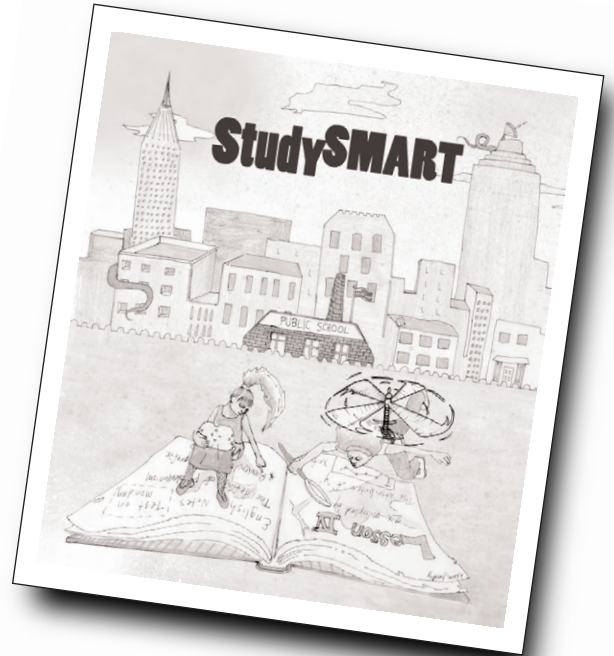


Study Smart

Knowing HOW to study is as important a skill as knowing WHAT to study. And knowing HOW to study is a skill to be learned as students advance through the grades.

The student supplement "Study Smart" offers a wealth of skills and strategies to help students learn more effectively.

This Teacher Guide is designed to introduce the newspaper to students and to use additional deliveries to extend the lessons of the supplement through regular use of the newspaper. The Teacher Guide contains suggested activities, as well as several 8 1/2 x 11-inch activity sheets that you may photocopy for students to complete.



WEEK 1

- School to Work
- Strategy
- Learning Styles
- Work Environments
- The Right Stuff
- Listen Up!

WEEK 2

- The Time of Our Lives
- Deadlines
- Sports Priorities
- Managing Time
- Ad Priorities
- Charting Priorities

WEEK 3

- Info to Remember
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WEEK 4

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STUDY SKILLS FOR LIFE

Acquiring good study skills is crucial to students' achieving success in school. Those same skills can lay the groundwork for success throughout life. The activities on this page are designed to introduce the newspaper as an education resource and to show students how learning strong study skills now can give them Study Skills for Life.

1. School to Work*

The study skills students learn in school will help them as adults. Knowing how to plan, set priorities, manage time, follow directions and do research are things that can help all workers. Have students browse the stories and photos in the paper and the Help Wanted listings. Ask them to pick a job that interests them. Using the "School to Work" activity sheet, have them detail how study skills learned in school can help in performance of the chosen job.

2. Strategy

Learning to create a strategy is an important skill in studying and in the world. Ask students to find a sports story and a business story in the paper that are about teams or businesses seeking success. Have them write out a strategy for success for the sports story, and for the business story. Then have them compare the strategies. Are there things that are similar on the two lists?

3. Learning Styles

Not everyone learns in the same style. Some people learn best by seeing, some by hearing and some by doing. Look through the newsmakers in the paper as a class. Ask students to make a list of people who students think learned best in each of the three categories. Ask students to think about how THEY learn best. Which newsmaker does each student think he/she is most like?

4. Work Environments

A "homework spot" affects how students study. Other work environments affect how people do their jobs. Ask students to find a job written about in a story in the business section. Have them write out what job conditions would be ideal for top performance in the job. Then have them write out whether the workers in the story seem to have those conditions.

5. The Right Stuff

Equipping a "homework spot" is important to success at studying for students. Having the right equipment also is important in the work world. Have students find a job that interests them in the news, business, sports or entertainment sections. Then have them design an ad for a store that would sell all the equipment needed for that job. Make sure they give the ad an eye-catching or clever headline!

6. Listen Up!*

Listening skills are very important in school and in life. Keys to good listening include making connections to personal life experiences, thinking of examples of points a speaker makes and thinking of questions to ask. Have students pair off and pick a story each from the paper. Have the students read the stories slowly to each other. Using the "Listen Up!" activity sheet, have each listening student write out the following, based on what is heard in the story: (1.) A connection to a personal experience; (2.) an example of a point in the story; (3.) two questions to ask.

SCHOOL TO WORK

The study skills you learn in school will help you as adults. Knowing how to plan, set priorities, manage time, follow directions and do research are things that can help all workers. Look through the stories and photos in the paper and the Help Wanted listings. Pick a job that interests you. In the spaces below, detail how study skills you are learning in school can help in the job you chose.



How to plan

Setting priorities

Managing time

Following directions



Doing research



LISTEN UP!



