




Level 5

Study Skills


A Mini Course

Help Pages

Glossary	
Acronym	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"
Almanac	a reference book that is a single volume of current facts, figures, tables, and lists
Analogy	two pairs of items in which the relationship between the first pair matches the relationship between the next pair; <i>see Analogies</i> chart
Antonym Analogy	compares two sets of words or objects that are opposites; for example, light : dark :: open : shut
Atlas	a reference book that is a collection of maps
Bar Graph	a graph that uses horizontal or vertical bars to compare data or information; a vertical bar graph may be called a column graph
Bibliography	an alphabetical listing (by author's last name) of sources used to prepare and write a report or other paper
Brainstorm	a strategy or technique for getting ideas; when brainstorming, list anything that comes to mind, as many ideas as possible
Category	a grouping of things that are alike
Chart	a graphic organizer used to present a large amount of information
Chronological	in numerical order; first, second, third, and so on
Chunking	a strategy for reading longer passages, which is to break the passages into parts, or chunks, and focus on one chunk at a time
Circle Graph	<i>see Pie Graph</i>
Completion Item	<i>see Fill-in Item</i>
Context Clues	word clues that give the meaning of a word in the same or a nearby sentence; clues can be synonyms, antonyms, or definitions
Data	information such as facts and numbers

Glossary	
Definition Context Clue	two or more words in a sentence that give the definition of the word
Description Context Clue	describing words that help give the meaning of the word
Diagram	a drawing used to illustrate something
Dictionary	a reference book that arranges words in alphabetical order; gives the definition of a word, its part of speech, and other information
Direction Word	a word that tells you what to do; examples: compare, define, describe, list, explain, summarize
Encyclopedia	a reference book that contains articles in alphabetical order on many topics; found online or listed in alphabetical order in book form
Essay Item	a question or statement that calls for an extended response (4 to 5 paragraphs)
Fill-in Item	an item that requires the student to fill in a missing word or words in a sentence
Flash Cards	cards with a term written on one side and pictures or words on the other; flash cards are used to memorize or review information
Glossary	an alphabetical listing of words and their meanings; usually found at the back of a book
Grouping	putting things in lists or categories to assist in memorizing
Horizontal	flat or level 
Hyperbole	<i>see Figures of Speech</i> chart
Idiom	<i>see Figures of Speech</i> chart
Index	an alphabetical listing found at the back of a book; lists important terms, names, and illustrations found in the book
Internet	a vast network of digital information that can be accessed by computers
Key	also known as a legend; tells what the symbol on a graph or map stands for

Glossary	
Line Graph	a graph that uses dots and lines to compare information over a period of time
Main Idea	the gist or substance of a text; what a paragraph or selection is about
Matching Item	an item that requires putting like things together; for example, a word with its definition
Metaphor	<i>see Figures of Speech</i> chart
Mnemonic Device	a strategy for remembering; examples of mnemonics include acronym words and sentences or rhyming
Paraphrase	something in your own words; rephrase
Pictograph	a chart that uses pictures or symbols to show information
Pie Graph	also known as a pie chart or circle graph; a graph that is divided into pie-shaped pieces
Plagiarism	the illegal use of another person's words or ideas
Prefix	parts added to the beginning of a word that change the meaning of the word
Resources	source of information; for example, dictionary, encyclopedia, thesaurus, Internet, almanac, atlas, etc.
Rhyming	putting together words with similar endings, such as right - tight - might; may be used to learn or memorize information
Root Word	the main part of a word; stands on its own without a prefix or suffix
Search Engine	a computer program that searches for different websites to locate information
Simile	<i>see Figures of Speech</i> chart
Skim	quickly reading through a passage just to get an idea of what the passage is about; usually a first step to reading a long passage
Source	a starting place; where information comes from; for example, a book, encyclopedia, website, interview (<i>see Resources</i>)
Strategy	a plan for solving a problem or doing a task
Suffix	a part added to the end of a word that changes the meaning of the word

