



Level 7

Study Skills

Help Pages

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 two matches the relationship between the next two; <i>see Analogies chart</i>
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 organize 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>
Clustered Bar or Column Graph	bar graphs with multiple entries showing similar data for more than one item or source
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
Definition Context Clue	two or more words that give the definition of the word
Description Context Clue	describing words to 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 what to do; examples: <i>compare, define, describe, list, explain, summarize</i>
Encyclopedia	a reference book that contains expert articles in alphabetical order on many topics; found online or listed in alphabetical order in book form

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Essay Item	a question or statement that requires an extended response (4 to 5 sentences)
Fill-in Item	an item that calls for the student to fill in a missing word or words in a sentence
Five W's	a strategy for summarizing or finding the main idea; asks <i>who</i> , <i>what</i> , <i>when</i> , <i>where</i> , and <i>why</i>
Flash Cards	cards with a term written on one side and pictures or words on the other; flash cards are used to memorize 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	exaggeration to make a point
Idiom	a word or phrase that has a special meaning in a certain language; it is not a literal meaning
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 a symbol means on a graph or map
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 all about
Matching Item	an item that requires putting like things together; for example, a word and its definition
Metaphor	compares two things, but does not use <i>like</i> or <i>as</i> ; it uses a form of the verb <i>be</i>
Mnemonic Device	a strategy for remembering; examples include acronym words or sentences and rhyming
Outline	a graphic organizer useful for summarizing and organizing information; an outline moves from general to specific
Paraphrase	re-phrase or put something in your own words
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

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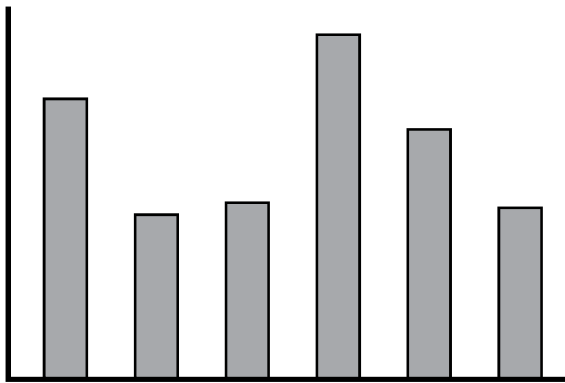
Glossary	
Resources	source of information; for example, dictionary, encyclopedia, thesaurus, internet, almanac, atlas, etc.
Rhyming	putting together words with similar endings, such as right - tight - might; may be used to learn or memorize information
Root Word	the main part of a word; stands on its own without a prefix or suffix
Search Engine	a computer program that searches for different websites to locate information
Simile	compares two things using <i>like</i> or <i>as</i>
Skim	a way of quickly reading through a passage just to get an idea of what the passage is about; usually a first step to reading a longer passage
Source	a starting place; where information comes from; for example, book, encyclopedia, website, interview (see Resources)
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
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 that means the same or nearly the same as the new word within the text
Table	a graphic organizer used to arrange 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
Three-Column Chart	a graphic organizer used to compare and contrast two items; there is a column for listing the characteristics of each item, plus a column showing characteristics that the two have in common; similar to a Venn diagram except in chart form
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 statement is false
Venn Diagram	a graphic organizer composed of two overlapping circles which is used to compare and contrast information (shows similarities and differences)

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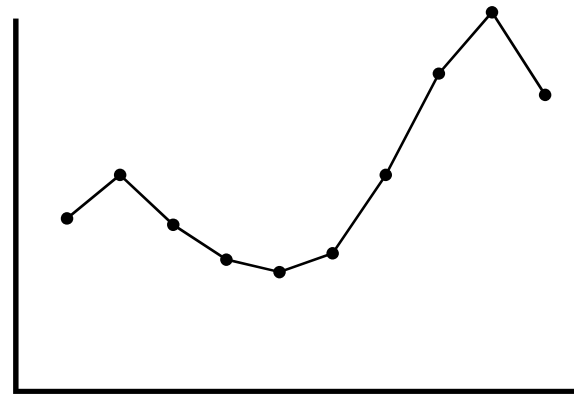
Glossary	
Vertical	up and down
Visual Clues	illustrations, photos, or graphics that give clues about the meaning of what is written next to them
Website	a place on the Internet that contains information in the form of pictures, text, videos, and sound
World Wide Web	a part of the Internet; sometimes used interchangeably with the word, <i>Internet</i>

