

LEARNING & STUDY SKILLS

Information Skills

- ◆ Critical reading:
 - *Interpret information from diagrams, charts, and graphs.*
 - *Use titles, tables of contents, chapter headings, illustrations, captions, glossaries, and indexes to locate information in text.*
 - *Use dictionaries, encyclopedias, CD ROMs, and Internet to locate information.*
 - *Summarize major points from informational text.*
 - *Distinguish cause-and-effect and fact and opinion.*
 - *Ask how, why, and what-if questions when interpreting informational texts.*
 - *Take part in creative response to text, such as dramatizations and oral presentations.*
 - Skim & scan
- ◆ Writing:
 - *Discuss ideas for writing, use diagrams and charts to develop ideas, and make a list or notebook of ideas.*
 - *Create a single paragraph with a topic sentence, simple supporting facts and details, and a concluding sentence.*
 - *Write brief reports:*
 - *Include observations and information from two or more sources.*
 - *Use diagrams, charts, or illustrations that are appropriate to the text.*
 - *Understand the structure and organization of various reference materials.*
 - Utilize the writing process
- ◆ Speaking: With assistance, clarify and enhance oral presentations through the use of appropriate props.
- ◆ Relevant & credible information
- ◆ Note Taking: Distinguish the main idea and supporting details in informational text.
- ◆ Graphic organizers: mind maps, Venn diagrams

Time & Task Skills

- ◆ Learning Strategies:
 - Proofreading
 - Memorizing (recall)
 - Analyzing assignments
 - Completing assignments (completion checklist, complete work, check, turn in)
 - Summarizing
 - Reviewing process and reflect for next task (What did I learn?)
 - Strategies for when you get stuck
 - Test taking: kinds of tests; multiple choice, true/false, short answer
- ◆ Time Management:
 - Goal setting
 - Calendar use (thinking incrementally, year/semester/quarter/week/day, daily planner, timeline, abbreviations)
 - Breaking a task into smaller pieces/prioritization
 - Lists
 - Assess/estimate time needed for each task (review and revise)
 - Balancing demands (family, school, athletics, friends, work)
 - Getting started, what I can do now/later
 - Reward schedule (building in breaks)
- ◆ Homework:
 - Routine
 - Planning for work publication (printing, disk, file size/technology constraints, software compatibility teacher email – attaching work, back up work,)

Space & Materials Skills

- ◆ Organizing work space and materials:
 - Desk/cubby
 - Backpack
 - Multiple locations (day care, Boys & Girls Club, dual homes)
 - Home space (bedroom, car)
 - Environment, ergonomics (quiet space to study, sufficient light)
- ◆ Organizing materials and resources:
 - Uses system for managing information: one piece of info per card, post-its, cutting paper into strips
 - Notebook/binder (tabs)
 - Tools (pencil, calculator, note cards, etc.)
 - Physical systems (folders, envelopes, etc.)
 - Paper heading
 - Technology access, computer files, Internet bookmarks
- ◆ Using resources (teachers, peers, parents, adults, public/school libraries, reference guides/resources, online catalog, etc.)

Individual & Group Work Skills

- ◆ Individual as team member:
 - Listening
 - Communication
 - Taking turns, sharing
 - Creativity
 - Empathy
 - Self awareness
 - Individual responsibilities/group responsibilities
 - Balancing advocacy for own ideas with value of reaching agreement
- ◆ Individual as a leader:
 - Listening
 - Communication skills
 - Actively seek input from all group members
 - Managing groups (work, sharing space, resources, noise around other groups)
 - Getting started
 - Problem solving
 - Feedback (appropriate and constructive)
 - Supporting/encouraging/celebrating all team members

Thinking/Reasoning Skills

- ◆ Comparing, classifying, categorizing
- ◆ Memorizing
- ◆ Developing questions
- ◆ Paraphrasing
- ◆ Decision making, problem solving
- ◆ Experimenting, brainstorming
- ◆ Reflecting
- ◆ Answering questions
- ◆ Information recall (visualization, categorization, using repetition/rhymes, using abbreviations/acronyms)

(Items in italics taken from ODE standards.)