

# Ice Breaker: Communication

Give each member of the group a sheet of paper. Make certain everyone has the same size sheet. Explain that they are to follow instructions precisely, and that they are not allowed to ask questions. AND, they are to follow the instructions with their eyes closed. State the instructions:

- 1) Fold the paper in half.
- 2) Rip off a corner.
- 3) Fold in half again.
- 4) Rip off a corner.
- 5) Fold again.
- 6) Rip off a corner.

Have them open their eyes and compare their 'designs' with others. You can have them mingle to compare if you choose.

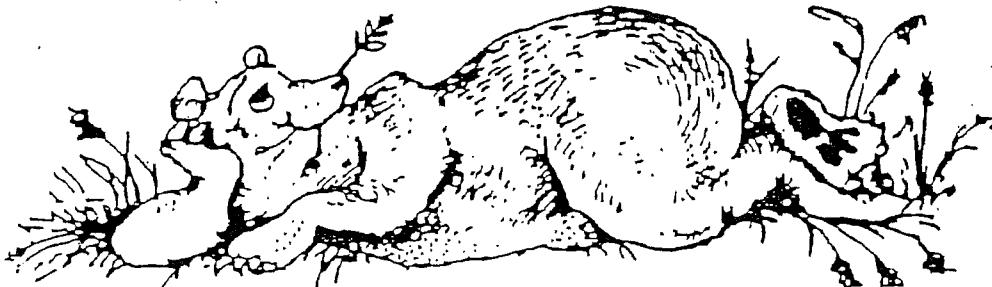
Point: One-way communication is never as effective as two-way; it gives different results.

## Study Tips

1. Know the essential questions and learning objectives for each unit. Refer back to these when studying.
2. All studying should involve some kind of written or oral work.
3. Try teaching the material to someone else – maybe your family members, your teacher, or your dog.
4. Ask your teacher which things you should commit to memory.
5. Get extra help a few days before you take the exam.
6. Begin studying for the test on the first day of the unit. Keep up with the learning objectives for the unit.
7. If the test is on Thursday, study as if it is being given on Wednesday.
8. Write your paper early, even if it is incomplete. Try to find someone to review it.
9. Use the Internet to support your learning beyond the classroom. Ask your teacher for extra help sites that might be available.
10. Before you leave class, write a sentence or two about what you learned.

## STUDY HABITS INVENTORY

- Make sure you understand the assignment.
- Break large assignments into smaller, organized parts.
- Set reasonable time limits for yourself.
- Give yourself enough time to do a good job. Go for quality!
- Try new ways to solve problems.
- Always predict the amount of effort and the time required to complete a task.
- Don't spread yourself too thin. Consider your commitments and the priority of each.
- Really enjoy your "free time."
- Have a positive attitude about learning.
- It's OK to dislike the assignment or task, but do it anyway!
- Good grades most often are lost due to a lack of organization rather than a lack of information.
- Concentration is the biggest problem when studying.
- Review the information just before you go to bed.
- Prop reading material at a 45 degree angle and your eyes will be less tired.
- Seek help if you don't understand something or if you are having problems.
- Get to know someone in every class you have. You can borrow or trade books, study together, and ask each other questions about assignments.



# STUDY HABITS INVENTORY

	Hardly Ever	Sometimes	Most Always
1. Do you intend to study, concentrate and learn?	_____	_____	_____
2. Do you follow a daily written schedule?	_____	_____	_____
3. Do you have a regular place to work and study?	_____	_____	_____
4. Is it well-equipped, well-lighted and comfortable?	_____	_____	_____
5. Do you keep track of homework assignments in a book?	_____	_____	_____
6. Do you keep a long-term schedule or calendar of tests, projects and reports?	_____	_____	_____
7. Do you plan weekly reviews?	_____	_____	_____
8. Do you take effective class notes?	_____	_____	_____
9. Do you keep a notebook for every subject?	_____	_____	_____
10. Are you organized?	_____	_____	_____
11. Do you have a note-taking system?	_____	_____	_____
12. Do you edit your notes?	_____	_____	_____

