

How to get good Marks



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- Attend all classes.
- Pay attention and work hard.
- Ask teachers for help.
- Do some school work at home every night.
- If you have been absent it is up to you to find out what you have missed and get caught up.
- Study for tests and exams.
- Get plenty of rest, exercise and good food.

CLASS DISCUSSIONS: HOW TO PARTICIPATE

In school, learning often takes place in groups. Group learning does not just happen - it is the result of the commitment and involvement of the participants. Here are some hints on how to be a good participant in class discussions:

Say it to the group.

- There should be only one person talking at once during class discussions.

Sharing is essential.

- Your ideas and opinions are needed so that the group can move forward.

Support each person in the group.

- The more confidence each feels, the more anxiety diminishes and the more easily we learn.

Support needs to be expressed.

- People will not know you agree with them unless you tell them.

Putting people down closes them up.

- This prevents sharing of ideas.

Opposing ideas are acceptable and needed.

- They identify where people stand and show what they consider important.

Avoid forcing your viewpoint.

- Trying to take over the discussion prevents participation by other members.

Avoid becoming defensive.

- You are among friends. Opposite views are an invitation to re-examine and test your ideas.

Be open to change.

- It makes for meaningful discussion.

Stick to the point.

- Keep to the main idea.

Speak for yourself.

- Avoid using "we" or "anyone" when you mean "I". Take responsibility for what you say.

**HOW TO ORGANIZE A NOTEBOOK**

Listen carefully for each subject teacher's instruction about the organization of notes at the beginning of the year. Follow those specific instructions.

- If you have a 3-ring binder, use a subject divider for each subject. If you use individual notebooks, get one for each subject.
- Label each notebook or subject divider clearly with subject names so you can quickly locate them. Colour code subjects. For example, mathematics is always blue, French is always red, etc.
- Keep a copy of your timetable in front of your binder so that you can get organized easily every morning.
- Put approximately twenty pages of lined paper in each section of your binder. A few pages of plain paper should be added at the back of the binder so that you will have them when necessary for diagrams, graphs, etc.
- Keep records of daily homework assignments and due dates for essays, projects, in one place, either in the front of your binder or in your Student Agenda. Keep a calendar at home with due dates for long-term assignments clearly marked. Also mark exams and holidays.

**NOTE-TAKING: A KEY TO SUCCESS IN LEARNING****WHY?**

- It helps you to remember what is important.
- It improves your ability to **THINK, CONCENTRATE** and **ORGANIZE**.

TAKING NOTES IN CLASS

- Write only the important points.
- Make notes in point form using your own words. Use short forms to save time, (e.g., Fri., Mar. 4).
- Use numbers when appropriate: e.g., The three causes were:
 - 1.
 - 2.
 - 3.
- Use headings, underline them or any other important points.

TAKING NOTES FROM BOOKS

- First get the big picture - what does the author have in mind? Then glance through chapter headings and subheadings.
- Next read summary paragraphs of each chapter or section to get general ideas.
- Finally, read for KEY POINTS... chapter, paragraph, sentence. Remember, use your own words when making notes.

WHY ARE ASSIGNMENTS GIVEN?

- to clarify ideas taught in class
- to investigate some topic of idea not dealt with in class
- to practice skills taught in class
- to get ready for tests and exams
- to provide an opportunity for self-expression

PROPERLY COMPLETED ASSIGNMENTS...

- meet the teacher's instructions
- are neat, complete and handed in on time
- make you feel good and build self-confidence



TIPS FOR WRITING TESTS AND EXAMS

Daily

- Make up a daily homework schedule. Ask your teacher for help as you need it.

Weekly

- Set up a weekly study schedule so that you can review subjects regularly (especially for those who are having trouble).

BEFORE

- Read, recite and review your notes.
- Write down important ideas as you review your notes.
- Look up points which are not clear.
- "Test" yourself when studying by making up several sample questions and then answering them.
- Work your hardest when you are studying but remember that you deserve a break once in a while.

- Get a good night's sleep.

DURING

- Arrive early, relax and forget other people.
- Read instructions carefully.
- Look over the entire test before you write anything.
- Use the marking scheme to help you plan the time necessary for each question.
- Read each question twice before answering.
- Answer the questions easiest for you first.
- Check over all answers.

AFTER

- When the test is returned, read the teacher's comments carefully in order to learn where you went wrong. This will help you to avoid making the same mistakes again.
- Save these tests for exam review.



HOW TO APPROACH YOUR TEACHER FOR HELP

Your teachers are concerned that **YOU** understand. Consider your questions or problems to be **IMPORTANT**.

WHEN?

Choose a good time (mutually satisfactory to both student and teacher).

- Your lunch period
- Before or after school
- At the end of class or during class if there is time

WHERE?

- In classroom or Subject's Department Area.

HOW?

Be specific

- Write down questions
- approach with specific questions

Don't be Afraid to Ask !

Ask us