Types of Graphs

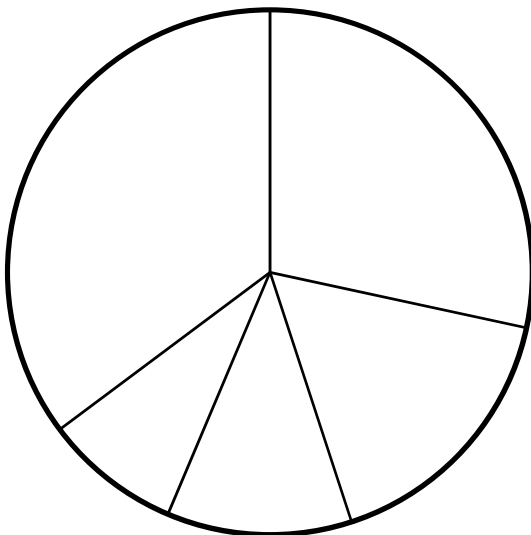
Bar Graph



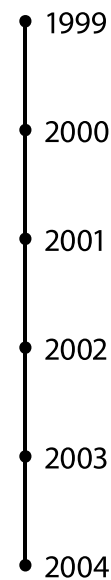
Line Graph



Circle Graph



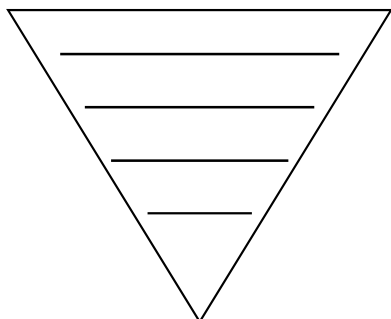
Timeline



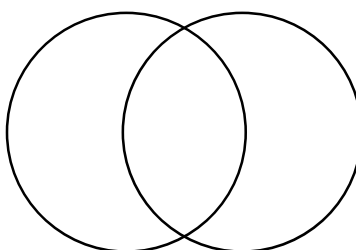
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Graphic Organizers

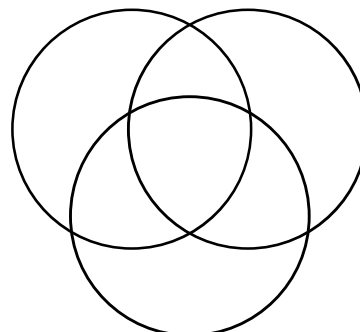
Inverted Pyramid



Venn Diagram



Triple Venn Diagram

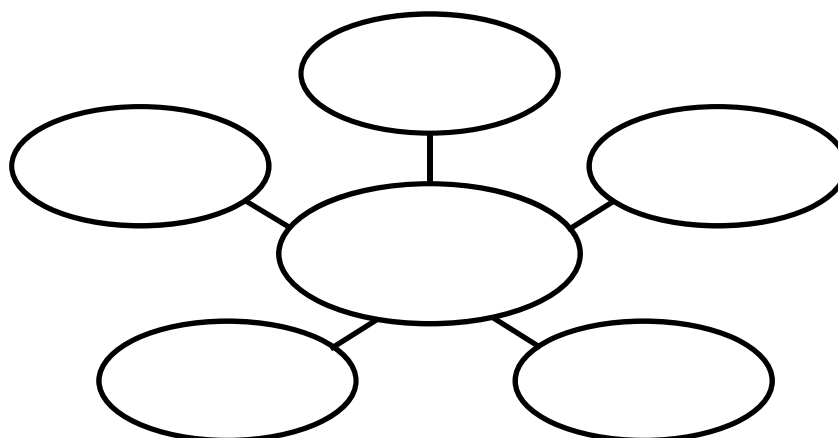


Table

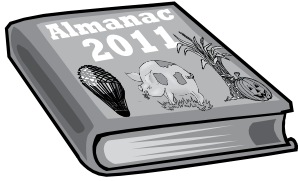

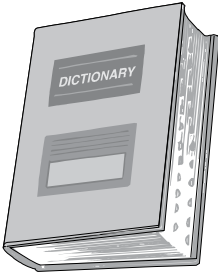
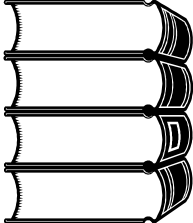
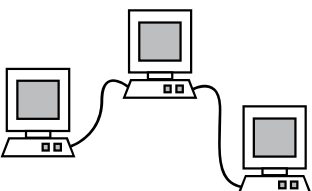

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Chart

Web



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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

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Summary of Study Strategies and Suggestions

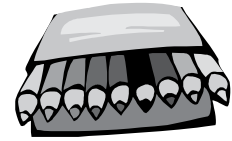
Develop and use good listening skills.