Listening skills are very important in school and very important in life. Keys to good listening include making connections to personal life experiences while you listen, thinking of examples of points a speaker makes and thinking of questions to ask. Pair off with a classmate. Each of you should then pick a story from today's paper. Read the stories slowly to each other. As one student reads, the listening student should think of an example to write in each of the categories below, based on what is heard in the story.

A CONNECTION to a personal experience

An EXAMPLE of something you hear in the story

A QUESTION for which you would like an answer



A SECOND QUESTION for which you would like an answer.

MANAGING TIME/SETTING PRIORITIES

Managing time well is a skill that can help people in every part of their lives. Using time effectively can make homelife smoother, chores quicker and job performance higher. Setting priorities among interests and activities competing for time is a key to using time well. The activities on this page use the newspaper to offer suggestions for Managing Time and Setting Priorities.

1. The Time of Our Lives

Time plays a part in almost every job students will do in later life. Bus drivers have schedules. Newspaper writers have deadlines. Restaurant owners have hours for service. Have students look through the newspaper and list 10 jobs from stories, photos and ads. Next to each, have them write how time is a factor in the job.

2. Deadlines

Daily newspaper reporters often write a story in just one day that will appear in the next day's paper. Sometimes they may get several days to write a story. Ask students to look through the stories in today's paper. Have them pretend to be the editor who assigns stories to reporters. For which would students give the reporter one day to write and for which would they give more than one day? As a class, discuss reasons students would give more than one day to write a story.

3. Sports Priorities*

Sports managers and coaches all have to set priorities for how they will use their staff or players. When a new manager comes in, he/she has to look at the situation and decide what must be done, and in what order. Have students pick a favorite sports team written about in today's paper. The challenge: They have just been named coach or manager. On the "Sports Priorities" activity sheet, they are to make a priority list of things they want to do to improve the team. Discuss lists as a class.

4. Managing Time

Ask students to look again at the list they made for Question 1. Have them rate the jobs in order for which MANAGING TIME WELL is a factor. Number 1 should be the job for which time management is most important. Challenge them to write a paragraph explaining why time management is most important for their Number 1 choice.

5. Ad Priorities

Have students look through the ads in the paper for a business or store that interests them. When business owners advertise, they have to set priorities for what they will show in the ad. There is only so much space. Challenge students to design an ad for the business each chose, showing what three things they would advertise if that were all the space they had.

6. Charting Priorities*

One way to understand your own priorities is to list your interests and activities. On the "Things to Do" activity sheet, have students list the "Things I Want to Do" and the "Things I Should Do" for the next week. Next comes the hard part. If they have a lot of "Should Do" items, they will need to set some priorities to make sure they have enough time to get them done. But they also want to make sure they have some fun time in their lives with the "Want to Do" activities. Photocopy another set of activity sheets and repeat the exercise for a person in the news.

SPORTS PRIORITIES

Sports managers and coaches all have to set priorities for how they will use their staff or players. When a new manager comes in, he/she has to look at the situation and decide what must be done, and in what order. Pick a favorite sports team written about in today's paper. The challenge: You have just been named coach or manager. In the space below, make a priority list of things you want to do to improve the team. Discuss lists as a class.



1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____



WEEK 3

READING TIPS AND TAKING NOTES

Reading effectively for information is a skill that can help students for a lifetime. Reading effectively is key to following directions. It is important for job applications. It is important for college assignments, or bids for contracts. Taking notes while reading or listening is a companion skill that can only help students in later life. The activities on this page explore Reading Tips and Taking Notes.

1. Information to Remember

Color coding is a helpful way for students to mark information to remember as they read a book, or review their notes later. Schools do not allow students to mark in textbooks, but they could use paper color tabs that stick but also come off easily. Have students read stories in the newspaper, taking note of important information by color coding. Have them use tabs or different colored markers and encourage them to come up with their own color codes. Examples: Red = date or blue = important person.

2. Signal words

As students read, or listen to speakers, it is important that they become aware of "signal words" that indicate something to follow is important. Some signal words are *furthermore, besides, many, likewise, in addition, next, therefore, in conclusion, as a result, for example* and *such as*. Have students turn to the editorial page and read the editorials. Editorials are often full of "signal" words, so that readers will know which points are important. Make a list of editorial signal words as a class.

3. Listening Skills

In every job, listening skills are important. Ask students to look through the newsmakers in the local news section. Have them list 10 people who are making news. Next to each, have them write two things the person needs to listen for in his/her job.

4. Divide and Conquer!*

One way of note taking that can be effective is to divide each page in a notebook with a line down the middle. Students then use the left side of the page to write down key points about a subject from the textbook or a teacher's presentation. On the right, they make notes of their reactions, or questions that come to mind as they listen. When there is time for questions, students can ask the teacher to answer some of those they have written out. Or they can ask the teacher on their own later. With the "Divide and Conquer!" activity sheet, have students practice this technique with the newspaper.

