** Make it a house rule that whenever it is study time, it is "no TV" time. A television set that is on will draw your child's attention.
- ▣ **Set rules about cell phones during study hours.** Students should not be calling friends or texting during homework time. You may want to keep a phone available in case your child needs to call a classmate to confirm an assignment or to discuss difficult homework.
- ▣ **Consistency is a key factor in academic success.** Serving meals at a standard time is helpful so that after eating and family discussions are over, it is time to study if that is the routine. Some students prefer to study soon after arriving home in the afternoon. Allow your child to take breaks, perhaps as a reward for finishing a section of the work.



Designate specific areas for assignments and studying. Some suggestions are the child's room or the kitchen/dining room table. Keep in mind that some students may not yet be responsible enough to study alone in their rooms, and may need to have a parent or other family members around to help keep them on task. Eliminate as much distraction as possible.

- o A table that allows for all necessary supplies such as pencils, pens, paper, books and other essentials works extremely well.

- o Encourage your student to use their agenda to write down assignments so there is no confusion about when certain assignments are due.

Organize studying and projects with your child. Get a large calendar that has space to write things in daily boxes. If possible, consider tearing it so that one semester at a time is showing. Have the child use a marker to mark exam dates in one color, report due dates in another color, etc. This will also serve as a reminder so that your child does not procrastinate on assignments.

Teach your child that studying is more than just doing assignments. Encourage your child to do such things as:

- o learn to skim material
- o take notes while reading a chapter –not every word—check online resources for examples
- o make flashcards for quick review of dates, formulas, vocabulary words, etc.
- o learn to study tables and charts
- o learn to summarize what has been read in his/her own words

Be positive about homework. Tell your child how important school is. The attitude you express about homework will be the attitude your child acquires. When your child does homework, you do homework. Show your child that the skills they are learning are related to things you do as an adult. If your child is reading, you read too. If your child is doing math, balance your check-book. When your child asks for help, provide guidance, not answers. Giving answers means your child will not learn the material. Too much help teaches your child that when the going gets rough, someone will do the work for him or her. When you're the teacher asks that you play a role in homework, do it. Cooperate with the teacher it shows your child that the school and home are a team. Follow the directions give by the teacher.

For some students rewriting notes, especially if a lot of material was covered, can serve as an excellent review. If notes are rewritten they should be used later for review and recall.

Help your child feel confident for tests. For some students, taking tests is traumatizing. Explain to your child that cramming the night before a test is not productive. It is better to get a good night's sleep. Remind the child to read the directions carefully and completely before beginning a test. Skip over questions for which they do not know the answers right away. They can return later if there is time.

Should parents help with assignments? Yes, if it is productive to do so, such as asking key questions or checking a math problem. No, if it is something the child can handle alone. Help and support should always be calmly and cheerfully given. Grudging help is worse than no help at all. Read directions or check over math problems after your child has completed the assignment. Make positive comments. If homework is meant to be done by your child alone, stay away. Too much parent involvement can prevent homework from having some positive effects. Homework is a great way for kids to develop independent, lifelong skills.

Encourage games and leisure time activities that require reasoning, computations and problem solving skills. Allow your child to participate in building things, fixing things, cooking and related tasks..

Parent Portal

Make sure that you are signed up for the Parent Portal and check it several times a week! This is the best way to keep up with how your student is doing in his classes. Consider giving your student the log-in information as well if this will help him to keep on top of his classes and assignments. It is very important to GSMST that you are able to stay informed of your student's progress. If you do not have access to the parent portal, you can download the form from our website and turn it into Mrs. Dascall in the Counseling Office.

If you have not already done so, please sign up for our weekly email newsletter. This is full of important information about everything that is happening at our school. Simply go to our website and enter your email address on the left hand side where it says "Sign up for our Email Newsletter" www.gsmst.info



Intervention Information

If your student is failing a class, he will be assigned mandatory intervention with his teacher. Mandatory intervention is held after 2nd lunch, and is a time for focused study and extra help with the teachers. Intervention is held M-Th. Many of the teachers are also holding intervention on Fridays at their discretion.