Keep an assignment notebook or folder.

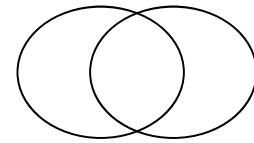


Have the right supplies.



Read as much as you can.

Organize storage areas.



Use graphic organizers to summarize information.



Set goals.

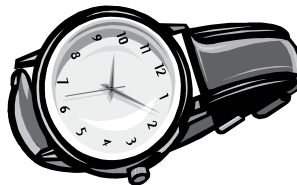
Have a study buddy.



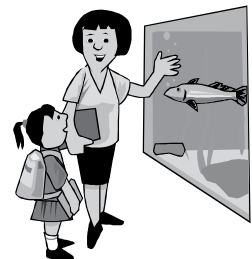
Get plenty of sleep and eat a nutritional breakfast.



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

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Summary of Test-Taking Strategies and Suggestions



Listen carefully to all directions.

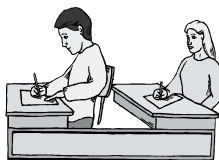


Read every word of the test directions.

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 (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.



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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.

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Bibliography	
<p>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 in the citation.</p>	
Book with One Author:	<p>Author's Last name, First name. <u>Title of Book</u>. City: Publisher, Date.</p> <p>Example: Lawry, Matthew. <u>Fascinating Desert Life Forms</u>. Dayton: Traders Press, 2004.</p>
Book with Two or Three Authors:	<p>Author's Last name, First name and additional author's First and Last name(s). <u>Title of Book</u>. City: Publisher, Date.</p> <p>Example: Morris, Paul, Trudy Willis, and Marie Jenson. <u>Hiker Meets Cactus</u>. Chicago: Toads Press, 2008.</p>
Encyclopedia:	<p>Author's Last name, First name. "Title of Article." <u>Title of Encyclopedia</u>. City: Publisher, year ed.</p> <p>Example: Hernandez, Noreen. "Arid Biomes." <u>Universe Encyclopedia</u>. New York: Green, Inc., 2006 ed.</p>
Magazine Article:	<p>Author's Last name, First name. "Article Title." <u>Title of Magazine</u> Month year: page numbers.</p> <p>Example: Parched, Sandy. "My Days in the Sahara." <u>Geography and More</u> March 2000: 23-29.</p>
Internet Article:	<p>Author's Last name, First name. "Article Title." <u>Website Title</u>. Date of posting or date of last update. Site sponsor. Date you visited the website. <web address>.</p> <p>Example: Greenberg, Tasha. "Desert Life." <u>Topics to Research</u>. March 2006. International Geographics. Sept. 16, 2010. <http://topicstoresearch.com/biomes/desert.html>.</p>
Website with No Author:	<p>"Site Title." <u>Sponsor</u>. Copyright date or latest update. Date you visited the website. <web address>.</p> <p>Example: "Desert Days." <u>Environments Global</u>. 2009. Aug. 23, 2010. <http://environsglobal.net/days/desert.html>.</p>
Personal Interview:	<p>Person's Last name, First name. Kind of interview (personal interview or phone call). Date of interview.</p> <p>Example: Jogan, James. Personal interview. February 20, 2007.</p>

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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.

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*.

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Analogies

In an analogy, the relationship between the first pair of words is the same as the relationship between the second pair of words. Here is an example:

September : Labor Day :: February : Presidents' Day

This is read as, "September is to Labor Day as February is to Presidents' Day." In each pair, the first part tells the month in which the second part occurs. Labor Day is in September, and Presidents' Day is in February.

There are several different types of analogies:

Synonyms: clear : obvious :: challenging : difficult

(In each pair, the two words are synonyms. Use a dictionary or thesaurus if you need help with this type of analogy.)

Antonyms: humid : dry :: north : south

(In each pair, the two words are antonyms. Use a dictionary or thesaurus if you need help with this type of analogy.)

Part-to-Whole: chapter : book :: tire : truck

(A chapter is part of a book; a tire is part of a truck.)