4. Notes on Quotes

Many reporters use tape recorders, but they also take notes on paper. And when they review their notes against the tape, they highlight key information and mark interesting quotes. In teams, have students go through a section of the paper reading only the direct quotes in stories. They have been asked to start a "Quote of the Day" feature. Have them highlight or star the two most interesting quotes for their section. As a class, pick a top quote from all the choices from different sections of the paper.

5. Notes for Directions

In business, a delivery person has to be able to take notes. Often this person will need to write down directions to a location. Have students pair off and give directions to their houses from the school. What key words do they have to have in the notes for directions? Finish by having students give directions from their school or home to a store advertised in the paper.

WEEK 4

BUILDING MEMORY POWER

Remembering important things is a key skill in school. Remembering important things is key to success as an adult, too. The activities on this page use the newspaper to explore ways for Building Memory Power.

1. Word Play

Some people like to remember names by making up funny definitions or riddles. Say you wanted to remember the name of a particular female tennis player—the one who won two straight Wimbledon championships. Think: She’s an amazing player. Her playing is out of this world! Planets are also out of this world. Planets like Venus. Venus Williams. Have students pick three people in the newspaper today and make up a definition to remember each name. Tell them not to worry if the definitions seem silly. Sometimes silly things are the easiest to remember!

2. Memory Triggers

Memory triggers are tricks to help you remember certain things. One way is to create acronyms for key information. To start, have students scan a sports or entertainment story. Ask them to think of the key points and make up an acronym to remember it. Example: Pirates Upset Phillies—PUP. Then have them move on to a news story and try the same approach.

3. Spelling Assistance*

Remembering how to spell proper names of people and places can be difficult. But students can improve their memories by making up sentences in which each word would begin with the letters of a name or place they want to spell. Using the “Spell It Out” activity sheet, have students find three people and three places in the news whose names they want to remember. Have them write an easy-to-remember sentence for each. Challenge them to pick at least one name of at least 10 letters!

4. Picture Power

Here’s a way for students to see how pictures can help them remember. Have them find a story that has a photo with it and a story that does not have a photo. Ask them to skim-read each story. Then have them pair off and take turns telling their partners what each story was about. As a class, discuss which was easier to tell—the story with the photo or the one without.

5. TV Tricks

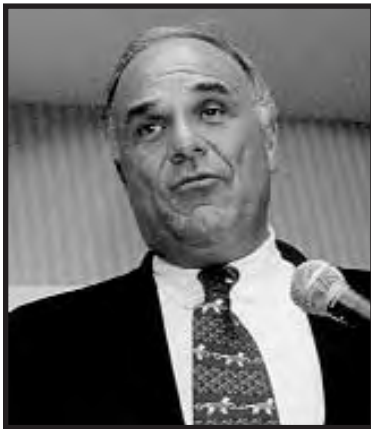
Any trick that will help students remember important information is a trick worth trying. Sometimes comparing historical figures or newsmakers to characters on TV shows can help. In teams have students scan news and feature stories in the paper today. Have them scan several stories to get a feel for the personality of a newsmaker. Challenge them to pick a TV character they know that reminds them of the newsmaker. Then make sure they write out the facts of the story that support their TV choice.

6. Ad Memory

The best advertisements are the ones people remember. As a class, discuss ads students have seen or heard on TV or radio that they remember. Make a list on the chalkboard of the reasons they remembered these ads. Then have the class look at the ads in the newspaper. What ads stand out? Why? Finish by brainstorming how the things that make ads memorable could help students remember information for school. Have them design “ads” to remember a fact or event from social studies.

SPELL IT OUT

Remembering how to spell proper names of people, places and products can be difficult. But you can improve your memory by making up sentences in which each word begins with one letter of a name or place you want to spell. In the newspaper find three people, three places and three product names. In the spaces below, write an easy-to-remember sentence for each. Pick at least one name of at least 10 letters!



People Names

Example: Rendell—Ready Eddie Never Does Every Little League

1. _____

2. _____

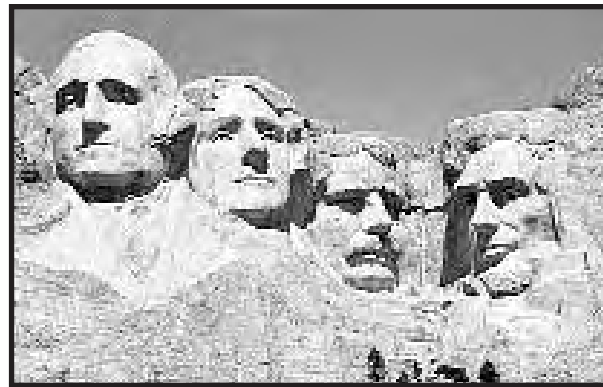
3. _____

Place Names

1. _____

2. _____

3. _____



Product Names

1. _____

2. _____

3. _____