Your student may not be assigned intervention if she is not failing. However, if your student has a "C" or below in any class, it is important that she take advantage of this time to study on her own or to get help from her teachers. All teachers have posted their intervention schedule on their websites. Please remind your student that it is his/her responsibility to take advantage of posted hours. www.gsmst.info

Tutoring Information

The counseling office keeps a list of tutors who have contacted our school. Although we cannot endorse these tutors, we are able to share their information with students and parents. If your student is having trouble in a particular subject, it can also be helpful for them to ask their teacher if they know of a tutor who may be able to work with them. The GSMST National Honor Society offers peer tutoring before/after school and during lunch. To set up an appointment, email: nhs.tutors.gsmst@gmail.com

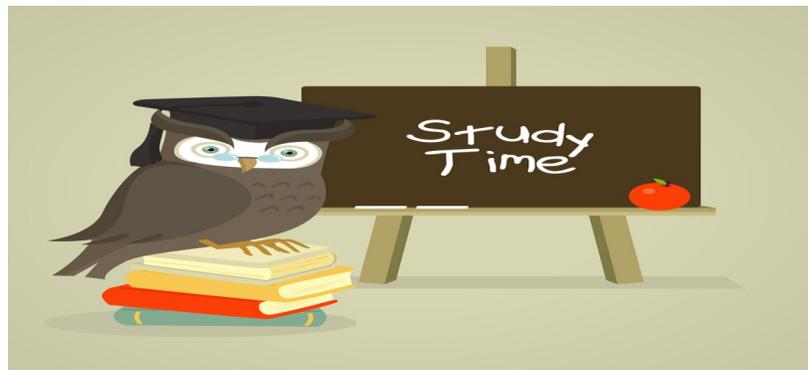
Parent/Teacher Conferences

If a student is struggling in one or two classes, the counseling office recommends that parents first contact the teachers of these subjects. Our teachers are often the best resource to help you understand the specific areas in which your student is having difficulties. The counselors are available to sit in on these meetings if necessary. If your student is struggling in many subject areas, counselors are available to coordinate a meeting with all of the teachers.

Preparing for Tests

Usually test scores are the major factor in your course grade. Doing well on them requires test-taking skills, a purposeful positive attitude, strategic thinking and planning and of course, a solid understanding of the course content. Below are some tips to help you prepare for an exam.

- A. Familiarize your self with the test. Ask how long it will be and what kind of questions will be on it. Find out what concepts are most important, which chapters to study and what you will be expected to do on the test - write an essay, answer multiple choice questions, complete a chart, etc. Look over all the work to be done and schedule time to do it. Stick to your schedule and routines.
- B. Avoid the “escape syndrome.” If you find yourself worrying or talking about what needs to be done instead of doing it, relax for a few minutes and rethink what you are doing, check your priorities and if necessary refine your study plan and then start working.
- C. Read or skim and take notes on the material you have not yet read. Set time limits and stick to them. Emphasize key material and concentrate on understanding the ideas. Ask yourself questions about the material or have someone else do this. Review the material out loud. Self-testing at the end of each section can increase recall even without reviewing later.
- D. Review actively. Put together your notes, items from the book and other information you have about the material. Use charting, outlining, making tables or even writing summaries. Perhaps create summary sheets for each major concept and make them meaningful to you.
- E. Practice doing what you will be doing on the test. Anticipate test questions by asking, “If I were making up this test I might ask...” and then answer your own question.
- E. Consider studying with other well-prepared students. Studying together can clarify any gaps in what you know.





TAKING TESTS

Do you get really nervous before a test? Maybe so nervous you don't do your best and lose points even though you studied and are prepared? Do you ever forget, during a test, material you studied and learned maybe only to remember it again later after the test is over? Do you make careless errors on a test? Do you spend a lot of time and energy studying and preparing for tests, yet fail to make grades that represent what you know? Do you lack confidence in yourself as a student because of this?

If you answered "yes" to several of these, you might be "test anxious." Of course, everyone is anxious about tests; if not, you wouldn't try. A certain amount of tension is good because it can act as a motivator.

On the other hand, many students suffer from nervousness so severe that two things happen – their grades drop (anxiety keeps them from doing their best) and the quality of their life lessens (they're miserable). Here are some suggestions for ways to remain calm and keep a productive level of tension while taking tests.

