

PASS!

**Positive
Approach to
Successful
Study**

**PROGRAM
SERVICES**

Vancouver School Board

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Examinations are serious business. They are seldom easy, but the right preparation and “a game plan” can conquer the jitters. Think of studying as training for an athletic event. Both physical and psychological factors count in your success. “Getting in shape” means following a schedule that includes study time, rest, relaxation and exercise. Good nutrition helps your body and your mind to function at their best. “Mind training” means learning the course content and the technique of positive thinking. It also involves knowing the strategies for taking tests. Research has shown that techniques such as a careful reading of the directions make a difference in how students perform.

The proven tips in this booklet will give you the confidence to be successful in your learning *and* passing.

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A STUDY PLAN



If you want to study effectively you need a “game” plan. Here is a sequence of steps that uses the four ways you learn.

1. PURPOSE

Always have a specific reason for studying, e.g. read pages 1-5 and make a précis.

2. AUTHOR'S PLAN

The boldfaced print is the clue as to how concepts and details are related.

3. NOTES

Outlines and highlighting make your notes easier to remember.

4. SUMMARIZE

Think small! Condense the ideas by a précis or a cram sheet.

5. RECITE

Use memory devices such as flash cards to see and hear. Talk to a study partner to clarify your ideas.

6. APPLY

Relate the ideas to a new situation. What would happen if?

7. READ

Find another book on the same subject to give you a different viewpoint.

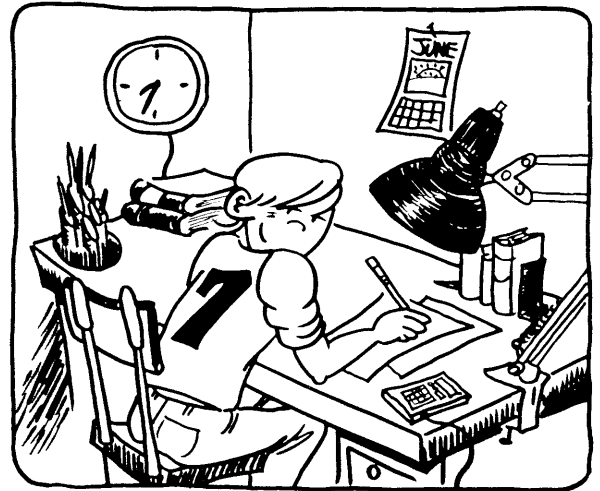
8. PREDICT

Anticipate the exam questions. Ask Who, What, Where, When, How and Why?

A PLACE FOR STUDY

You can make your work easier by creating a work place that helps you concentrate:

You should have a study area that is used *only* for school work and not associated with leisure activities.




STUDY CENTRE CHECKLIST

1. **SOUND** — Usually the quieter the better. Try to imitate the silence of a testing environment.
2. **LIGHT** — A ceiling and a non-glare desk light eliminate tiring shadows.
3. **TEMPERATURE** — Avoid temperature extremes of heat and cold and drafts.
4. **FURNITURE** — Your chair should support your back and be the correct height. Your desk should be large enough to hold your books and notes.
5. **SUPPLIES** — Your desk should be stocked with:
 - sharpened pencils
 - pens
 - dictionary
 - paper
 - 3 x 5 notecards
 - calculator
 - clock
 - calendar
 - study schedule posted

TIME MANAGEMENT

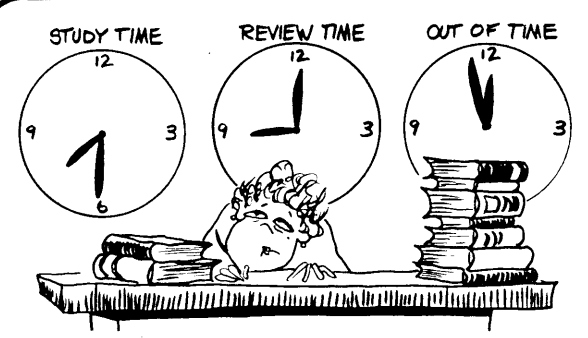
Build into your study plan a schedule of "rewards." Intensive periods of concentration alternated with frequent breaks is the most effective way of learning.



HISTORY ✓

MATH ✗

For each course list your "strong" and "weak" topics. Note the topics your teacher emphasized.



STUDY TIME 12 9 3 6

REVIEW TIME 12 9 3 6

OUT OF TIME 12 9 3 6

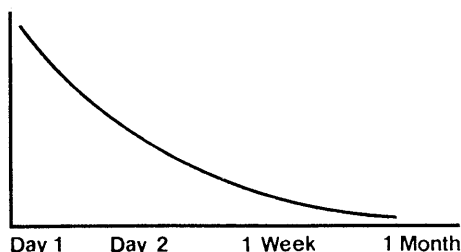
Estimate your time for review. Separate review time from homework.