Descriptive: glass : smooth :: sandpaper : rough

(Glass feels smooth; sandpaper feels rough.)

Classification: frog : amphibian :: banana : fruit

(A frog is a type of amphibian; a banana is a type of fruit.)

Cause – Effect: windstorm : power outage :: poor electrical wiring : house fire

(A windstorm can cause a power outage; poor wiring can cause a fire.)

Location: trees : forest :: whales : ocean

(Trees can be found in a forest; whales can be found in the ocean.)

Amplification (Degree): big : gargantuan :: happy : elated

(The second word is an amplification of the first word in each pair. Gargantuan is extremely big, and elated is extremely happy.)

Tool – User: hammer : carpenter :: stethoscope : doctor

(A hammer is used by a carpenter; a stethoscope is used by a doctor.)

Tool – Function: shovel : dig :: brush : paint

(A shovel is used to dig; a brush is used to paint.)

Object – Action: ball : hit :: car : drive

(A ball is something you hit; a car is something you drive.)

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Essay-Writing Prompt Words	
This chart contains a list of action words that you may see in an essay question. These are “key words” because they tell you exactly what to do.	
Key Word	Meaning
Classify	sort items into groups; usually give the group a title or heading
Compare	describe both similarities and differences between things
Contrast	point out differences between things
Define	tell the meaning of a word or concept
Describe	tell about something by giving plenty of details and characteristics
Diagram	make a drawing and label it
Discuss	write about the topic from a certain point of view or give more than one point of view
Evaluate	tell what you think about something based on facts and other evidence
Explain	make something as clear as possible; give plenty of details
Illustrate	draw a picture or give examples
Justify	defend a statement or opinion with facts and logical statements
List	write several examples; put things in a logical order
Name	give the right word; be sure to name as many items as are asked for
Outline	list the main points and sub-points
Prove	show that something is true based on evidence, facts, and examples
Review	summarize the main points in a logical order
State	say something clearly; include facts
Summarize	use your own words to tell the main points of something
Tell	same as <i>describe</i> or <i>explain</i>

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Collecting as a Hobby

Do you need a break from watching television, playing video games, or surfing the Internet? Perhaps you need a hobby — some sort of relaxing activity that you participate in during your leisure time. Some people enjoy outdoor activities, such as hiking or bird watching. Others might like to stay inside to build models of cars, airplanes, or ships. Reading is another leisure pursuit that is very well-liked. This article will discuss three popular types of collecting: coin, stamp, and beach glass.

Coin collecting dates all the way back to Ancient Rome and Mesopotamia. But for many centuries, only scholars and a wealthier class of people were able to collect and catalog coins. During the 19th and 20th centuries, the activity became quite popular, and today, there are two main types of coin collectors. Most are hobbyists who simply enjoy collecting coins. Others, called numismatists, collect and study coins, paper money, and medals. Numismatists (noo miz' muh tists) see coins and medals as works of art and as artifacts that can provide important information about earlier times and cultures.

Collectors sometimes focus on gathering coins of a certain type. For example, they may start off casually saving loose change from places they have visited during travels and thus, begin an international collection. Other collectors may specialize in antique and historical coins. There are even coin collectors who especially seek "error" coins. Error coins have mistakes or flaws that occurred during the minting process due to equipment malfunctions or human error. Precious metals are yet another category for coin collectors. Precious metals collectors look for only gold, silver, platinum, or copper coins. Other collectors accumulate specially minted coins created for commemorative occasions, such as the Barack Obama Presidential Inaugural Coin. This type of coin is produced in limited numbers.

The idea of collecting stamps began when various countries began publishing them. The very first stamp was a British issued picture of Queen Victoria in 1840, titled the British Penny Black. On the day the Penny Black was issued, a British zoologist named John Edward Gray purchased several of the stamps, intending to keep them, and Gray became known as the very first stamp collector. Other famous stamp collectors have included people such as President Franklin Roosevelt, John Lennon of the Beatles, and Freddie Mercury, lead singer of the band, Queen. By 1860, stamp collecting was popular around the world, especially in Europe and the United States. During the 1860's and 1870's, children and teenagers became avid stamp collectors. When some of these child collectors grew up, they became philatelists. A philatelist (fi lat' l ist) is more involved in the study and research of stamps and may or may not actually collect them.

