

# Simple Solutions.



**Minutes a Day-Mastery for a Lifetime!**

## Level 4

### Study Skills


### A Mini Course

### Help Pages

## Help Pages

<b>Glossary</b>	
<b>Acronym</b>	a word that is formed from the first initials of the items that need to be memorized; for example BLT for "bacon, lettuce, and tomato"
<b>Almanac</b>	a reference book that is a single volume of current facts, figures, tables, and lists
<b>Antonym</b>	a word that means the opposite of another word
<b>Antonym Analogy</b>	compares two sets of words or objects that are opposites; for example, light : dark :: open : shut
<b>Atlas</b>	a reference book that is a collection of maps
<b>Bar Graph</b>	a graph that uses horizontal bars to compare data or information
<b>Bibliography</b>	an alphabetical listing (by author's last name) of sources used to prepare and write a report or other paper
<b>Category</b>	a grouping of things that are alike
<b>Chart</b>	used to organize a large amount of information
<b>Circle Graph</b>	<i>see Pie Graph</i>
<b>Column Graph</b>	a graph that uses vertical bars to compare data or information
<b>Completion Item</b>	<i>see Fill-in</i>
<b>Context Clues</b>	word clues that give the meaning of a word in the same or a nearby sentence; clues can be synonyms, antonyms, or definitions
<b>Data</b>	information such as facts and numbers
<b>Definition Context Clue</b>	the writer uses two or more words in a nearby sentence that give the definition of the word
<b>Description Context Clue</b>	the writer gives describing words in a nearby sentence to help give the meaning of the word


## Help Pages

<b>Glossary</b>	
<b>Diagram</b>	a drawing used to illustrate a concept
<b>Dictionary</b>	a reference book in which words are listed in alphabetical order; also gives pronunciation, definition, and other information
<b>Direction Word</b>	a word that tells what to do; Examples: compare, define, describe, list, explain, summarize
<b>Encyclopedia</b>	a reference book that contains articles on many topics, listed in alphabetical order
<b>Essay Question</b>	a question or statement that calls for an extended response (4 - 5 sentences); the response should be written in paragraph form
<b>Fill-in Item</b>	an item that calls for the student to fill in a missing word or words
<b>Flash Cards</b>	cards that are used to help memorize information
<b>Glossary</b>	an alphabetical listing of words and their meanings; usually found at the back of a book
<b>Grouping</b>	putting things in lists or categories to assist in memorizing
<b>Horizontal</b>	flat or level 
<b>Index</b>	an alphabetical listing found at the back of a book; includes important terms, names, and illustrations found in the book
<b>Internet</b>	a vast network of digital information that can be accessed by computers
<b>Key</b>	also known as a legend; tells what the symbol on a graph or map stands for
<b>Line Graph</b>	a graph that uses dots and lines to compare information over a period of time
<b>Main Idea</b>	what the paragraph is about

## Help Pages

<b>Glossary</b>	
<b>Matching Item</b>	an item that requires putting like things together; for example, a word and its definition
<b>Paraphrase</b>	put something in your own words
<b>Pictograph</b>	a chart that uses pictures or symbols to show information
<b>Pie Graph</b>	also known as a pie chart or circle graph; it is divided into pie-shaped pieces
<b>Plagiarism</b>	the illegal use of another person's words or ideas
<b>Prefix</b>	parts added to the beginning of a word that change the meaning of the word
<b>Resources</b>	source of information; for example, dictionary, encyclopedia, thesaurus, Internet, almanac, atlas, etc.
<b>Rhyming</b>	putting together words with similar endings, such as right - tight - might; may be used to learn or memorize information
<b>Root Word</b>	the main part of a word; stands on its own without a prefix or suffix
<b>Search Engine</b>	a computer program that searches for different websites to locate information
<b>Source</b>	a starting place; where information comes from; for example, book, encyclopedia, website, interview ( <i>see Resources</i> )
<b>Strategy</b>	a plan for solving a problem or doing a task
<b>Suffix</b>	parts added to the end of a word that change the meaning of the word
<b>Summarize</b>	to restate only the main points or ideas in a selection using your own words