- ▣ Be prepared emotionally and physically in addition to being prepared intellectually. Stay away from others right before the test; anxiety is highly contagious. Focus on what you know rather than what you do not know. Get enough rest the night before the test. Eat well balanced meals and exercise regularly. Prepare your brain by keeping your physical resources well maintained. Avoid fasting; don't take any stimulants, e.g., coffee or energy drinks, that you are not used to taking. .
- ▣ Find out if you can write on the test itself and, if so, after you receive the test, use the back to write down any information you might forget.
- ▣ Look over the whole test before trying to answer any questions. Make sure you have all the pages. Read the directions carefully.
- ▣ Plan your time. Use the most time on the questions which offer the most points and save time at the end for review.
- ▣ Start with the easy questions to build confidence and gain time for the more difficult questions. Try to finish the whole test. If there is no penalty for guessing, answer every question.
- ▣ Don't panic if you see a question you did not expect to see. Use everything you know to analyze the question and create a logical answer. Try for partial credit when you know you cannot get all the points.
- ▣ Read the question as it is written. Avoid oversimplifying or overanalyzing the question so you won't end up answering a question not on the test. Answer the question the teacher intended you to answer.

Engineering /Physics

Active Reading:

SQ4R (there is also a video on our website)

Cornell Notes (there is also a video on our website)

Actively Watching Videos:

Take Notes

Pause video and/or repeat when necessary

Pause video to make predictions and solve problems

Summarize the main points of the video

Use Cornell Notes

Class Work:

Be actively involved in class each day; take notes, answer questions and make a positive contribution (don't sit passively)

Group Work:

Identify the role for each group member

Be very clear as to the expectations of each group member; hold each other

Accountable

Give one another a due date 1 or 2 days prior to the teacher's due date so that the group can address issues that arise.

Be positive

Exchange phone numbers and email addresses. Stay in contact

Peer tutor one another; each of you can explain solutions to problems and help out

Your teammates

Preparing for Assessments:

Consider taking all your notes and reorganizing them into a meaningful outline.

Color code notes

Add diagrams

Have sample problems from each section in your notes

When preparing for a free response physics test, create a practice test. Use old

Webassign problems. Time yourself taking the test. Use the key available on

Webassign and see how you did. If you made an 80 in practice you probably make

An 80 on the actual test. Practice makes perfect.

Assessments:

Make appointment with teacher to come in and go over quizzes and tests

You need to understand your mistakes so that you learn and grow as a student;

Content is commutative throughout the semester.

Success Tips for Freshman Students in Language Arts

Students should keep a daily, weekly, and monthly agenda of all assignments given, due dates, and important events. It is imperative not to just look at today or this week on the agenda in order to plan efficiently. Many of you are only looking at the “what’s up calendar” list for one day or one week and are not able to plan ahead for what may be coming in the future.

This agenda should be looked at daily and checked for completion to insure all work is being completed and submitted, so all students are prepared for class.

Another time management recommendation is to implement your agenda into a strategic planning matrix like the one provided below:

The time management matrix – activities

	Urgent	Not Urgent
I m p o r t a n t	I ACTIVITIES <ul style="list-style-type: none">• Crises• Pressing problems• Deadline-driven projects	II ACTIVITIES <ul style="list-style-type: none">• Prevention, capability improvement• Relationship building• Recognising new opportunities• Planning, recreation
N o t I m p o r t a n t	III ACTIVITIES <ul style="list-style-type: none">• Interruptions, some callers• Some mail, some reports• Some meetings• Proximate, pressing matters• Popular activities	IV ACTIVITIES <ul style="list-style-type: none">• Trivia, busy work• Some mail• Some phone calls• Time wasters• Pleasant activities

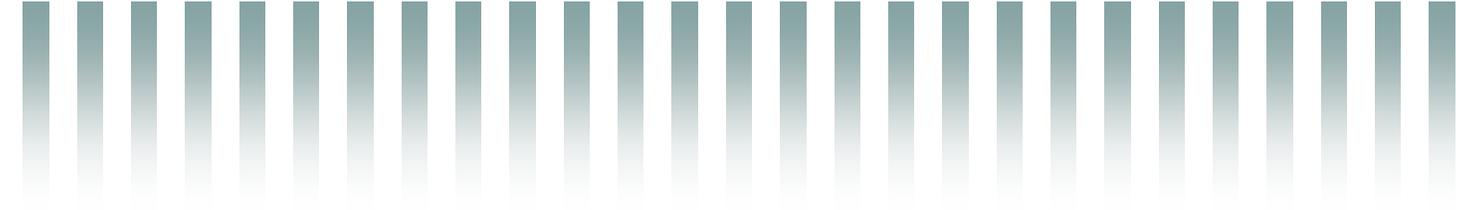
Based on 7 Habits of Highly Effective People, Stephen Covey

Active Reading:

When students are reading in class or at home alone, they should be taking notes on the content. This could be done by focusing on the characters and the plot line. It is also a good recommendation for students to summarize events in the stories as well as the cause and effect of those events if applicable.

