

# Social Skills Study Guide

Name: \_\_\_\_\_

Directions: Read the following questions and choose the BEST answer.

1. Why should you use binder dividers in your binder?
  - a. Binder dividers help you find class papers easily.
  - b. Binder dividers help you get your homework done with no mistakes.
  - c. Binder dividers look nice.
  - d. Binder dividers are the most important school supply to have.
  
2. Why is it important to write in your agenda?
  - a. So that you know when assignments are due.
  - b. So that it looks nice.
  - c. So that your teacher is happy.
  - d. So that your parents don't ask you about school work.
  
3. What is the best way to work on a large project?
  - a. Do the whole project the day before it is due.
  - b. Don't do the project.
  - c. Break up the project into smaller parts and work on a little bit each day until it is done.
  - d. Copy off of someone else's project.
  
4. Why is it important to bring all school supplies to each class?
  - a. So that you can begin working right away.
  - b. So that you can share your supplies with other people.
  - c. So that you know how to study.
  - d. So that your teacher will be happy.
  
5. How often should you create goals for yourself? (Hint: think about how often we write a goal sheet in our class)
  - a. Every day
  - b. Once a month
  - c. Twice year
  - d. Every week
  
6. What is self-advocacy?
  - a. Taking responsibility for telling people what you want and need.
  - b. Deciding you don't want to attend your IEP meetings.
  - c. Learning in class.
  - d. Your IEP

7. Where is the best place to learn how to advocate for yourself?
  - a. At a restaurant
  - b. In your IEP meeting
  - c. At home
  - d. At a parent-teacher conference
  
8. Which of the following is an example of advocating for yourself?
  - a. Walking out of class when you are angry
  - b. Telling people you don't want help
  - c. Asking for your accommodations
  - d. Getting angry if people don't listen to you
  
9. Which of the following is NOT a reason why you should attend your IEP meetings?
  - a. So you know your accommodations that you can use in your classes
  - b. So that you practice advocating for yourself because when you turn 18, you will make the decisions about yourself.
  - c. So that you can tell team members about your interests, strengths, and goals.
  - d. So that you have no idea what your goals and accommodations are
  
10. Why is it important to ask for help if you need it?
  - a. You will be able to do the assignment correctly and understand your learning objective.
  - b. You will be embarrassed.
  - c. You won't have to do the assignment
  - d. None of the above—it's not important to ask for help if you need it.
  
11. What is the best way to ask for help?
  - a. Scream, "I need help!" to your teacher
  - b. Share with teachers what works and does not work for you in learning
  - c. Put your head down when you don't understand something and hope your teacher asks you what you need.
  - d. Wait until you get home to try to work on something.
  
12. What should you do with your papers when a teacher hands them back?
  - a. Throw the papers away.
  - b. Take time to place papers in their proper location.
  - c. Shove the papers anywhere they fit in your binder.
  - d. Give them to a friend to hold.
  
13. What should you do with notes and papers that you don't need anymore?
  - a. Throw them on the ground.
  - b. Keep them in your binder.
  - c. Take them home or throw them away.
  - d. Shove them in your locker.

Directions: Read the following passages, then answer the questions afterward.

## Three Ways to Listen

By Patti Hutchison

- 
- <sup>1</sup> You know that you hear with your ears. When something makes a noise, it sends sound waves through the air. The waves hit your eardrum and make it vibrate. Your brain perceives this vibration as sound, and you hear the noise. Hearing is a passive activity. Your ears pick up the sounds around you and then send them to your brain.
  - <sup>2</sup> Listening is an active process. You must choose to listen. Listening involves gaining meaning from the sounds you are hearing. You need to concentrate in order to listen. People participate in three basic types of listening.
  - <sup>3</sup> We listen for enjoyment. Some sounds such as laughter and music make us happy. We don't need to pay close attention to each word or sound. The brain understands that the sound is something that makes us feel comfortable. We listen to the radio or television for enjoyment. Often these sounds are used as background noise to make us feel calm as we do other activities. This is the easiest level of listening.
  - <sup>4</sup> We also listen for information. This is a more complicated level of listening. We must pay careful attention to the words. Our brains must use the words in order to produce some type of action.
  - <sup>5</sup> For example, let's say you are beginning a new job. You will have to listen to a lot of instructions. Your ears hear the words your boss is speaking. You must concentrate on them. Your brain will remember them in order to take the correct action.
  - <sup>6</sup> We also use this level of listening when we are in class. We concentrate on the words in order to remember the important details. This is the way we remember new information through our auditory channel.
  - <sup>7</sup> The third level of listening deals with understanding. As we concentrate deeper on the words, our brain processes this information. We are able to make sense of it. We can relate it to our own experiences. Our brains can connect it to information we already know about the subject.
  - <sup>8</sup> This is the type of listening we use when we are discussing an important topic. During class discussions, we concentrate on the words being spoken. Our brains process the information. We are then able to form an opinion and make a response. This is the type of listening that leads to new learning.
  - <sup>9</sup> We can have excellent hearing but poor listening skills. To be a good learner, you must be a good listener. Remember that listening is an active skill. You must concentrate on the sounds in order for the brain to remember and process them. Many people are poor listeners. We tend to concentrate more on what we are going to say than what someone else is telling us. As Epictetus, a famous Greek philosopher once said, "We have two ears and one mouth so that we can listen more and talk the less."

