

Top 10 Ways to Improve Your Grades....

10. **Read ahead in the text and take notes.** Some teachers follow the book when they lecture. If you have read the chapter before class and taken notes, you will have more time to actively listen to the teacher's lecture. Also, if you become sick and have to miss class, you will not fall as far behind if you have been reading ahead in the text.
9. **Improve the appearance of your work, projects, and papers.** School in many ways is like big business, appearance counts! First impressions are crucial. Always type your papers. When you have to hand write assignments make them as neat as possible.
8. **Create your own questions after completing a reading assignment.** Make questions out of the chapter/section headings and bold print or italicized words.
7. **Sit in the front row.** You will be less distracted and more likely to ask questions.
6. **Study in small increments.** People tend to remember the first and last facts they study. Either chunk material into small increments or study in timed intervals. Study in 5 to 10 minute intervals then take a 3 minute break.
5. **Read actively with a pen or pencil in hand.** Write down important concepts as you read. Pay close attention to chapter headings and bold print words.
4. **Use your highlighter wisely.** Highlighting important material in your text or notes only delays learning the material. Only highlight material that you are uncertain about. This way the highlighted material will remind you to ask questions about the material in class.
3. **Take good notes.** When taking notes from a lecture do not write long sentences. Write down phrases and key words only. People don't think in long complete sentences so there is no need to do so when taking notes. Use abbreviations when possible. When studying for a test you will benefit from transferring your notes to index cards so you can organize the information and study in small spurts.
2. **Have good attendance.** When you miss a class you miss valuable information. The first and last 5 minutes of class are often the most crucial. Sometimes teachers give assignments or cram in important facts right before the bell rings.
1. **Make extra credit mandatory!** Take every opportunity to earn extra points.