Stamp collecting as a hobby is not as popular today as it was in the early 20th century. However, there are more than 25 million stamp hobbyists in the U.S. and perhaps as many as 200 million worldwide. Like coins, postage stamps are collected for various reasons. Some hobbyists specialize in collecting stamps from all over the world. They ask friends and relatives who receive international mail to save the stamps for their collections. Other collectors focus on popular themes such as people, animals, insects, birds, flowers, pop culture, history, and geography. Stamps may be collected and organized by theme or by size. It's fairly easy to start a stamp collection because stamps can be purchased very inexpensively through dealers in neighborhood shops, trade shows, or online. A hobbyist will need some startup equipment, such as a stamp album, a magnifying glass, and tweezers or tongs for handling stamps, as they may be very delicate, especially if they are old.

Beach or sea glass, another popular collectible, can be found along the shorelines of lakes and

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oceans all around the world. Coastal lines near large cities often produce larger quantities of beach glass; low tides and early mornings are most conducive to finding these treasures. A lump of beach glass can resemble a small gem, but it is actually created from pollution in the water. Litter, such as bottles, jars, plates, ceramics, pottery, old medicine bottles, and windows are examples of some of the pollutants that are transformed by nature into treasures that wash up onshore. In addition, beach glass comes from shipwrecks which have lost their cargo in the deep waters. Over a period of several decades, water, rocks, and sand work over the glass forming it into beautifully polished, frosty nuggets.

Collecting smooth, frosty beach glass is an entertaining hobby for some. For others, the treasures provide money-making opportunities, as beach glass can be used in hand-made crafts and jewelry or stained glass products. Serious collectors are quite knowledgeable regarding the value of the various shades and other characteristics of beach glass. There is a colorful spectrum of beach glass. The most common colors are white, clear, brown, and green, whereas the rarest pieces are orange, turquoise, yellow, teal, black, and grey. The rarest — and, therefore, most precious — pieces of beach glass are red.

Extreme Sports

As if sports weren't exciting and dangerous enough in themselves, some athletes envisioned yet another level of skill and risk, and extreme sports were born. Extreme sports combine technical skills with a daredevil mentality. Many athletes have spiced up their moves with audacious twists and flips while going farther, moving faster, and climbing higher. ESPN's X Games have stolen the spotlight from Olympic contenders and professional team sports. No matter the season, there are abundant extreme possibilities for every kind of participant or spectator.

In extreme winter sports, the most visible competitors are snowboarders and skiers. Traditional skiers glide down slopes covered in fresh powder; some heli-ski, reaching even steeper slopes by way of helicopter. But extreme athletes have added a passel of tricks to their downhill runs. Snowboarders tear up the slopes with everything from the "Ollie," a snowboard jump onto a rail or over an obstacle, to the more difficult "Backside Ollie Oop Tail Grab," as they challenge themselves to ever more gravity-defying ways to fly over the lip of a half pipe. The redheaded American, Shaun White, once known as the Flying Tomato, now dominates a growing field of snowboarding tricksters even though he was born with a congenital heart defect. White earned a spot on the *Wheaties* cereal box after completing a "Double McTwist 1260" in 2010 and claiming the gold in the Vancouver Olympics. Torah Bright, an Australian snowboarder, nailed the gold in the 2010 Winter Olympics in the half-pipe and also claimed the gold medal in the women's super-pipe event. Skiers compete individually on courses filled with obstacles such as rails, boxes, and jumps during slope-style competitions. They tweak out tricks with their own personal style elements or by performing an "invert" (doing the trick upside down). In winter's extreme sports, the only rule is that there are no rules.

Summer extreme sports include such events as barefoot water skiing which calls for faster speeds than regular water skiing, and sky flying, an individual flying sport that requires an airfoil flying suit. Skateboarding continues to be the number one summer extreme sport with teenagers, many handily performing "pop shuvits" and "360s." Skateboarding guru, Tony Hawk, earned fame in 2008 for performing a "900" (two and a half gravity-defying turns, in a half pipe arena).

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Motocross pits cyclists against each other on enclosed, off-road circuits. The word *motocross* is a blend of *motorcycle* and *cross country*. BMX motocross is for non-motorized bikes. The sport has been evolving since its inception in the early 1920's to include pit bikes, mini-motorized cycles, and ATVs. The sport crossed over into the extreme category with the invention of supercross (a highly challenging competition on an artificial dirt-covered motorcycle obstacle course), and FMX, or freestyle motocross which eliminated the racing feature and focuses on trick development.