SAMPLE REVIEW SCHEDULE

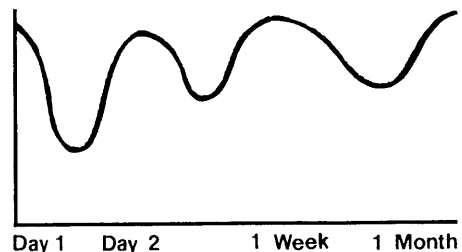
DAY 1	DAY 2	One Week Later	One Month Later
30 min.	15 min.	10 min.	5 min.

REMEMBER THE CURVE OF FORGETTING

AMOUNT REMEMBERED



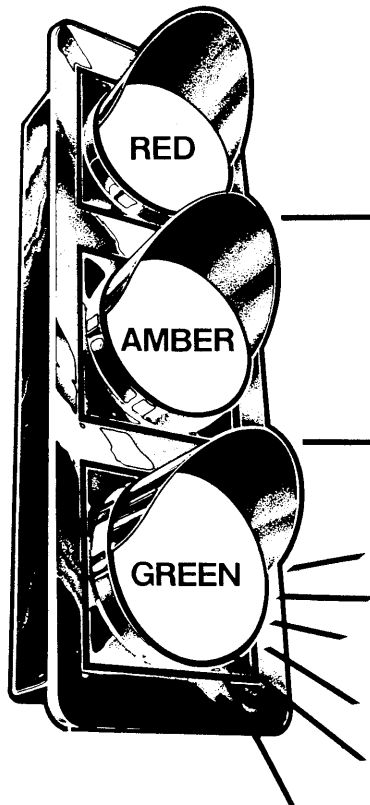
NO REVIEW



SCHEDULED REVIEW

YOU ARE WHAT YOU EAT!

The consequences of poor nutrition affects your ability to learn, including limited concentration span and fatigue. Good eating habits are a long-term commitment. The B.C. Ministry of Health Guidelines for Accessory Foods Served in schools divide foods into three categories.



RED — *STOP & THINK* FOOD CHOICES

contribute little in the way of nutrients and are high in fat, salt or sugar. (This category was formerly called "caution.")

doughnuts	pop
pretzels	gelatin
cookies	desserts
sour cream	

AMBER — *SOMETIMES* FOOD CHOICES

contribute leader nutrients, but also contain added fat, salt or sugar.

white bread	french fries
popcorn	canned soup
eggnog	ice cream

GREEN — *ANYTIME* FOOD CHOICES

contribute leader nutrients and are low in fat, sugar and salt.

whole grain	fresh fruit
muffin	tofu
chepatis	plain yogurt

Eating a wide variety of foods and avoiding the red-light foods is a good practice.

For a more complete list see Appendix I.

HANDWRITING MATTERS

Research into how teachers grade essays has shown that handwriting has an important effect on marks assigned. In some cases how neatly the essay is written is almost as important as the essay content. The message is clear. Time spent improving your handwriting is well spent.



YOU DECIDE

Henry VIII was himself an accomplished musician and composer. Many Elizabethan songs, called Madrigals are still popular today.

Henry VIII was himself an accomplished musician and composer. Many Elizabethan songs, called Madrigals, are still popular today.

CHECK YOUR HANDWRITING FOR THESE ERRORS:

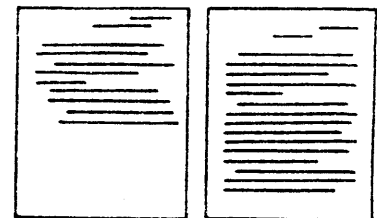
LETTER FORMATION • Too round, too thin, long or fat loops

SLANT • varies too much, over-slanting, correct slant

SPACING • within words, between words, on the page

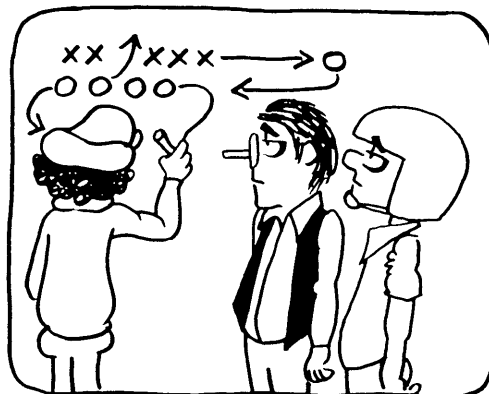
ALIGNMENT • not on line, on line

SIZE • Capitals should fill space
Lower case should be smaller



NOTEMAKING METHODS

To discover the author's plan, you will have to make outlines. Learn these notemaking skills to find the main ideas and supporting details.



OUTLINE FORMATS

STANDARD FORM

- I. MAIN TOPIC (Key idea)
 - A. Subtopic (Main point)
 - 1. Supporting detail
 - 2. Supporting detail
 - B. Subtopic
 - C. Subtopic
 - 1. Supporting detail
 - a. Explanatory detail
 - (i) Further support

NUMBER SYSTEM

- 1.0 Main Topic
 - 1.1 Subtopic
 - 1.1 1 Supporting detail
 - 1.1 2 Supporting detail
 - 1.2 Subtopic
 - 1.3 Subtopic
 - 1.3 1 Supporting detail
 - 1.3 1 1 Explanatory detail
 - 1.3 1 1 1 Further support

NOTEMAKING CODES

	NAME	MEANING
&	ampersand	and
*	asterisk	important
etc.	et cetera	and so forth
e.g.	exempli gratia	for example
i.e.	id est	that is
#	number	
@	at	
=	equals, same as	
	similar to	
∴	therefore	
C	with	
→	as a result, conclusion	
∵	because	
⊙	definition	
→	in addition	
x	Main idea	



VISUAL HIGHLIGHTING

The purpose of your textbook and class notes is to see the relationships between main concepts and supporting details. Graphic symbols and colours can make your eyes work for you.