## Help Pages

<b>Glossary</b>	
<b>Supporting Details</b>	sentences that shore up the main idea or topic sentence
<b>Synonym</b>	a word that means the same or nearly the same as another word
<b>Synonym Analogy</b>	compares two sets of words or objects that are alike in some way; for example, happy : glad :: big : large
<b>Synonym Context Clue</b>	a word clue that is a synonym for a another word within the text
<b>Table</b>	used to organize a large amount of information
<b>Table of Contents</b>	an outline located near the front of a book; lists chapter titles (or major topics) and page numbers
<b>Thesaurus</b>	a reference book that gives synonyms, and sometimes antonyms, of words
<b>Timeline</b>	a way to organize events and dates; timelines can be horizontal or vertical
<b>Topic Sentence</b>	sentence that contains the main idea; may come at the beginning, middle, or end of a paragraph
<b>True or False Item</b>	a statement that is either true or not true; if any part is false, the statement is false
<b>Venn Diagram</b>	a chart used to compare and contrast information (shows similarities and differences)
<b>Vertical</b>	in an up and down position 
<b>Visual Clues</b>	illustrations, photos, or graphics that give clues about the meaning of what is written
<b>Website</b>	a place on the Internet that contains information in the form of pictures, text, videos, and sound
<b>World Wide Web</b>	a part of the Internet; sometimes used interchangeably with the word Internet

## Help Pages

### Summary of Test-Taking Strategies and Suggestions

Develop and use good listening skills.



Keep an assignment notebook or folder.

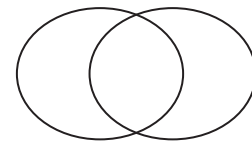


Have the right supplies.



Read as much as you can.

Organize storage areas.



Use graphic organizers to summarize information.



Set goals.

Have a study buddy.



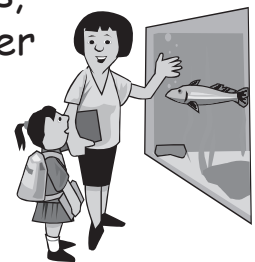
Get plenty of sleep and eat a nutritional breakfast.



Manage your time; don't wait until the last minute to complete assignments or study for a test.



Visit museums, zoos, aquariums, and other educational places that are also fun.



Use special strategies to help you memorize.

- Break up large amounts of information into chunks.
- Use rhyming, flashcards, and acronyms.

# FYI

## Help Pages

### Summary of Test-Taking Strategies and Suggestions

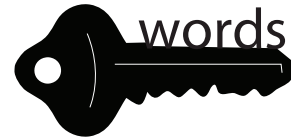


Listen carefully to all directions.

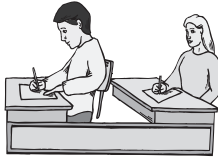
Read every word of the test directions.



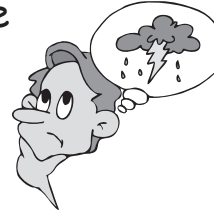
Underline key words in the directions.



Read each test question or statement carefully.



Brainstorm ideas for essay items and organize your ideas before you start writing (use scrap paper).



*fish breathe with gills*

Write your answers neatly.

Know how much time you have and manage your time. (Do not spend too much time on any one item.)



If there are multiple choices, cross out any answers that are definitely wrong, if permitted.

~~A~~ ~~B~~ C D

Complete every item, even if you have to make a guess.



Go back over your work once you have finished the test.

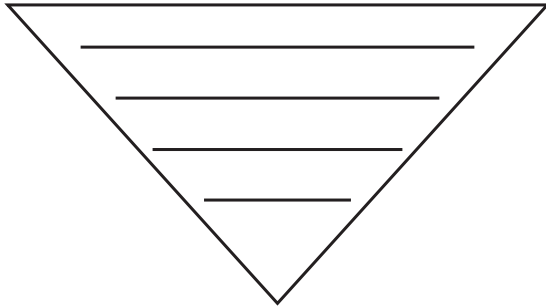
Change an answer only if you are sure you have answered incorrectly.



