

## Organizational Tips

Here are a few fundamentals on taking good notes in high school:

1. **GO TO CLASS PREPARED** with a three ring binder and lined paper – separate binder for each subject. Bring along pens, pencils, coloured pens and/or highlighters. Highlight or underline important information discussed in class. Use your agenda on a daily basis to record homework and test and assignment due dates.
2. **IMPROVE YOUR LISTENING SKILLS** by entering the classroom with a positive attitude and pay attention to what the teacher has to say.
3. **DEVELOP YOUR OWN NOTETAKING METHOD.** Start each new lesson on a new page and provide a title and date at the top of the page. Take short notes by using key points, point form and/or summaries whenever possible. Also, develop a system of abbreviations and symbols you can use whenever possible (ie. b/c, w/o, #, etc.)
4. **DON'T MISS CLASS.** During each new lesson taught in class, your teacher will give you five (5) to ten (10) key points on average. If you miss class, you will miss notes and important points discussed in

## Study Tips

1. Start studying one week before the test by re-reading your notes and then begin to make point-form/review notes using a review package. Try to predict what might come up on the test.
2. Study in an environment that has adequate lighting and is free of distractions from TV and loud music. Quiet background music may help some students remain focused.
3. Study more regularly for shorter periods of time rather than one long cram session (study for 20-30 minutes & then take a short break)
4. Use mnemonics/acronyms to help you remember lists of items (ie. BEDMAS, Never Eat Sour Watermelon, etc.)
5. Get a good night's sleep before the test.