

Study Tips Offered By Teachers' Group

Far too many students fail to function at anything close to their maximum ability because they don't know how to study and use their time effectively.

The California Teachers Association (CTA) offers a series of steps students can take to improve their learning ability:

- Develop a time schedule.
- Establish a quiet place to study at home.
- Obtain essential equipment for study.
- Following a recommended system for better learning when reading class assignments.
- Keep your mind on your work when studying by following a few simple rules aiding concentration.

A time schedule is necessary, the CTA said, because it is the best way a student can plan his time carefully. In preparing a schedule the pupil should first figure out

how much of his time is not taken up with "musts" like eating, sleeping and school.

Most youngsters will find that they have six hours a day left for homework, chores and recreation. These activities should be worked into the pupil's time chart.

When completed, the schedule should leave plenty of time for both play and homework. Once the schedule is completed, it should be followed most of the time.

A good study spot at home should be a place the pupil connects with study, not with play. It should be apart from tempting diversions: TV, radio, family talk, the television.

The desk or table should have a study lamp which creates neither glare nor dark spots. Only materials needed for study should be on the desk. All distractions should be elsewhere. The basic required working

tools at home should be obvious—sharp pencils, paper, a pen, a ruler and a dictionary.

Following an effective system for getting a maximum return for time spent reading class assignments requires discipline. The system should include the following:

- Read the complete lesson. Take special note of headings and topic sentences.
- Read the lesson a second time. Study difficult parts until you understand what the author is saying. Look up all words you don't know. Follow all directions given by the book. Check maps and charts as they are mentioned in the text.
- Answer all questions listed by the teacher. If no questions have been suggested, make up some of your own. When you have finished reading, write the answers without looking them up in the book. Then check your an-

swers with the book, correcting any errors. Do this for each section in the assignment.

When the entire reading assignment has been completed, close the book and cover the answers to your questions. Then answer them one at a time. Look up all questions you can't answer.

Concentration during homework periods is essential to effective learning. Here are a few suggestions to keep your mind from wandering.

- Study at your desk or

table and avoid all distractions.

Have all necessary materials at hand when you sit down to study. It is impossible to concentrate if one keeps getting up and wandering around the room or the house.

Place a time limit on the work you have started and try to finish within that time. However, don't sacrifice accuracy for speed.

Work on the most difficult part of the lesson first. After you have studied for 30 minutes, give yourself

a time-out period of three or four minutes. Then go back to work.

By following these simple tips, the CTA said, pupils will learn more — and they will be better prepared to use what they've learned.

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