A SAMPLE PAGE

Double lines
for main ideas

MOTIONS OF THE EARTH

Capitals shows
importance

Use red for
main ideas

1.0 Rotation — earth spins on axis

Use green for
supporting details

arrows link

→ west to east
→ once every 24 hr. 56 min.

axis not fixed in space

blocking isolates

circles
relate
concepts

precession — earth swings slowly
completing a full circle in
26,000 years

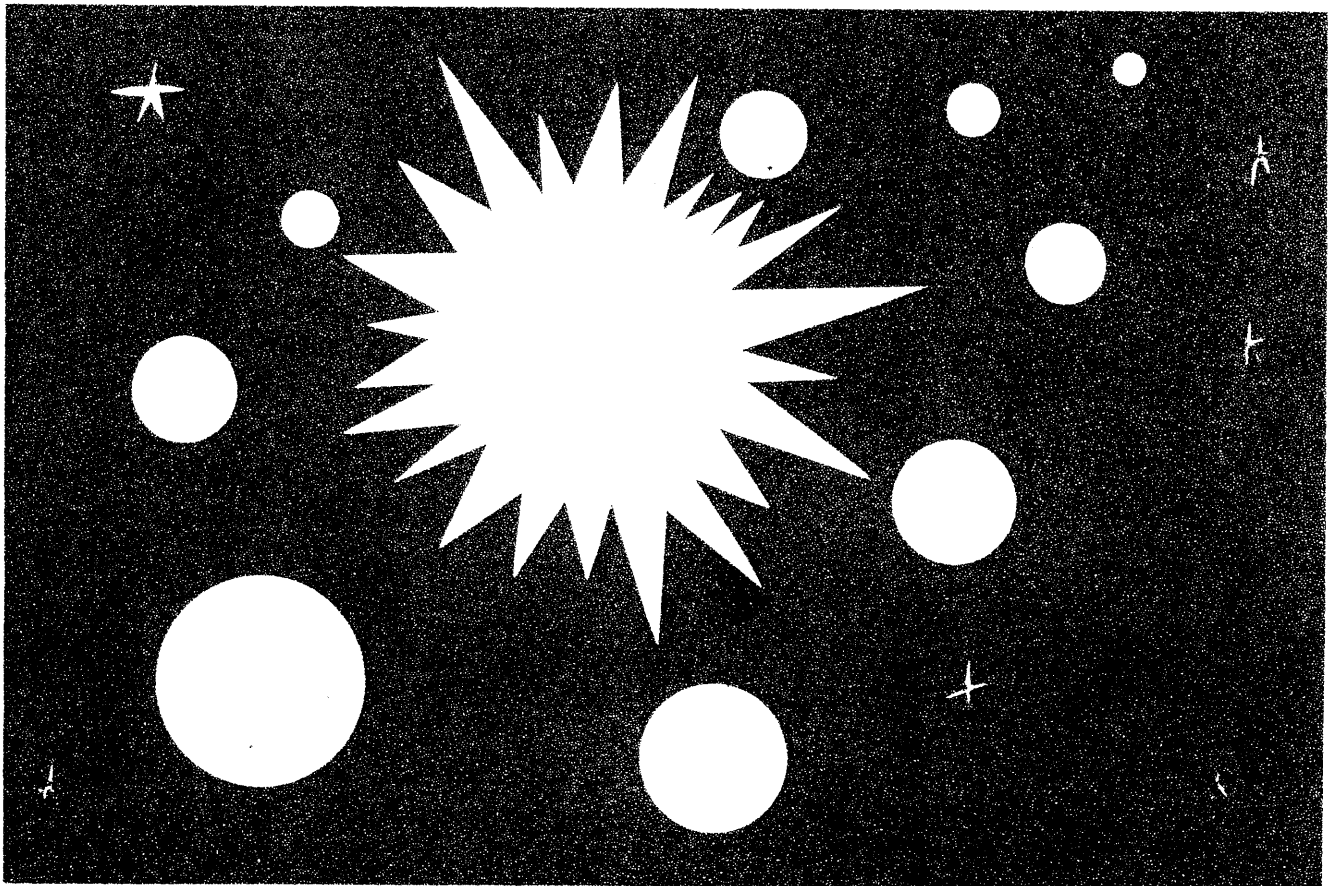
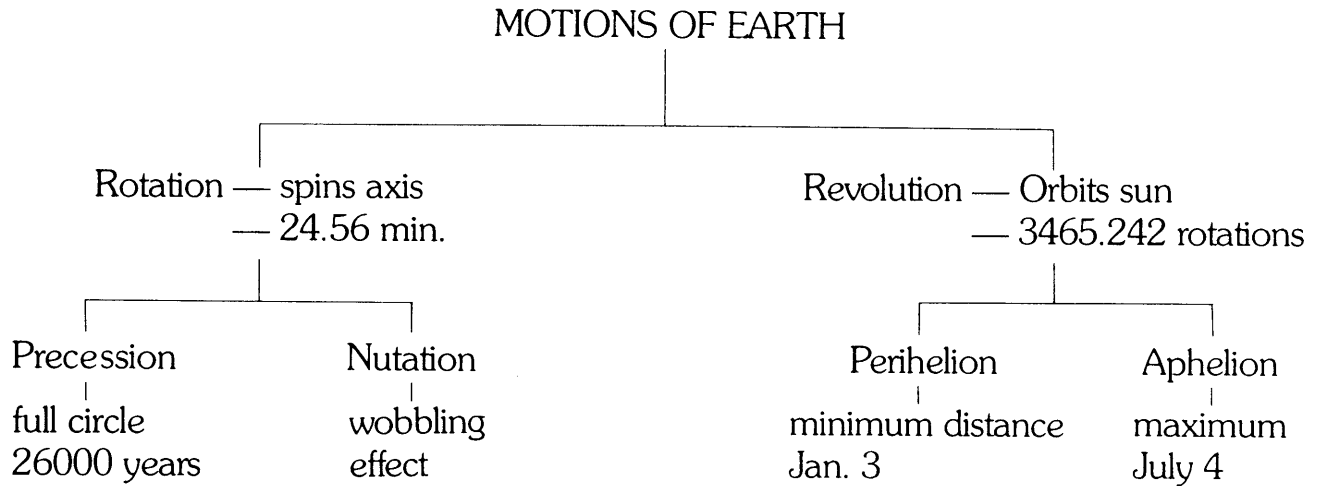
nutation — a wobbling effect
produced by the gravitational
pulls of sun and moon — circle
imperfect