Glossary	
Summarize	to restate only the main points or ideas in a selection using your own words
Supporting Details	sentences that shore up the main idea or topic sentence
Synonym	a word that means the same or nearly the same as another word
Synonym Analogy	two pairs of words or objects in which each pair are synonyms of each other; for example, happy : glad :: big : large
Synonym Context Clue	a word or words that mean the same as the new word found within the text
Table	a graphic organizer used to organize and display a large amount of information
Table of Contents	an outline found near the front of a book; lists chapter titles and page numbers
Thesaurus	a reference book that gives synonyms and sometimes antonyms of words
Timeline	a graphic organizer that lists events and dates in chronological order; timelines can be horizontal or vertical
Topic Sentence	sentence that contains the main idea; may come at the beginning, middle, or end of a paragraph
True or False Item	a statement that is either true or not true; if any part is false, the whole statement is considered false
Venn Diagram	a graphic organizer composed of two overlapping circles which is used to compare and contrast information (shows similarities and differences)
Vertical	up and down 
Visual Clues	illustrations, photos, or graphics that give clues about the meaning of what is written
Website	a place on the Internet that contains information in the form of pictures, text, videos, and/or sound
World Wide Web	a part of the Internet; sometimes used interchangeably with the word <i>Internet</i>

Help Pages

Summary of Study Strategies and Suggestions

Develop and use good listening skills.



Keep an assignment notebook or folder.

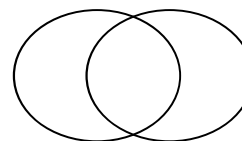
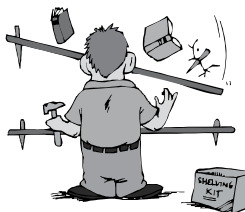


Have the right supplies.



Read as much as you can.

Organize storage areas.



Use graphic organizers to summarize information.



Set goals.

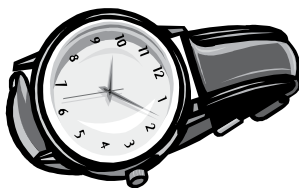
Have a study buddy.



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 Study Strategies and Suggestions

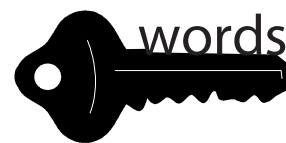


Listen carefully to all directions.

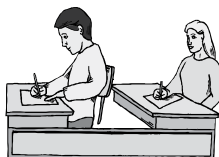
Read every word of the test directions.



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 (if permitted) any answers that are definitely wrong,

~~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.

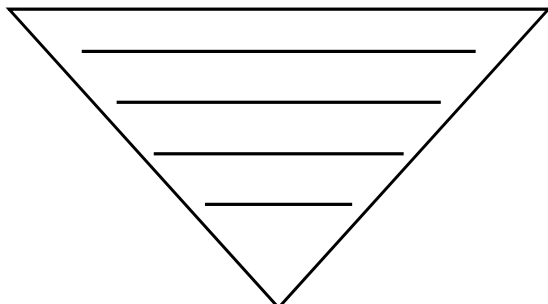
Change an answer only if you are sure you have answered incorrectly.