Mountain biking, inline skating, wind boarding, ice climbing, and too many others to mention continue to grow as extreme sports, but many newcomers are on the horizon pushing the limits of human physicality and sanity. Today's extreme athletes star in their own video games, as well as being champions in traditional sports. Both male and female athletes excel — where the timid fear to tread — earning glory, fame, sponsorships, and popularity for their sport. Which extreme sport will attract you to become its next biggest fan or star?

Test Anxiety

Everyone feels a little fretful or uneasy when they find themselves in certain situations, such as giving a speech, performing a solo, trying out for a sport, auditioning for a play, or taking a test. These types of circumstances may produce performance anxiety, the nervousness that comes with being under pressure to perform or to do something on the spot, as perfectly as possible. Test anxiety is a type of performance anxiety, and some of its physical symptoms are the same as those that accompany any type of anxiety: headache, nausea, faintness, and feeling too hot or too cold. There are also non-physical indications that you may have test anxiety: your thoughts are racing, your mind goes blank, you feel like crying, or you feel irritable and easily frustrated. Whether the symptoms are minor or severe, test anxiety is a serious obstacle that can prevent you from doing well on a quiz or test.

There are a few ways to diminish and even prevent test anxiety. First, be as fully prepared for the test as possible by using organizational strategies that you have learned. Keep up with class work and notes on a daily basis. Read the assignments, complete homework, and study (use flashcards, color-coding, and mnemonic devices). Solve extra mathematics equations that were not assigned or answer chapter discussion questions that review the main ideas. Ask for help or for tutoring if there is something you don't understand or if you feel that you need more support. On the day before the test, quiz yourself or study with a partner to find out whether or not you are really prepared. If you can't answer questions with your notes right in front of you, chances are you will not do well on a test. Even an "open notes" or "open notebook" test requires some preparation. Remember, this is the part you have the most control over — when test day arrives, you'll be more confident knowing that you took the time and spent the energy needed to thoroughly prepare for the test.

On the night before a test, make sure you go to bed on time; avoid cramming or staying up late to study. Plan ahead, so that you can get plenty of sleep and wake refreshed. Pre-pack your book bag with everything you need: pens, several sharpened pencils, calculator with new or spare batteries, a watch, and a healthy snack. Set an alarm clock to make certain that you get up on time. On the day of the test, eat a nutritious breakfast; avoid caffeine or large quantities of sugar which can make you feel jumpy and distracted. Wear comfortable clothing and make a special effort to be on time, so that you do not add to your stress by rushing around.

If you feel nervous or have "butterflies" during the test, take several calming breaths. Remind

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yourself that you have studied and prepared yourself, and this is your opportunity to show what you know. Listen carefully to verbal directions. Then, read all printed directions and ask for clarification if there is anything you don't understand. When you first begin, you may be worried that you'll forget important names, formulas, or facts, so take a moment to quickly jot them down in the margin or on the back of your answer sheet. After that, glance over the entire test, so you'll know what's coming, and you can pace yourself. Do the easiest questions first; then focus on the items that have the greatest point value. Skip the most difficult questions, but then go back and spend as much time as possible on them. If you're required to show your work, be sure to include all the steps. Always make an attempt or effort to answer every question, even if you're not completely sure about the required response. Write down what you do know, so that you can at least get partial credit for a response. If you don't know the answer at all, make an educated guess. Write neatly and allow enough time to go over everything before handing in your paper. Remember these tips for specific kinds of tests:

- For multiple choice items, read all the choices and eliminate any answers you know are wrong.
- State facts, not opinions, when responding to essay questions. If you do give your opinion, back it up with facts.
- Sketch out an outline for long essay responses. Include an introduction and a conclusion in the essay.
- If you're asked to give numerical facts but you can't remember actual numbers, give a fairly accurate or rounding figure. For example, "There are over 100 types of . . ." or "During the 1900's . . ."
- Watch for qualifiers (first, never, all) that impact a true-false statement.
- If any part of a statement is false, the entire statement is false. However, if part of a statement is true, it doesn't necessarily make the entire statement true.
- Stay focused on your test paper even when others finish before you. Don't glance around the room; it may appear that you are cheating.

Afterwards, pay close attention as your teacher goes over the test. Fill in the correct answers if you are permitted to do so. Ask questions. If you missed any items or if any were particularly difficult, you can learn from your mistakes and be even better prepared for the next test.