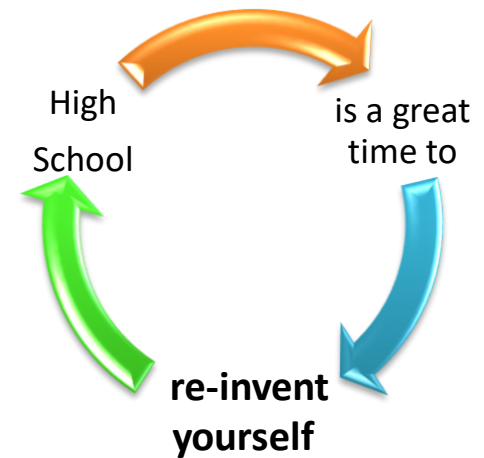


## Top Ten Tips for Getting Good Grades

- 1. Organization:** if you are not an organized person **you can become one:**
  - ✓ Use a student planner every day
  - ✓ Keep your materials neat so you can find things quickly
  - ✓ Have a separate pocket folder for each class
  - ✓ Get everything organized for the next day before you go to bed
  - ✓ Using a planner will organize you and help you to get things done on time
- 2. Time Management:** manage your time well
  - ✓ Use extra time in school to start homework
  - ✓ Create a study plan that works for you
  - ✓ Allow more time for homework than you think you need
  - ✓ Make a “to do” list and follow it – do most important things first and/or things that you want to do the least to get them done with
- 3. Be “IN” class:**
  - ✓ Attend classes and be on time every day
  - ✓ Learn how to adapt to different teaching styles
  - ✓ Know each teachers’ rules and procedures
  - ✓ Bring everything you need to class
  - ✓ Always do all of your homework
  - ✓ Participate during class – this cements your learning and shows your interest
  - ✓ Don’t leave class with unanswered questions
  - ✓ Treat others well (just like in the work world networking is key, you never know who may help you some day)
- 4. Take Good Notes:**
  - ✓ Pay attention and think about what your teacher is saying
  - ✓ Recognize and write down important information
  - ✓ Take notes that are neat and easy to read
  - ✓ If you are absent, get copies of notes that you missed
  - ✓ Go back over notes and highlight information that is most important
- 5. Follow Good Rules of Writing:**
  - ✓ Organize your thoughts before writing - map out an outline before you start the actual writing
  - ✓ Understand requirements for paper. Every teacher has a specific way he or she wants a paper organized, and it’s best to know them before you start to write. Be sure to understand the reference system and all the mechanics of the paper (font, margins, cover sheet, footnotes, etc.)
  - ✓ Write a draft (and get feedback when possible). Especially for larger papers, you’ll have a higher quality paper (and a better grade) if you can show the teacher a draft early enough before the deadline to make changes
  - ✓ Rewrite, edit, rewrite, edit, rewrite. Learn that editing and rewriting are your friends. No one is a good enough writer to whip out the final draft in one sitting. The best writers go through a process



- ✓ Proofread, proofread, proofread. Spellcheckers catch spelling errors, but not other problems, so learn the art of proofreading. Or better, have a buddy system with a friend in which you proofread each other's papers

**6. Know How to Read a Text Book**

- ✓ Before you start to read, look over the headings and the words in **bold** and *italic* print
- ✓ Read the entire assignment
- ✓ When you are done, do a quick review of what you have read

**7. Study Smart- make a plan**

- ✓ Find a good place to study
- ✓ Plan out your study time
- ✓ Focus on one thing at a time
- ✓ Break large assignments down into smaller parts
- ✓ Do difficult assignments first, while you are still fresh and alert

**8. Make the work "Not so Bad"**

- ✓ When you have a choice for classes, choose courses you might enjoy
- ✓ Form a study group – working with a buddy or a group not only makes it more fun, you could get some extra help while you are at it
- ✓ Reward yourself- give yourself a little prize for your hard work, find a way to treat yourself when you have worked hard on a particular project or test

**9. Use Test-Taking Strategies**

- ✓ Have everything you need for the test (pencils, calculator, etc.)
- ✓ Before you start, look over the entire test and develop a plan
- ✓ Mark the questions you want to return to
- ✓ Check your answers and use all of the time available

**10. Think of Your Teacher as Your Ally – not your enemy**

- ✓ Develop a relationship with your teachers, even those that you do not like as much as some others. At least say hello as you are walking in the classroom & "have a great day" or "thank you" or something nice on your way out
- ✓ Ask them how they are doing once in a while
- ✓ Ask them how and let them know that you honestly do want to do well in their class
- ✓ Use technology – if you are not comfortable talking with them, send them an email to ask what is missing, what you can do to boost your grade, or any lingering questions you might have. More and more teachers are using email to communicate with students. You can usually find their email address on the school's website
- ✓ Realize, that even if it does not always seem this way, your teachers want you to be successful in their class. If you are having a hard time developing a relationship with a particular teacher, your school counselor and/or assistant principal is there to help you