

10 Study Tips

Every Student Should Know

Your Guide to Better Study Habits



Club  Z!
In-Home Tutoring Services

TIP 1

TURN OFF THE “NOISEMAKERS”

As most parents can readily attest, children are drawn to the television like bees to honey! When it's time to study or get homework done, it should be a no-brainer to **turn off the television**. It's also wise to **remove access to other possible distractions such as mp3 players, cell phones and the internet** (unless of course the internet is required for the project at hand). You know your children best – if a little music helps them focus and stay on task, then moderation is the key. And of course it couldn't hurt to invest in a set of headphones!



TIP 2

PICK SPECIFIC AREAS OF YOUR HOME FOR STUDYING AND SCHOOL WORK

A really critical component to successful studying is to **identify a space where your children can focus, free from distractions**. This often means that the best place for them to study isn't always the place of their choosing (i.e. on the couch in front of the television – see Tip 1). **Ideal spaces may include your child's bedroom or the dining room table**. For whichever area you select, be sure to set the stage for success by ensuring that there is adequate desk space and lighting. Most desks for young people don't really have sufficient space to spread out materials such as textbooks, workbooks, planners, scratch paper, resource materials, etc. A table that allows for all necessary supplies and other essentials can make a huge difference in your child's study time!



TIP 3

SET A CONSISTENT SCHEDULE

Balancing homework, extracurricular activities, and family life can sometimes seem harder than herding cats, as the saying goes! But as difficult as setting a consistent schedule may be, it can pay dividends for your child's productivity and the family's sanity. One simple step is to try to organize the household so that dinner is served at a standard time during the week. Once dinner is over, you can designate that time as study time. Of course homework can always be done before dinner if your schedule permits, but **providing a predictable schedule for everyday activities** like dinner and baths makes it much easier for your children to plan their day and meet expectations in the classroom and at home.



Speaking of expectations, it is important to **consider your child's developmental level and attention span** when setting the amount of time for homework. While a high school student can generally remain focused on a single task for over an hour, a first grade student may struggle to last more than 15 minutes! Allow your child to take breaks as needed – you can even plan them as rewards for finishing a section of the work.

TIP 4

ORGANIZE STUDY AND HOMEWORK PROJECTS

Get a **large calendar**, one that allows space for jotting down things in the daily boxes. Rip it apart so that you and your child can sequentially mount the school

months for the current semester. For example, you can tear off September, October, November, December and January and mount them from left to right across one wall. Have the child use a bold color highlighter or felt tip pen to mark exam dates in one color, reports that are coming due in a different color, etc. This will serve as a reminder so that things aren't set aside until the last moment!

JULY							Weekly Planner
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23 /20	24 /31	25	26	27	28	29	

For younger children, **consider placing a bulletin board in your child's room** so that he or she can post pertinent school items and keep them visible to ensure they are completed on time. **Academic planners** are strongly encouraged for older children. This can be a simple pad of paper or even a free application on your child's phone or tablet (if applicable). This allows students to jot down assignments and set reminders for due dates.

TIP 5

GO ABOVE AND BEYOND

One of the most common misconceptions about doing schoolwork is that you simply need to complete the assignment; when in reality, you need to do much more to learn and retain the information you're reviewing. In order to build these strong study habits and lifelong learning skills, encourage your child to do things like:



- **Take notes** while reading a chapter
- Learn to **skim the material** for important information
- Learn to study important **tables and charts**
- Learn to **summarize reading passages** in his/her own words
- Learn to **make flashcards** for quick review of dates, formulas, spelling words, etc.

You can do your part by making sure that the important materials and resources are in ready supply. This includes highlighters, pens, pencils, erasers, blank note cards, rulers, and scratch paper.

TIP 6

TAKE STRONG NOTES

Effective note-taking is a skill that most students struggle to master. Many feel as if they have to write down every word the teacher says, while others have difficulty figuring out which concepts are important enough to write down and end up with very little information at the end of class.



All students can benefit from learning how to take effective notes. Many students find an outline version of note-taking to be easy to adopt. Outlines allow students to arrange information from general to more specific. Students can create outlines using any symbol or form they find helpful, whether formal (i.e. Roman numerals) or informal. And well prepared teachers present their material in a format that lends itself to outline form. An outline is only one form of effective note-taking. Students should be encouraged to find the format that **best suits their learning styles and preferences.**

Students may also wish to rewrite notes, particularly if a lot of material was covered and the student had a hard time writing quickly and organizing the information appropriately. Rewriting notes can be an excellent review of the subject matter. However, rewriting notes isn't worth the time unless they are used for review and recall of important information.