2.0 Revolution — earth travels around
sun in elliptical orbit — once
every 365.242 rotations

∴ orbit an ellipse and sun at one focus,
∴ earth's distance from sun varies

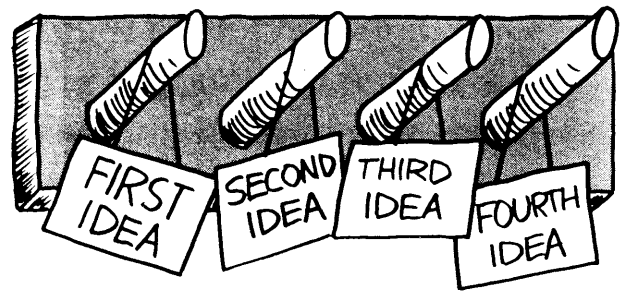
TREE DIAGRAMS

After notemaking and visual highlighting, you can summarize your notes with tree diagrams.



HANG YOUR IDEAS ON A PEG

Peg mnemonics have been used by entertainers for many years in demonstrating an almost photographic memory. Many peg-word techniques are very complex, requiring hours of pre-training before they can be put into practice. The following peg-word sequence is based on a nursery-rhyme and is very easy to learn.



PEG-WORD RHYME

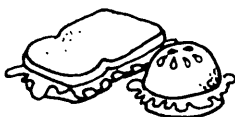
1. Memorize this simple peg-word rhyme.
2. Try to visualize a picture of a bun, a shoe etc., as you learn it.
3. Once learned, you can use this rhyme to remember any sequence of ideas you wish.
4. Take your outline of historical events, plant classifications or whatever, and visualize each point along with the concrete objects in the above poem.

One is a bun
Two is a shoe
Three is a tree
Four is a door
Five is a hive
Six is sticks
Seven is heaven
Eight is a gate
Nine is a sign
Ten is a hen

The more bizarre the image the better.

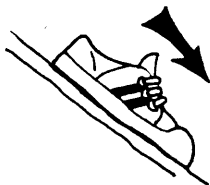
For example, to remember the 5 types of handwriting errors discussed elsewhere in Pass, try these visual associations.

1. Letter Formation



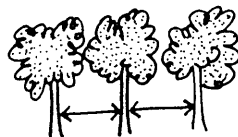
BUN

2. Slant



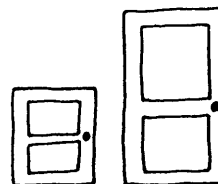
SHOE

3. Spacing



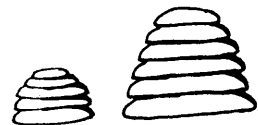
TREE

4. Alignment



DOOR

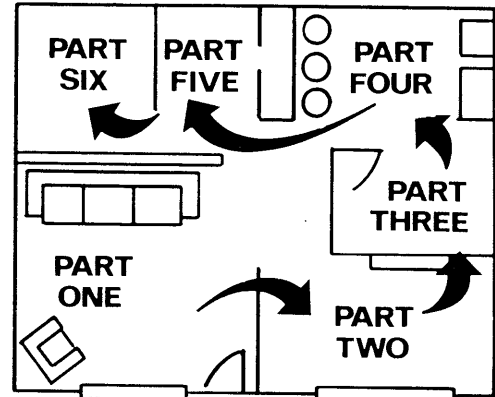
5. Size



HIVE

PICTURES IN YOUR HEAD

One of the secrets to memory is associating what you don't know with things you already know. This trick has been used from ancient times by the Greek poet Simonides to the design of icons for modern computer programs.