One helpful tip for comprehending is to contextualize as they are reading. Students should be familiar with these text to text, text to self, and text to world connection.

Students should focus on vocabulary listed in the text as well as any unfamiliar words encountered. Defining these words will increase knowledge and comprehension.



Another helpful tip for reading is to answer question throughout the story. This is not exclusive to the questions in the back of the book, students should creating and answering their own questions as the read (who, what, when, where, why and how).

Students may also want to look into graphic organizers for note taking tips beyond two column and Venn diagrams. Below is a website with multiple printable graphic organizers for you to choose from:

<http://www.scholastic.com/teachers/lesson-plan/graphic-organizers-reading-comprehension>

Greek Vocabulary (should review this daily):

It is important to not just study the prefixes, roots, and suffixes alone. Note cards for these is great, but you should study the exercise words too.

Because you will be asked to identify the Greek vocabulary in the exercise words as well as new words, you should understand how the Greek vocabulary helps define the words.

You should be able to pick out the Greek parts of any word and define them. Then using the Greek vocabulary you will be asked to answer a question or guess the meaning of the word.

So for the word apathetic, a great way to do a flash card for this word would be to put apathetic on the front. On the back side of the flash card put

a = without; not

ic = makes a noun or an adjective

apathetic is an adjective that means without concern or without interest

By studying with flash cards this way, students will be focusing on how the Greek vocabulary effects the meaning of a word and not just memorizing the prefix, suffix, root words, and their meaning.

Study Groups:

It has been a recommendation since the beginning of the school year for students to create study groups with others in their classes. This will help when students are absent or simply do not understand the material. It is highly recommended to not create these groups with friends as students will socialize rather than accomplish their studying goals.

Study Aids for Chemistry

Students requiring additional support for success in chemistry are encouraged to employ one or more of the following resources:

1. Note taking strategies – This encompasses recording information from class lecture as well as from the text. Each chemistry class is given reading assignments that are critical and require written processing. Cornell notes (<http://coe.jmu.edu/LearningToolbox/cornellnotes.html>) is one style that students can use, but there are others. Regardless of the method, taking notes will improve engagement and retention of information as well as facilitate the identification of problems in comprehension of concepts. Language arts teachers can review other specific strategies with an interested student.
2. Online Video Resource – Students are encouraged to take advantage of online videos that can present the content in another format and from a different voice. Two such resources are Kahn Academy and GPB Classroom.
<http://www.khanacademy.org/science/chemistry/#science/chemistry?k>
<http://www.gpb.org/chemistry-physics/term/chemistry>
3. Tutoring – Students have at least two sources of extra help on campus, their chemistry teacher and a National Honor Society tutor. Mr. Calhoun is available on Tuesday and Thursday from 3:00 p.m. until 4:00 p.m. and Fridays after school by appointment. Mrs. Vasileva is available every morning from 7:00 am until 7:45 am and Tuesday through Thursday from 3:00 pm until 4:00 pm. Both teachers are available for all students, not just those in their own class. In order to obtain help from a member of NHS students should send an email to tutoring@gsmst.org with your name, subject you need help in, and availability.



TIPS FOR PASSING AACC AND ALGEBRA STRATEGIES

9th Grade AACC – Ms. L. Allen

- Homework updated on the calendar daily
- Should be doing homework daily
- Come in for help sessions – listed on first page of the On My Calendar page
- Prepare questions for help sessions. Ex: Problems you cannot do or concepts you do not understand; do not just say “I don’t get it” – be able to identify “it”.
- Do not wait until the last second when you do not understand something. As soon as you do not understand – ask.

9th Grade Algebra Strategies – Mrs. C. Hill

- Agenda is updated daily on the calendar; check the calendar daily and be prepared for class.
- Take notes in class every day – all important types of problems are done on the board in the format, which is expected on exams and quizzes.
- Come in for help sessions – listed on first page of the On My Calendar page.
- Prepare questions for help sessions. Ex: Problems you cannot do or concepts you do not understand; do not just say “I don’t get it” – be able to identify “it”.
- Ask questions during class. Homework should be done daily for Ms. Allen’s class, and if any questions arise from that homework, be sure to ask them in class.
- Complete all assigned work and turn it in by the due date (for every day that an assignment is late, 10 points are taken off).