TIP 7

USE A DICTIONARY



In many households, a hard cover dictionary may serve no other purpose than to collect dust on a shelf. Your student may even think it is an antique! With seemingly unlimited access to free dictionaries online, today's students are often more inclined to search the web for help. Whatever the preferred format, **students should be encouraged to reference a dictionary often.** If you have a physical dictionary in your home, keep it in an accessible place and let your child see you refer to it from time to time. Or consider purchasing an inexpensive dictionary for your child's exclusive use.

When your children ask you the meaning of a word, encourage them to look it up online or in text, and then use it in a sentence of their choosing to illustrate their understanding of the word's meaning.

This same concept can be applied to encyclopedias and other study resources. For younger children, remember that good dictionary, encyclopedia and organizational skills depend on the ability to alphabetize. So encourage your children to alphabetize spelling words, family members' names or a few favorite toys at home as a way of practicing.

TIP 8

HELP BOOST YOUR CHILD'S TEST-TAKING CONFIDENCE

Taking tests can be a traumatic experience for some students. Explain to your child that **cramming the night before a test is not productive.** In fact, getting a good night's sleep before a big test is a crucial factor in how well he/she will perform!

Students should also be reminded that when taking a test, they should **thoroughly and carefully read the directions before they try to answer a question.** One highly effective strategy for test taking is to skip questions for which they don't know the answers and focus on answering the questions they are sure of first. They can always return to the more difficult questions if there's time at the end.



Good advice for any student before taking a test: take a deep breath, relax, and dive in. Oh, and always bring an extra pen or pencil just in case!

TIP 9

LET YOUR CHILD DO THE WORK



This one is often easier said than done. It can be difficult sometimes to watch your child struggle through an assignment, or to be patient enough to spend 45 minutes on a question that you could have answered in 5 minutes. Parents should definitely help if it's clearly productive to do so, such as calling out spelling words or checking a math problem that won't prove. If your child can easily handle the assignment or question, unnecessary support may inadvertently rob him/her of the opportunity to learn from the process!

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 work. Remember to **make positive comments** – you don't want your child to associate homework with fights at home.

TIP 10

CHECK OUT CLUB Z!'S PROVEN STUDY SKILLS PROGRAM

Learning proper study skills can change your child's academic life! Club Z!, the nation's premier in-home tutoring and test prep company, offers a **proven study skills program** to help even the most reluctant student turn into a lifelong learner.



THE LEARNING BUILT TO LAST™ PROGRAM:

- Helps the student understand study skills in terms of his/her own interests and experiences.
- Explains why strategies work and puts them in a bigger context with real life examples like movies, musicians, sports and video games.
- Doesn't read like a traditional textbook. The tone is conversational and the pages are full of pictures and stories.
- Plays to the adolescent mindset by emphasizing personal style and providing students with options so they can find a system they like.
- Uses hands-on activities as much as possible.

This program will teach students how to listen better, read better, and study better...but that's just the beginning! This program will capture the student's interest every step of the way so that he/she builds learning skills for a lifetime!

Learning Built To Last™ Testimonials

My daughter Lilli is a junior at a public high school in the Southwest. She's always been an above average student and wants to go to college. However, we noticed that Lilli's education contained gaps in math, science, and writing, as well as how to learn in general. Over the summer Lilli took Club Z!'s study skills program and I've noticed a distinct improvement in her organizational skills and her confidence! Lilli's tutor helped her set up a study space in our home with a computer, school supplies, a filing system, an assignment calendar, and other organizational tools. The course also taught Lilli how to extract what was essential from lessons, and how to take notes, study for tests, prioritize assignments, and write papers.

The Club Z! study skills program has been a supportive, positive experience for Lilli.

- Nancy E., Santa Fe, NM

My wife Anne and I would like to thank Club Z! for the life changing tutoring our son received this fall. I could gradually see his change in attitude about academics as the program progressed. With the progress report he received this week, there is concrete proof that your program has turned him around! Just as wonderful as his dramatic improvement in grades, where before he seemed to dread academics (when we could get him to discuss it in any detail) now he seems to genuinely enjoy the challenge.

Thank you, Thank you, Thank you!

- Bob M., Chelmsford, MA

Learning Built To Last™ Includes:

- Book, Workbook & Planner
- Study Skills Diagnostic Test
- Learning Style Diagnostic Test
- Organization Systems
 - Goal Setting: What can school do for you?
- Attitude and Motivation
- How To Handle Test Anxiety
 - Research Paper Writing Workshop
- Timed Essay Section
- Active vs. Passive learning



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