LOCATIONAL MNEMONICS

The technique is surprisingly simple. It does not require that you memorize a list of "Pegs" in advance and the same locations can be used over and over again. Here's how you do it.

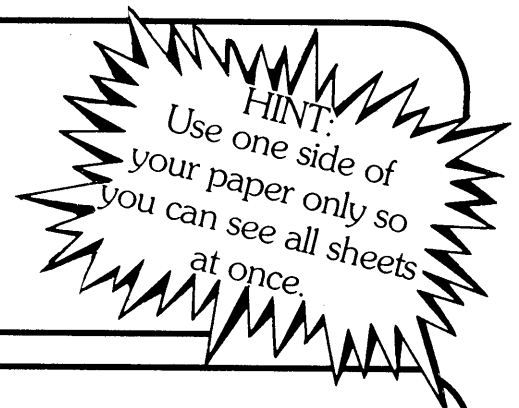
1. First write out an outline of the sequence of topics you wish to remember. Perhaps it is the sequence of events leading to Canada's Confederation.
2. Take your list and walk around your house linking each idea with a room. The items of furniture in each room represent subtopics. This sounds crazy but it works! Lets see . . . concerns with the United States starts in the kitchen. The *Fenian border raids* took place in the sink while the *U.S. President* heated up the issue with speeches on the stove.
3. Once you've made up these crazy associations, you should walk around a few times to reinforce the association between ideas and location.

MAKING A CRAM SHEET

Active review is best. Making a cram sheet is one effective way of discovering what is important to know. Use this plan to organize your notebook too.

5 TASKS

1. Find structure of course.
2. Condense notes to manageable size.
3. Collect all *key* concepts.
4. *Isolate what you do not know.*
5. Predict questions.



SAMPLE

FASCISM IN ITALY

Hist. 12
84.06.15 p. 75

(Major idea)
ORIGINS

(Minor idea)

(Evidence — facts, figures, quotations)

WW I

ec problems

— decreased trade
— no jobs for soldiers

Government

democracy fails

— inflation
— strikes — 600 in 1920
— parliamentary system — 10 parties
— no stability or unity

A strong leader needed — Mussolini came to power

??? Trace the origins of fascism in Italy ???

State two *reasons* why fascism began in Italy.

FOUR KINDS OF QUESTIONS

Each kind of question requires a different *Thinking Process*. Recognize the kind of question and the answer expected.



FACTUAL RECALL

Answer is a Fact

Science. Trace the circulatory system of a mature human.

Geography. Define the term "alluvial fan."

English. List all the characters who die in Hamlet.

CONVERGENT THINKING

One Answer Acceptable "Proof" May be Reached in Different Ways.

Science. In what ways does the structure of the DNA molecule support Darwin's theory of evolution?

Geography. Using the climatic statistics for Unvik, prove it has a continental climate.

English. How did Hamlet change toward Ophelia and why?

DIVERGENT THINKING

A number of answers possible arrived at in different ways.

Science. How could a badly polluted river be made habitable for fish?

Geography. How would the climate and settlement of Canada be changed if the Western Cordillera were along the East Coast?

English. What might have happened if Hamlet had lived?

JUDGMENTAL THINKING

Answers involve making judgments and formulating opinions.

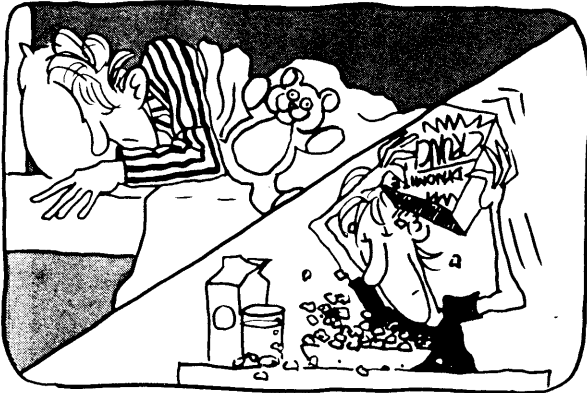
Science. Which family of chemicals is industrially the most significant in the 1980's?

Geography. Should Canada develop its fossil fuel resources?