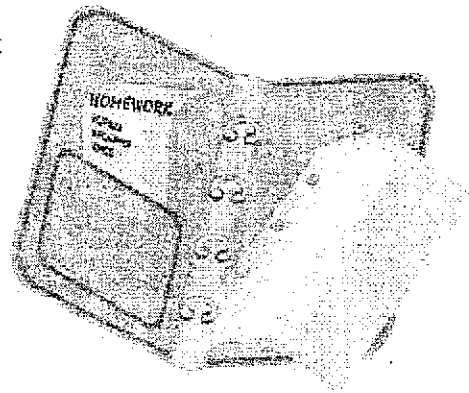
14. What type of activity is listening?
- a. Active
  - b. Passive
15. Hearing does not require concentration.
- a. True
  - b. False
16. The easiest level of listening is:
- a. Listening for understanding
  - b. Listening for information
  - c. Listening for enjoyment.
17. Listening for understanding requires:
- a. Making sense of the information
  - b. Forming a response to the information
  - c. Both A and B
18. If your hearing is fine, you will automatically be a good listener.
- a. True
  - b. False

## Organizing Your Binder

By Patti Hutchison

---

<sup>1</sup> You are looking through your notebook for the handout your teacher is referring to. She gave it out in class yesterday and told everyone not to lose it. Guess what? Yep, you lost it. You could swear you stuck it in with your science notes. But it's not there. You look in the front pocket. You look in the back pocket. It must have fallen out. Desperately, you look on with the boy next to you. Luckily, he was able to find his handout. Your teacher notices and gives you "the look."



<sup>2</sup> Does this sound familiar? You need to get organized! But where do you start? First, take everything out of your binder. Now, divide it all into piles. Make a pile for each subject. Next, get out the dividers that came with your binder. If you can't find them, get some new ones.

<sup>3</sup> Write the name of each subject on a divider sheet. It will help even more if you write the subject on one of those small pieces of cardboard and slip it into the colored tab on the divider. This way, you can easily find each subject in your notebook.

<sup>4</sup> Begin with your favorite subject. Go through all the pages. Are there some that are not punched? If so, you may lose them. If you are going to use a three-ring binder, you must have a three-hole paper punch. Punch all the papers that do not already have holes in them.

<sup>5</sup> Now, put the papers in order. If you have taken good notes, you should have the date on each sheet. Put the papers in order by dates. If you don't have dates on them, organize them by subject. Be sure to include all the handouts that you have just punched. Put them with the proper topics. Now, put all the papers in the notebook behind the corresponding subject divider. Good job; you now have one organized subject in your notebook!

<sup>6</sup> Go through the same process for each subject you keep in your notebook. If your teacher handed out a syllabus or course overview, include that at the beginning of each section. Also include any information about assignment requirements. Make sure you put in any notes or research you have done outside of class.

<sup>7</sup> You may want to organize each section even further. You can divide each subject into different categories such as class notes, returned homework assignments and tests, and study guides, for example. You can easily make your own dividers by simply folding a sheet of notebook paper into a point. Then write the name of the category on it. This will make it easy to turn to in your notebook.

<sup>8</sup> Keep other kinds of information handy in your notebook. You should include the names and phone numbers of your study buddies. A monthly assignment calendar for each subject is also a good idea. Sometimes teachers make these for you. If not, make your own. Put it in your binder. Of course, don't forget your name, address, and phone number. If you lose that notebook, you will want the person who finds it to be able to return it to you.

<sup>9</sup> A three-ring binder is a great school tool. But like all tools, you need to use it properly in order to make it work for you. Once you have your notebook organized, it should be easy to keep it in order. Then you will be able to find everything you need. You will not be getting "the look."