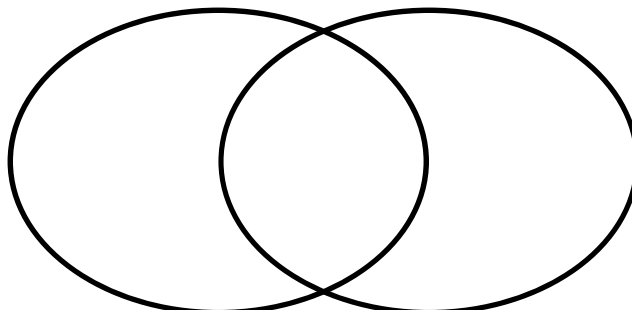
Help Pages

Graphic Organizers

Inverted Pyramid



Venn Diagram

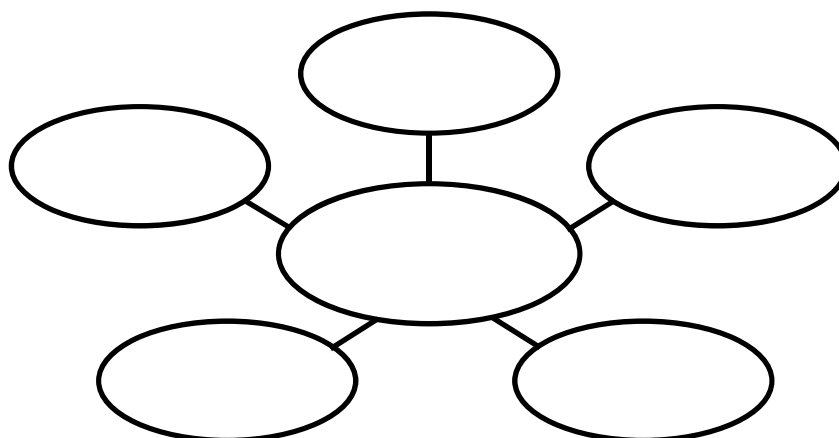


Table

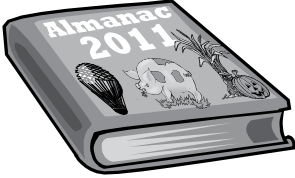

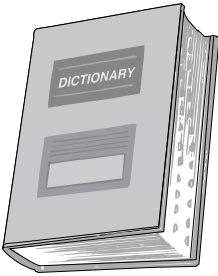
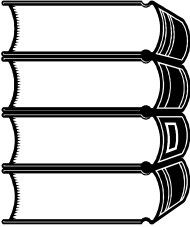
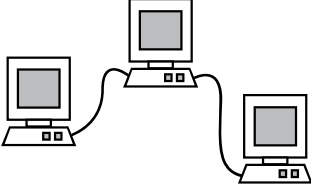

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Chart

Web



Help Pages

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

Help Pages

Cause and Effect

An **effect** tells what happened. The **cause** tells why it happened.

Example: Cause - There was a blizzard overnight,
Effect - and the roads are closed today.

Ask yourself, "What happened?" The roads are closed. (Effect)

Ask yourself, "Why did it happen?" There was a blizzard overnight. (Cause)

A cause may have more than one effect.

Example: Cause - There was a blizzard overnight,
Effects - so the roads are closed today and
snow plows have to work overtime.

An effect may be the cause of something else.

Example: Cause - The roads are closed today;
Effect - therefore school is cancelled.
Cause - Since school is cancelled,
Effect - we are taking our sleds to the park.

blizzard → roads closed → schools cancelled → sled rides in the park

Sometimes special clue words and phrases can signal a cause or effect.

as a result of	consequently	hence	so	thus
because	due to	since	therefore	

Remember, the order of cause and effect statements can change. Either can come first in a sentence.

Example: Cause - The oven got too hot,
Effect - so the cookies burned.
Effect - The cookies burned
Cause - because the oven got too hot.

Help Pages

Context Clues

You can use **context clues** to figure out the meaning of a word. Context clues are the words that come before or after the unknown word.

Sometimes the author will give the definition of the new word by using **synonyms**.

Example 1: The farmers get fair **remuneration**, or payment, for the goods they provide.

The context clues let you know that *remuneration* must mean *payment*.

Example 2: Margo's biggest **gaffe** was that she called the teacher by her first name. That was a mistake!

You can tell that *gaffe* means *mistake*. The next sentence says exactly that. Also, you probably know that calling a teacher by her first name would be a mistake.

Sometimes the author will hint about the meaning of the word by using **antonyms**.

Example 1: Claire was actually **garrulous** this morning. Usually she barely speaks.

The context clues let you know that *garrulous* must mean the opposite of *barely speaks*. So, *garrulous* must mean *talkative*.

Example 2: When the teacher was gone during recess, the kindergarten room was **chaotic**! I longed for my own peaceful, quiet classroom.

You can tell that *chaotic* means the opposite of *peaceful* and *quiet*. Also, you can imagine recess in a room full of five-year-olds without their teacher.

Help Pages

Context Clues (continued)

If you cannot figure out the meaning of a word, it's a good idea to first decide what part of speech the word is.

Example: Dr. Foster had photos of beautiful **tetras** in his office.

Which of these tells the meaning of *tetras*?

acrobats cooking fish jumps

This sentence doesn't tell you what *tetras* are, but you can tell that *tetra* is a *plural noun*. So it is probably not *cooking* or *jumps*.