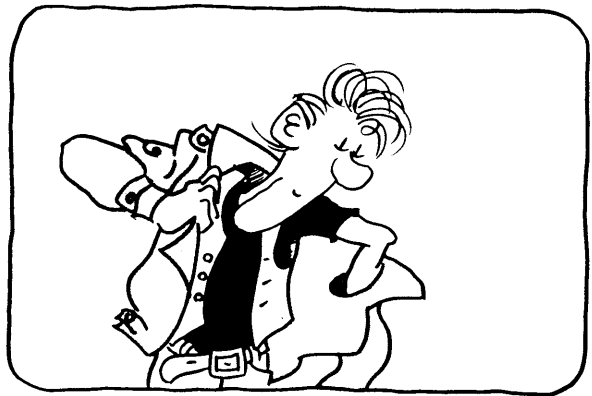
English. Do you think Hamlet could have been an effective King?

ENTERING THE BATTLE

If you've followed the previous preparation activities, you should be ready. Here are some final tips to help you produce your best.



Sleep a full night and eat a good breakfast about an hour and a half before your exam.



Layer your clothes to be comfortable



Arrive Early:
Visit the washroom
Pick your seat — avoid direct sunlight and the ventilator.



Bring all your supplies:
Pens Calculator
Pencils Watch
Ruler Eraser
Special equipment eg. compass
*Don't forget your eyeglasses.

READING THE EXAM

The most serious cause of errors is inadequate reading of the questions. You must read in two ways.

QUICK

- Look over the whole test *before* you begin writing.
- Plan your time according to marks per question.

then

SLOW

- Read all the directions twice.
- Underline the keywords in the directions, e.g., *Pick one.*

TEST TIPS

READING COMPREHENSION

Reading comprehension tests consist of a passage which you must read and answer questions.

- First, scan all the questions to get an overview.
- Read the questions *before* you read the passage. Then as you read, look for the answers.
- Skip the hard questions until later.

MULTIPLE CHOICE

Multiple choice tests require you select the best answer.

- Work quickly, if each question is worth only one mark.
- Look for clue words.
Likely incorrect answers use words like: NONE, OFTEN, NEVER, EVERY, ALL.
- Probably correct answers use words like: MANY, SOME, FEW, RARELY, USUALLY.

FOR COMPUTER ANSWER SHEETS

- MATCH THE NUMBER OF THE QUESTION WITH THE NUMBER ON YOUR ANSWER SHEET.
- ERASE ERRORS COMPLETELY/BLACKEN THE WHOLE "BUBBLE."
- UNLESS THERE IS A PENALTY, NEVER MARK "I DON'T KNOW."

THE ESSAY EXAM

— STEP 1

There are three parts to an essay exam. You must demonstrate that you can:

1. **define** your concept
2. **plan** your argument
3. **prove** it with examples

Defining is a two-part process:

1. Know the “question words” and what they expect you to do.

If the question asks you to: *Then you must:*

- | | |
|---------------|--|
| 1. Compare | — Show similarities and <i>some</i> differences. |
| 2. Contrast | — Show differences and <i>some</i> similarities. |
| 3. Describe | — Tell about physical characteristics — size, shape or the process. |
| 4. Diagram | — Draw and label. |
| 5. Discuss | — Analyze with supporting evidence. |
| 6. Evaluate | — Make objective judgment, with <i>both</i> sides and <i>your</i> opinion. |
| 7. Explain | — Give reasons, causes, motivation. |
| 8. Illustrate | — Show specific examples. |
| 9. List | — Do just that. |
| 10. Prove | — Provide examples in logical order. |
| 11. Relate | — Show common qualities. |
| 12. State | — Give key points (with reasons). |
| 13. Summarize | — Tell main points <i>only</i> . |
| 14. Trace | — Outline development and progress. |

2. You must define the main concepts as part of your introduction. Use this *Definition Pattern*. e.g., Discuss the effect of *minerals* on the body.

Word to be defined	Connecting Word	General Class	Special Details
Minerals	are	chemical elements	needed by the body.

THE ESSAY EXAM

— STEP 2

The next step is to plan your *time* and *organize* your ideas into a logical order that results in a *thesis statement*.



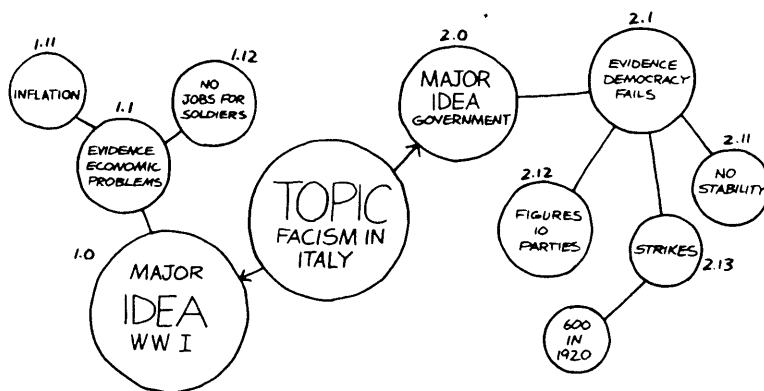
THE FOLLOWING GUIDE WILL HELP YOU

Maximum budgeted time	Plan to write	Kind of evidence expected
5 minutes	30 words	major points only
15 minutes	75 words	1 detail per major point
30 minutes	150 words	2 details per major point
60 minutes	500 words	3 details per major point

SPEND HALF YOUR TIME ON PLANNING

MAPPING

2. A Strategy called *MAPPING* is an effective way to “brainstorm” your ideas. Write them in any order, circle them, then number in a logical sequence.