## STUDY HABITS INVENTORY

	Hardly Ever	Sometimes	Most Always
13. Do you compile study sheets for tests?	_____	_____	_____
14. Do you know how you learn best?	_____	_____	_____
15. Do you study with friends?	_____	_____	_____
16. Do you listen well in class?	_____	_____	_____
17. Do you know what distracts you?	_____	_____	_____
18. Do you look up new words?	_____	_____	_____
19. Do you keep track of new words you learn?	_____	_____	_____
20. Do you use the glossary?	_____	_____	_____
21. Do you have a study system for textbooks?	_____	_____	_____
22. Do you outline reading assignments?	_____	_____	_____
23. Do you skim assignments before reading them?	_____	_____	_____
24. Do you read tables, charts and graphs?	_____	_____	_____
25. Do you have a private shorthand system for taking notes?	_____	_____	_____
26. Do you organize papers before you write?	_____	_____	_____

## STUDY SKILLS INVENTORY

The purpose of this inventory is to find out about your own study habits and attitudes. Read each statement and consider how it applies to you. If it **does** apply to you, check **Y**. If it **does not** apply to you, check **N**.

1. Y\_\_ N\_\_ I spend too much time studying for what I am learning.
2. Y\_\_ N\_\_ I usually spend hours cramming the night before an exam.
3. Y\_\_ N\_\_ If I spend as much time on my social activities as I want to, I don't have enough time left to study, or when I study enough, I don't have time for a social life.
4. Y\_\_ N\_\_ I usually try to study with the radio and TV turned on.
5. Y\_\_ N\_\_ I can't sit and study for long periods of time without becoming tired or distracted.
6. Y\_\_ N\_\_ I go to class, but I usually doodle, daydream, or fall asleep.
7. Y\_\_ N\_\_ My class notes are sometimes difficult to understand later.
8. Y\_\_ N\_\_ I usually seem to get the wrong material into my class notes.
9. Y\_\_ N\_\_ I don't review my class notes periodically throughout the semester in preparation for tests.
10. Y\_\_ N\_\_ When I get to the end of a chapter, I can't remember what I've just read.
11. Y\_\_ N\_\_ I don't know how to pick out what is important in the text.
12. Y\_\_ N\_\_ I can't keep up with my reading assignments, and then I have to cram the night before a test.
13. Y\_\_ N\_\_ I lose a lot of points on essay tests even when I know the material well.
14. Y\_\_ N\_\_ I read the text multiple times, but when I take the exam my mind goes blank.
15. Y\_\_ N\_\_ I often study in a haphazard, disorganized way under the threat of the next test.
16. Y\_\_ N\_\_ I find that I did not study what was actually on the test.
17. Y\_\_ N\_\_ I seldom consider the learning objectives when I am studying.
18. Y\_\_ N\_\_ I don't know the answers to the essential questions for the unit.
19. Y\_\_ N\_\_ When my teachers assign papers, I feel so overwhelmed that I can't get started.
20. Y\_\_ N\_\_ I usually write my papers the night before they are due.
21. Y\_\_ N\_\_ I can't seem to organize my thoughts into a paper that makes sense.

## STUDY SKILLS SCORE SHEET

This inventory provides information in 7 categories. Record the number of yes responses you have checked in each category.

Number of yes responses.

\_\_\_\_\_ Time Scheduling - 1, 2, and 3

\_\_\_\_\_ Concentration - 4, 5, and 6

\_\_\_\_\_ Listening & Note taking - 7, 8, and 9

\_\_\_\_\_ Reading - 10, 11, and 12

\_\_\_\_\_ Exams - 13, 14, and 15

\_\_\_\_\_ Knowing what's expected - 16, 17, and 18

\_\_\_\_\_ Writing Skills - 19, 20, and 21

If you have responded with one or less yes responses in a category, you are probably proficient in this area. If you have answered "yes" to two or more questions in any category, you probably need to improve your skills in this category.