Read the next part: Tetras are so brightly colored! Imagine seeing them swimming in large schools in the clear rivers of South America.

Which of these tells the meaning of *tetras*?

acrobats ~~cooking~~ fish ~~jumps~~

The context clues - *swimming in large schools in the clear rivers of South America* - tell you that *tetras* must be a *type of colorful fish*.

Figures of Speech

Simile	<p>A <u>simile</u> is a way to describe something by using a comparison. A simile compares two things using the words <i>like</i> or <i>as</i>.</p> <p>Example: The baby is as playful as a kitten. The baby is being compared to a kitten.</p>
Idiom	<p>An <u>idiom</u> has a special meaning in a certain language. It is not a literal meaning. For example, in America we say, "Now you will have to face the music." This statement has nothing to do with music. It means someone has to deal with the consequences of his/her actions.</p>
Metaphor	<p>A <u>metaphor</u> compares two things, but does not use <i>like</i> or <i>as</i>. It uses a form of the verb <i>be</i>.</p> <p>Example: Joey is a magnet for bad luck. This means Joey seems to attract bad luck.</p>
Hyperbole	<p><u>Hyperbole</u> uses exaggeration to make a point.</p> <p>Example: My book bag weighs a ton!</p>

Help Pages

Analogies

An **analogy** is a way of comparing things.

Here is an example: mayor : city :: governor : state

This can be read as,

"Mayor is to city as governor is to state."

To solve an analogy, you need to figure out what the relationship is between the two words.

A *mayor* is the leader of a city. A *governor* is the leader of a state.

Here is another example: lamb : sheep :: calf : _____

What is the relationship? A lamb is a baby sheep.

horse piglet cow kitten

The missing word must be *cow* because a *calf* is a baby *cow*.

In an **analogy**, the words may be compared in many ways.

The words may be synonyms.

Example: happy : joyful :: tall : high

Happy and *joyful* are synonyms. *Tall* and *high* are synonyms.

The words may be antonyms.

Example: thin : thick :: rich : poor

Thin is the opposite of *thick*. *Rich* is the opposite of *poor*.

One word may describe the other.

Example: bright : sunshine :: prickly : porcupine

Sunshine is *bright*. A *porcupine* is *prickly*.

One word may name a part of the other.

Example: wheels : bicycle :: legs : table

A *bicycle* has *wheels*. A *table* has *legs*.

One word may be in the category or group of the other.

Example: rabbit : mammal :: orange : fruit

A *rabbit* is a type of *mammal*. An *orange* is a type of *fruit*.

Help Pages - Long Reading Passage

Incredible Collectibles

Human beings seem to be fascinated by collecting - and distributing - all kinds of stuff. Objects that are collected may be common, like ordinary stuffed animals, baseball cards, or marbles. Or, collectibles may be rare, like vintage hats that were made a hundred years ago or ancient coins from lost civilizations. People collect large items like cars and airplanes or miniature things like gems and insects. There are collectors' clubs and online organizations that support collectors of antiques, sheet music, teapots, lunchboxes, and maps. Photos, rocks, toys, and bracelets are some of the favorite collectibles of kids. People who collect stuff also like to distribute their treasures by trading or by selling items to other enthusiasts. Garage sales, flea markets, and websites are some of the venues that collectors visit to buy, sell, and trade their collections. Also, collectors can often find unique items by browsing ads in local newspapers.

A favorite collectible of many adults is the old-fashioned cookie jar. Finding just the right cookie jar to add to a collection is half the fun for a cookie jar collector, and displaying the collection in an interesting way is the other half. Traditional cookie jars come in so many unique shapes, sizes, and colors; they create beautiful exhibits on shelves in kitchens, pantries, or dining areas. There are collections of cookie jars with special themes, such as leprechauns, holiday figurines, or cartoon characters. China cabinets can hold an array of cookie jar snowmen, elves, and angels. Kitchen cupboard tops may be lined with delicate bunnies, raccoons, squirrels, or birds. Some of today's cookie jars are made of plastic or other durable material. But old-fashioned cookie jars are made of a type of pottery or glass. This makes them fragile, so stealing a cookie is very tricky business. Collectors may have childhood memories of sneaking into the kitchen and climbing up on a chair to gently lift the cookie jar lid. And cookie jars bring back memories of moms and grandmas baking cinnamon flavored snicker doodles or the all-time favorite, chocolate chip cookies.

