

# Study Skills

*Helping students learn how to master material*

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## ESSENTIAL AREAS FOR IMPROVING STUDY SKILLS

- I. **Reading**—the foundation of all study skills
- II. **Note-taking**—taking notes vs. *learning* them
- III. **Preparing for tests**—how to study for tests & quizzes

### I. **Reading**—*The foundation*

*In high school & college, reading is a different activity than in grade school: instead of simply reading books, you **study** them. And as you read, you **think about** what you're reading.*

- **Skill 1: Read actively.**
  - Read with the intention of understanding everything.
  - Note key concepts and terms.
  - In a textbook, study each figure & caption.
  - Examine carefully the end-of-chapter reviews.
  - Annotate the text.
- **Skill 2: Monitor your reading.**
  - Notice when you don't understand something.
  - If a term or allusion is unclear to you, stop; research it.
  - Notice when your attention wanes.
- **Skill 3: Re-read.**
  - If you're short of time, just re-read your annotations.

## I. READING [cont.]

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- **Skill 4: Use active recall.** — *The steps:*
  - 1) Read a passage; then close the book.
  - 2) Recall or restate the information.
  - 3) Then go back to the notes or text and check to see how comprehensive your recall was.
  
- **Skill 5: Annotate the text.**
  - *Highlighting & flagging* – underline key passages, define important terms & allusions.
  - *Paraphrasing* — summarize important ideas or passages;
  - *Structuring* — number a sequence of related arguments.
  - *Insights & connections* — flagging links between ideas or language, and drawing connections to other works.

## II. Note-taking—*taking notes vs. learning them*

- **Skill 1: Take notes in class.**
  - Paraphrase teacher’s words; synopsise.
  - Notice verbal cues: “Now this is important...”
  - Copy any notes provided by teacher.
  - Jot down any ideas the teacher repeats.
  - Write down all examples.
  - Create or use abbreviations.
  - Take up as much space as needed.
  
- **Skill 2: Getting information into long-term memory.**
  - Consider taking notes by hand rather than typing into a laptop.
  - Rewrite notes after class to make connections to previous material, or reorder material in whatever way makes sense.
  - Review notes as often as necessary: daily, biweekly, etc.

## III. Preparing for tests & quizzes

### ■ Skill 1: Laying the groundwork.

- 1) Get all questions answered—either by teacher or through self-study.
- 2) Be caught up on all work for the test.
- 3) Articulate known content—tell/teach the material to someone else.
- 4) Assess what you know; identify weak or problem areas.
- 5) Get help if needed: use parent, tutor, or other learning resource.

### ■ Skill 2: Use learning aids.

- Make flashcards.
- Rewrite/re-read your notes; reorganize into categories.

### RESOURCES FOR IMPROVING STUDY SKILLS

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- *Active recall: The Critical Importance of Retrieval for Learning*  
<https://www.science.org/doi/full/10.1126/science.1152408>
- *Active recall activities*  
<https://www.brainscape.com/academy/active-recall-definition-studying/>
- *How to annotate a text – Part 1*  
<https://hscollegebound.com/Newsletter-060214.htm>
- *How to annotate a text – Part 2*  
<https://hscollegebound.com/Newsletter-072714.htm>
- *The Forgetting Curve*  
<https://www.mindtools.com/pages/article/forgetting-curve.htm>
- *Anki flashcard builder*  
<https://apps.ankiweb.net/>
- *Dartmouth University: Note-taking*  
<https://students.dartmouth.edu/academic-skills/learning-resources/academic-resources/reading/notetaking>
- *Pace University Study Skills. See Time Management*  
<https://law.pace.edu/academics/academic-success-program> — see *Time Management* tab
- *The scheduling challenge*  
<https://hscollegebound.com/coursework.htm> — Go to Part 4: Essential Skills; see *The Scheduling Challenge*:  
<https://hscollegebound.com/PDFs/The-Scheduling-Challenge-from-HS-College-Bound.pdf>
- *Tools students can use to manage projects*  
<https://www.freetech4teachers.com/2012/02/7-tools-students-can-use-to-manage.html>

# Online courses

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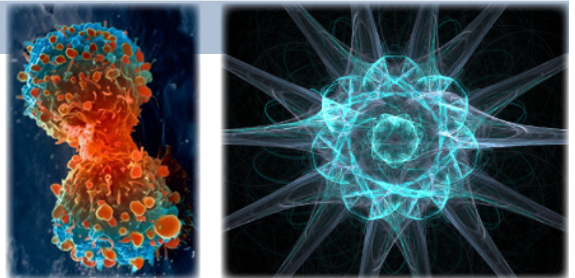
## SCIENCE INTENSIVES — 8 weeks, 16 sessions

- **Ecology w/lab** — Sept. 25 – Nov. 22, 2024.
- **Genetics w/lab** — Jan. 15 – March 14, 2025.
- **Botany w/lab** — March 26 – May 23, 2025.



## SCIENCE — Year-long, honors-level instruction

- **Honors Biology with Lab** — begins August 27, 2024.
- **Honors Chemistry with Lab** — begins August 27, 2024.  
*Includes instruction in writing formal lab reports*



## WRITING — Year-long, honors-level instruction

- **Writer's Guide to Grammar** — begins Sept. 11, 2024.
- **Logical Communication** — begins August 26 or 27, 2024.
- **Essay Writing & Appreciation** — begins August 26, 2024.



## LITERATURE — Year-long, honors-level instruction

- **History & Lit. of the Middle Ages** — returning in 2025.
- **Novels by Women** — begins Aug. 26, 2024.



## SHAKESPEARE INTENSIVES — 7–11 weeks

- **Romeo & Juliet** — begins Sept. 4, 2024. (10 sessions)
- **Hamlet** — begins December 4, 2024. (11 sessions)
- **Macbeth** — begins March 26, 2025. (7 sessions)



<https://hscollegebound.com/Online-Courses.htm>