

Taking Appropriate Classroom Notes

**UNIT OR BACKGROUND**  
  
**Preparing for Tests and Exams**

Overcoming Test Anxiety

Developing Study Skills

(Lessons)

Lesson Topic:  
**Developing Study Skills**

IS ABOUT

**Learning strategies to use your study time to effectively learn material from texts and notes needed to be successful on tests and**

1. Have I read all the required readings from the syllabus?

3. Have I created an environment conducive to studying?

2. Do I have all the classroom notes or have I consulted with the instructor for any classes missed?

4. Have I created a timeline appropriate for preparing for the next test?

**DISCUSSION:** Relationship -1) Lesson to Unit AND 2) Importance of Lesson to Daily Life

1. Developing the proper study skills is essential for test preparation.
2. Success on tests will lead to success in secondary and post-secondary education.

Self- Test Questions (Evaluation):

1. **Have I done my homework and prepared myself by reading all the instructor has asked?**
2. **Have I taken notes during each class session or contacted my instructor during office hours to see what I missed if absent?**
3. **Do I have a quiet place free from distractions and interruptions where I can effectively study?**
4. **Have I started studying early enough before the test to avoid cramming?**

Tasks/Strategies:

1. Study the syllabus each day or week. Make sure you have read and taken effective reading notes on all the material and clarified any confusing parts with the instructor and/or a tutor.
2. If you miss class, be sure to check with the instructor on what you missed. Then, visit the tutor/supplemental instructor for help catching up on missed material.
3. Studying requires a quiet space free from distractions. Think early about where you will go.
4. Be sure to count backwards from the test date and pick a day to start studying. Do not start too late – cramming is never good. Meet regularly with a tutor to break studying down into smaller segments.

Adapted from the Content Enhancement Series, The Lesson Organizer Routine, for use by Sturromski & Associates  
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