Help Pages - Long Reading Passage

Incredible Collectibles (continued)

Many of today's teens are not interested in conventional collections, like rocks, stamps, or coins. These were the collectibles of their parents and grandparents. Instead, teens like to focus on new and unique objects. They may accumulate bracelets, key chains, bookmarks, or posters. Some teens like to collect items with team logos. Others have extensive music or video game collections. Teens often decorate their bedrooms with their posters, team logo items, and other collectibles. Many teens and young adults are collectors of technology. They like to have all the latest gadgets and computerized devices.

Another thing teenagers are good at collecting is money! Many teens belong to clubs that raise funds for special projects at their school, in their neighborhoods, or even in far away countries. These "collectors with a cause" like to organize with their friends in order to do some good and make the world a better place. Money-collecting teens sign up to host bake sales, car washes, and rummage sales. Or, they may pull together to provide services in exchange for donations. The services can be baby sitting, leaf raking, or dog walking. Teens also really enjoy participating in bike-a-thons, races, and dance marathons to raise money while having fun and getting some great exercise. It is not uncommon for a group of dedicated teenagers to collect thousands of dollars to donate to a cause they believe in.



Help Pages - Long Reading Passage

Drinking the Camanchaca

Chile is a long narrow country located along the southern edge of South America. The country is bordered by the Pacific Ocean on one side and the Andes Mountains on the other. Even though it sits beside the largest body of water in the world, the northern part of Chile is one of the driest places in the world - the Atacama Desert. Some areas of the desert have had no rainfall for several years because the Andes Mountains prevent moist air masses from moving into the region. Many years ago, people living in the Atacama Desert had to import water from other places. They never had enough water to drink, to wash, or to water their gardens. The water that was transported by trucks was often contaminated, or impure, and it made people very sick. This made life difficult in the arid Atacama Desert.



However, the coastal region of northern Chile also has a very fascinating feature - a fog frequently appears along the coastline. When fog is present, the humidity, or moisture level, in the air is 100%. Fog is actually a type of low-lying cloud which does not produce rain. The people of the Atacama Desert call this coastal fog the camanchaca (ka man cha' ka). Since it is really a type of cloud, air in the camanchaca is very heavy and wet. Most of the desert is dry and barren. But, in places where the fog appears regularly, many plants such as ferns, cactus, and eucalyptus are able to flourish. So, people began to wonder if they could collect the moisture from fog the way plants do. Because of a difference in temperature between the air and the surface of leaves, the fog forms water droplets on the leaves of plants. This is called *condensation*. Some people noticed that the leaves of the eucalyptus tree are shaped in a way that directs the water droplets toward the base of the tree. When the droplets fall to the ground, the water is soaked up by the tree's roots.



Eucalyptus leaves

Help Pages - Long Reading Passage

Drinking the Camanchaca (continued)

In the 1980's, villagers from the town of Chungungo in northern Chile worked with some scientists from Canada to develop a way to harvest the moisture from the camanchaca. They built fog collectors from sheets of nylon and plastic netting. These sheets were hung from posts like giant billboards. Moisture from the fog could be collected by allowing the drops to form on the netting just as they did on plant leaves. Gravity caused the heavy droplets to flow into a gutter at the bottom of the structure. Then, the water ran into a storage system for later use. This new system of collecting the moisture from fog was called the Chungungo Project.

Today, fog is collected in other parts of South America and all over the world. Fog harvesting can be managed by the people of a town or village. The process is cost-effective and does not harm the environment. In Chungungo, the water is now clean and safe. There is plenty to drink, and the people of the village are able to grow large vegetable gardens.

Source: "Living in a Coastal Desert - The Chungungo Project." BBC Weather.
http://www.bbc.co.uk/weather/features/chungungo_project.shtml

Swanson, Peter. *Water: The Drop of Life*. Minnetonka, MN. Northwood Press, 2001.