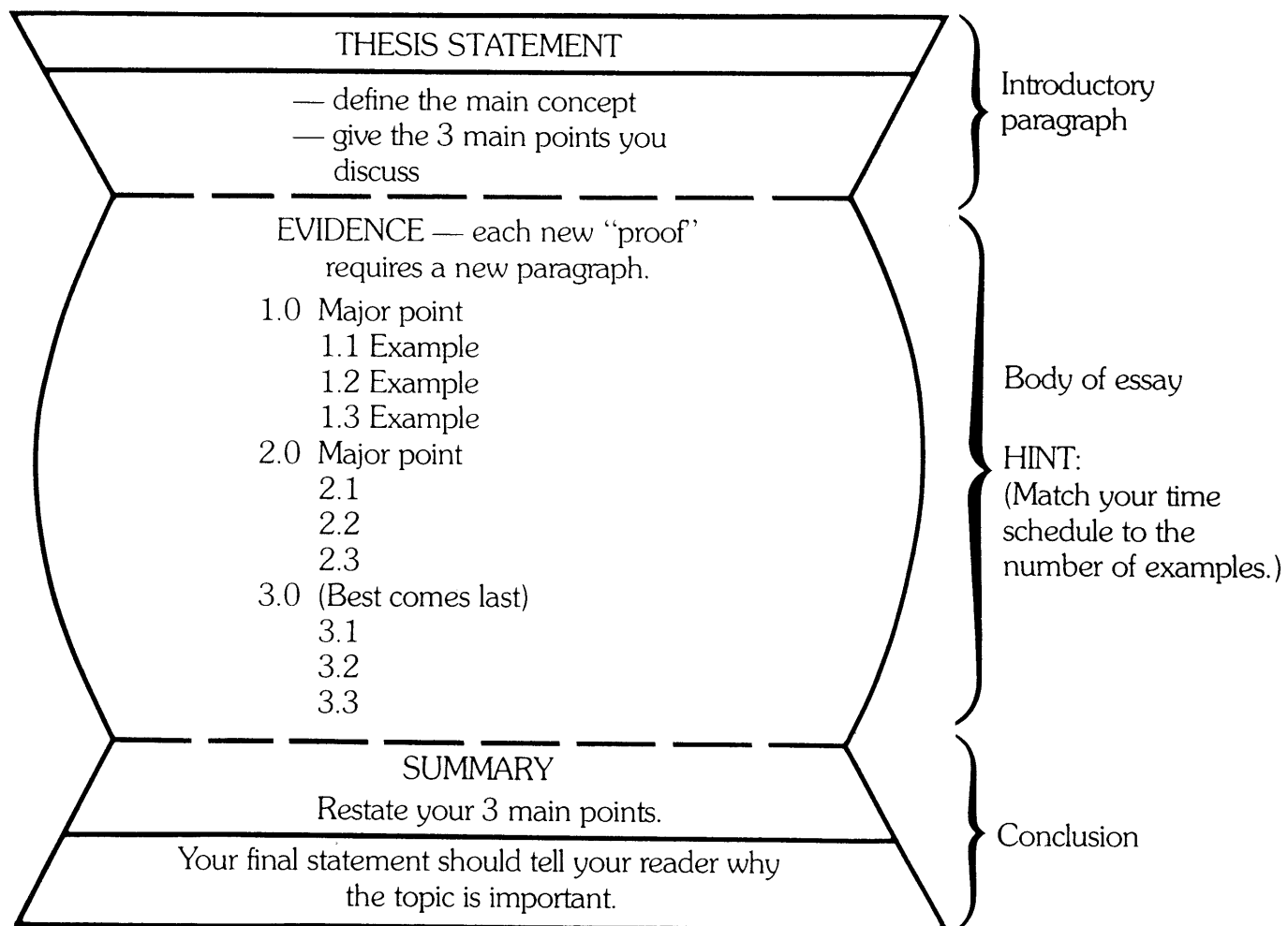
THESIS STATEMENT

3. Your thesis statement controls your whole essay. It has three parts.
1. Topic "Fascism in Italy"
 2. Point of View resulted from
 3. Evidence conditions after WW I."

THE ESSAY EXAM

— STEP 3

The third step is to provide your reader with evidence that supports your thesis. This “keyhole” shape provides a structure for your essay.



EFFECTIVE ARGUMENTS

TELL WHY IT HAPPENED

e.g., The King died, then the Queen died of grief.



NOT JUST THE STORY...

e.g., The King died,
then the Queen died.

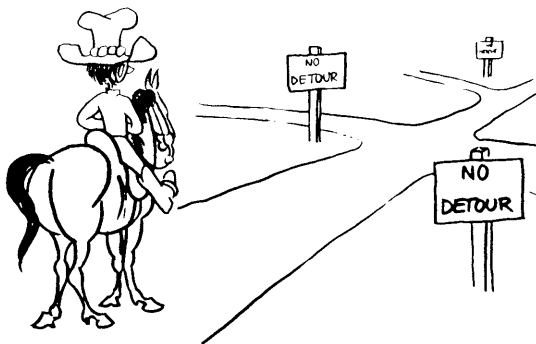
SUPPORT YOUR ARGUMENTS
WITH EXAMPLES

e.g., Prime numbers, for example, one
two and three, are only divisible by
themselves and one.