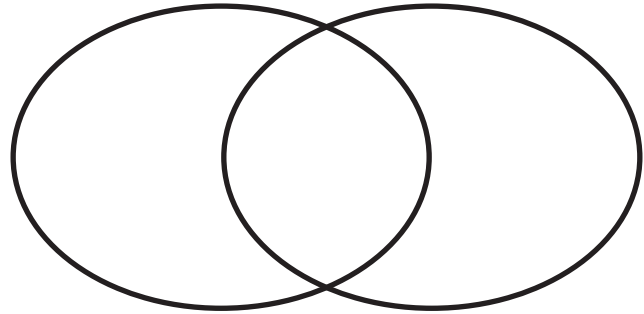
# Help Pages

## Graphic Organizers

Inverted Pyramid



Venn Diagram



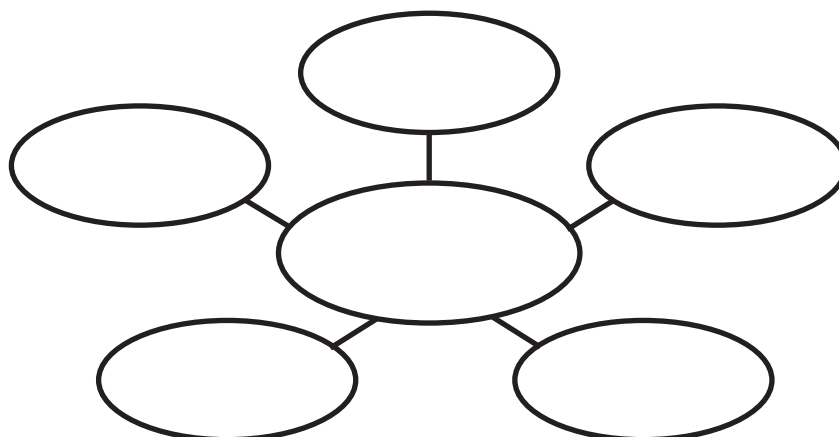
Table

•	•
•	•
•	•

Chart



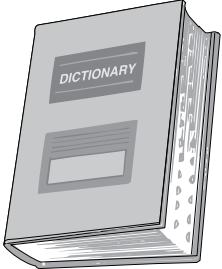
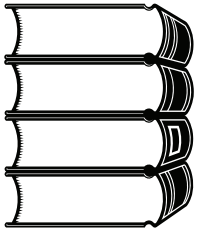
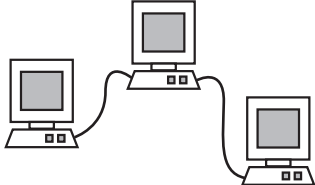



Web





## Help Pages

References		
	<b>Almanac</b>	a book of current facts, published every year; contains facts, figures, tables, and lists
	<b>Atlas</b>	a collection of maps showing continents, countries, oceans, and physical land features
	<b>Dictionary</b>	an alphabetical listing of words and their meanings; entries include pronunciation, part of speech, and word origin
	<b>Encyclopedia</b>	an information bank; contains articles written by experts and arranged in alphabetical order; articles cover many topics
	<b>Internet</b>	an electronic network connecting computers all over the world; often used interchangeably with World Wide Web
	<b>Thesaurus</b>	an alphabetical listing of synonyms and antonyms; used to find substitute words and to build vocabulary

## Help Pages

### Bibliography

A bibliography is a list of sources that were used in the preparation of a research document. The bibliography is arranged in alphabetical order by author's name. The title of the book, magazine, or Internet article is included, as well as the publisher, date of publication, and sometimes page numbers. Bibliography styles may differ slightly, and you should follow your teacher's specific directions for setting up your bibliography. Here are some guidelines and examples of how to list various sources. The following use MLA format. **Some of the information listed here may not be available. If the information is not available, just include as much as you can find in the citation.**

#### Book with One Author:

Author's Last name, First name. Title of Book. City: Publisher, Date.

#### Example:

Lawry, Matthew. Fascinating Desert Life Forms. Dayton: Traders Press, 2004.

#### Book with Two or Three Authors:

Author's Last name, First name and additional author's First and Last name(s). Title of Book. City: Publisher, Date.

#### Example:

Morris, Paul, Trudy Willis, and Marie Jenson. Hiker Meets Cactus. Chicago: Toads Press, 2008.

#### Encyclopedia:

Author's Last name, First name (if available). "Title of Article." Title of Encyclopedia. City: Publisher, year ed.

#### Example:

Hernandez, Noreen. "Arid Biomes." Universe Encyclopedia. New York: Green, Inc., 2006 ed.

## Help Pages

### Bibliography (continued)

**Magazine Article:**

Author's Last name, First Name. "Article Title." Title of Magazine Month year: page numbers.

**Example:**

Parched, Sandy. "My Days in the Sahara." Geography and More May 2000: 13-19.

**Internet Article:**

Author's Last name, First name. "Article Title." Website Title. Date of posting or last update. Site sponsor. Date you visited the website. <web address>.

**Example:**

Greenberg, Tasha. "Desert Life." Topics to Research. March 2006. International Geographics. Sept. 16, 2010. <<http://topicstoresearch.com/biomes/desert.html>>.

**Website with No Author:**

"Site Title." Sponsor. Copyright date or latest update. Date you visited the website. <web address>.

**Example:**

"Desert Days." Environments Global. 2009. Aug. 23, 2010. <<http://environsglobal.net/days/desert.html>>.

**Personal Interview:**

Person's Last name, First name. Kind of interview (personal interview or phone call). Date of interview.

**Example:**

Jogan, James. Personal interview. February 20, 2007.