

## ADULT DEVELOPMENT DEPARTMENT

- COURSE TITLE: Study Skills 1 - Note Taking (AD 0081)
- DURATION: Two one-hour classes per week for one block.
- COURSE PURPOSE: This course acquaints students with skills and techniques that will help them take notes and remember course material better.
- CO-REQUISITE: EN 0080 or permission of instructor
- INSTRUCTOR: Kay Griffiths  
Phone: 539-2711  
Office: C217  
Office Hours: Posted on door
- FORMAT: Lecture, discussion, group work, demonstrations, exercises.
- REQUIRED TEXT: None (Becoming a Master Student) by David Ellis is suggested reading.
- CREDIT: Student must achieve an average passing mark of 50% or more on assignments/tests and maintain satisfactory attendance.

### OBJECTIVES OF STUDY SKILLS I (AD 0062)

After successfully completing this course, students will be able to:

- \_\_\_\_\_ name several characteristics of successful students.
- \_\_\_\_\_ tell which characteristics of successful students are also common to successful workers, spouses, parents, etc.
- \_\_\_\_\_ make clear, well-organized notes from a five to ten minute lecture.
- \_\_\_\_\_ describe and apply SQ3R technique of taking notes from printed material.
- \_\_\_\_\_ tell how distributed learning affects memory.
- \_\_\_\_\_ tell how intention to learn affects memory.
- \_\_\_\_\_ tell how comprehension affects memory.
- \_\_\_\_\_ describe and apply three mnemonic devices.
- \_\_\_\_\_ describe a learning task in behavioral objectives.
- \_\_\_\_\_ plan, evaluate and demonstrate mastery of a simple learning task.

## SYLLABUS

### STUDY SKILLS I - NOTE TAKING AND MEMORY

Following is a brief outline of the assignments, readings and activities for this class. This schedule may be modified.

#### Course Outline and Study Guide

CLASS 1: Course Outline and Study Guide.

What characteristics do successful students have? Are any of them useful outside of school, at home or at work? How can we develop these qualities?

CLASS 2: One Skill For Success: Note-Taking.

What are notes? What three processes go into taking notes? What are notes used for? What can I do before class to help me take better notes in class?

CLASS 3: Recording The Information.

What do I need to record? What do I not need to record? How do I record the information? What are some good ideas for taking notes?

CLASS 4: Practice #1: Make notes from lecture. Individual and group practice. (Hand in for 10% of Term Mark)

CLASS 5: Using Your Notes.

How much will I remember in 24 hours. Seven days? How can I use my notes to remember more? What is distributed learning?

CLASS 6: Practice #2: Make notes from a lecture. Individual and group practice. (Hand in for 10% of Term Mark)

CLASS 7: Taking Notes From Books.

What is the SQ3R method? What do you survey? What do you question? What do you do as you read? What do you recite? When and how will you review?

CLASS 8: Practice #3: Using SQ3R. (Hand in for 10% of Term Mark)

CLASS 9: Memory:

How Do I Learn? How do I remember. Five principles of memory. How does my intention affect my ability to remember? Is it necessary to understand all the material? Are short, spaced sessions better than a long session? When does saturation occur? What is overlearning?

Practice #4: (Hand in for 10% of Term Mark)

CLASS 10: Mnemonics.

Group exercise on finding "tricks" to remember. What six mnemonic devices work best for me? Assignment #4. Choose five questions from this syllabus and answer them in complete sentences. (Due last class and worth 25% of Term Mark)

CLASS 11: Find Your Learning Path.

Assignment #5: Choose something that you do not know how to do but would like to learn. Describe it in behavioral objectives. Decide what activities you would need to do to meet those objectives. How will you evaluate when you have learned the activity? How will others evaluate you? Have this done in writing.

CLASS 12: Work Period

CLASS 13: Hand in Learning Activity (Assignment #5) when you demonstrate and explain your skill to the class. This is your final exam. Demonstration is worth 25% of Term Mark.

CLASS 14: As above. Final Exam - 20%. Quizzes throughout course - 15%.