Prime:
1, 2, 3



STICK TO THE TOPIC

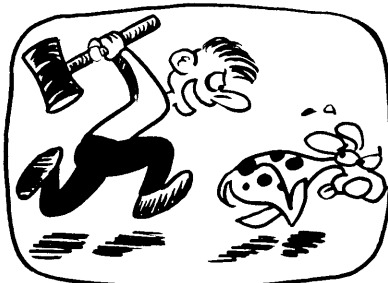


AVOID EMOTIONAL STATEMENTS



Love conquers all!!!

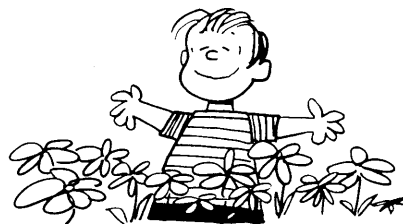
BE CAREFUL OF GENERALIZATION



Violence on T.V. causes crime.

EXPLAIN TECHNICAL WORDS/
CONCEPTS

Biology, the study of living things, includes
Botany, which is the study of plants.



Assume your reader is intelligent,
but knows nothing about the topic.

CHECKING & POSTSCRIPT

Allow 10 minutes for a final check.

1. An essay checklist

Content: Have you?

- used a consistent objective point of view
- proved with facts
- labelled your opinions
- included exceptions
- said “probably true” if not sure
- assumed the reader knows nothing

Organization: Did you?

- begin with a *thesis statement*
- follow your outline
- cover your outline
- conclude your essay
- add extra information (a “no-no”)

2. Style: Did you?

- use plain words (*cat* not *feline*)
- tell the reader (In this essay I will)
- were you too friendly — “you”, “isn’t”, “don’t”
- have no slang
- finish comparisons

3. Mechanics: Did you?

- use clear sentences
- correct words
- have legible handwriting
- have accurate spelling, punctuation, grammar
- blacken the “bubbles” on computer cards

After the exam

Take a few minutes to think about the strategies that helped.

Can any be improved next time?

APPENDIX

	GREEN	AMBER	*RED
Breads and cereals	Whole grain breads and rolls including hamburger and hot dog rolls, pita bread Whole grain, unsweetened cereals, hot or cold Whole grain crackers Whole grain pasta Whole grain pizza crust Bran muffin, whole grain fruit muffin or loaf Whole grain pancakes and waffles Brown and converted rice Whole grain chapatis and tortillas Taco shells	White breads and rolls including hamburger and hot dot buns, pita bread Refined unsweetened cereals *Granola type cereals (low sugar and fat) Crackers other than whole grain Spaghetti, macaroni and other pastas (except whole grain) Muffins and fruit loaves made with refined flour Pancakes and waffles (except whole grain) Minute and white rice Baking powder biscuits Popcorn	Sticky buns, e.g., danish, doughnuts, chocolate eclair Presweetened, refined cereals hot or cold Granola type cereals (high sugar and fat) Granola bars, sesame snaps and other "health" bars Cakes, plain or iced Cookies, all types Fruit pies Pretzels
Fruits and Vegetables	Fresh fruits and vegetables (raw, cooked, frozen, canned, freeze-dried) listed in order of nutritional value Unsweetened fruit juices and nectars Fruits, canned in fruit juice Soups, homemade	*Fruit juices and nectar (sweetened) *Dried fruit Canned soups (high sodium) French fried potatoes Sauerkraut (high sodium) Fresh fruit with gelatin	Fruit drinks — canned, frozen, crystals Soda pops Popsicles Gelatin desserts Potato chips Dried soups and soup bases Electrolyte replacement (athletic) drink
Meats and Alternates	Chicken, turkey, beef, veal, pork, liver Dried peas, beans, lentils Eggs Moong, dahl Hamburger Fish (all varieties) Mixed dishes made with 2 ozs. serving of protein, e.g. chili, lasagna, stews, casseroles, tacos, pizza, submarine sandwiches (Amber if made primarily with sausage meats) Peanut butter, nuts (unsalted) Tofu	Beef or chicken pot pie Luncheon meats, weiners Corned beef (high sodium) Bacon (high fat: low protein) Nuts (salted) Ham (high sodium) Beef jerky	
Milk and Milk Products	Milk — whole, partially skimmed — skim — buttermilk 2% — UHT Plain yogurt	*Milk based low sugar/honey, puddings *Flavoured milks *Condensed milk *Milkshakes Eggnog *Fruit flavoured yogurt Processed cheese *Ice cream — ice milk	Sherbet Cream cheese Puddings (commercial, high sugar) Cheese spreads Sour cream

*These sugar containing foods should be eaten with a meal rather than as a snack, to prevent dental decay.