19. The first thing you should do when organizing your notebook is:

- a. Take everything out of it
- b. Punch anything that doesn't have holes in it
- c. Make a pile for each subject

20. Using dividers for each subject will help you to:

- a. Find each subject easily
- b. Organize your notebook
- c. Both A and B

21. Name two ways to put papers in order for each subject in your notebook.

---

---

22. Name two categories you might want to use to organize you subjects even more.

---

---

23. How can you make your own dividers for your notebook?

---

---

24. Name two kinds of information you should put in your notebook besides subject notes and handouts.

---

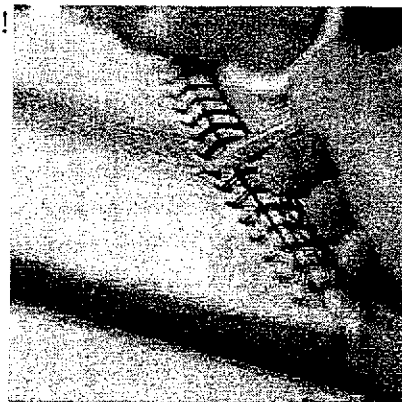
---

## Filling Out and Using Your Assignment Sheet

By Patti Hutchison

<sup>1</sup> Sue sat down to do her homework. She had a ton of it tonight! She remembered that every teacher had assigned something. She got her textbooks out of her backpack. She found her favorite pencil and some paper. Sue was ready to go. She decided to start with history. It was her least favorite subject, and she wanted to get it out of the way. Then she could go on to subjects she enjoyed more, such as math and science.

<sup>2</sup> Sue looked for the torn paper tab she had stuck in her history textbook. This marked the page where she had to start reading. The tab wasn't there! She looked through the pages for the light pencil circles she had marked around the questions she was supposed to do. She realized she had forgotten to erase the marks for several other assignments. She didn't know which questions she had to do tonight. What was her history assignment?



- <sup>3</sup> Are you like Sue? Do you have a system for keeping track of your assignments? Is it working for you, or are you unsure most nights about what you have to do? Do you constantly have to keep calling your study buddy to find out what homework you have each night? You need to get, and use, an assignment pad.
- <sup>4</sup> You don't really need a big fancy assignment book although they are nice to have. All you need is a small spiral notepad and a pen or pencil. Then, you have to use it! But don't just go through the motions. The more information you include on your assignment sheet, the easier your study time will be.
- <sup>5</sup> First, make sure you put the day and date at the top of a new page each day. This will help you to find the information easily. Using a new page each day will also help you scan your notepad for current or past assignments. Your eye will easily pick up this information if it is written at the top of each page.
- <sup>6</sup> Now you are ready to start writing in your assignments. Start by writing the name of the class the assignment is for. At the beginning of the semester, you might want to write the period or the time of each class also. This will not only help you to memorize your schedule, but it will also remind you what time each assignment is due. If you don't have time to do everything the night before, you may be able to put off an assignment that is due after a study hall. That way, you can still turn it in on time.
- <sup>7</sup> Remember to fill in your assignment sheet as soon as the assignment is given. That way you won't forget all the details. Also, you will be able to ask any questions you have about the assignment.
- <sup>8</sup> You must include important details about each assignment. That way you will be certain to know exactly what you have to do as you sit down to do your homework each evening. First, write the name of the book the assignment is in. You may have more than one book for some classes. For example in English class, you might have an English textbook plus a novel that you are reading. If you write down the name of the book the homework is assigned for, you won't have any confusion.
- <sup>9</sup> Next, write down the page numbers for the assignment. Sometimes the teacher will write them on the board. Double check to see that you have written the correct pages. If the page numbers are not written on the board, check with a study buddy to make sure you have the right ones.
- <sup>10</sup> Be sure to include the exact question or problem numbers. Sometimes teachers give special instructions for the exercises. For example, you may have to skip number seven or write your answers in complete sentences. Make sure you write these important instructions down on your assignment sheet. It would be frustrating to do the assignment incorrectly and not get credit for it. This won't help your grade any, either.
- <sup>11</sup> You can save time by developing your own shorthand. For example, you can abbreviate the name of your textbook. If your history textbook is *History of Our Nation*, you can write HOON in your assignment pad. Problem can be written as "prob." You can shorten exercise to "ex." Use the # sign instead of writing out the word number. This will make it faster and easier to get your assignments written down before class ends.

<sup>12</sup> If you are unsure about the assignment, ask questions before you leave class. Write down any clarification in your assignment pad. This way you won't be left wondering what you were supposed to do when you get home. And remember, if you don't have homework in a certain subject, write the word "none" next to the name of the class. That way you will know there is nothing to do for that class; you won't be wondering if you just forgot to write the assignment down.

<sup>13</sup> Now that you have filled out your assignment book correctly, put it to work for you. Before you leave school, check it to see which books, notebooks, and supplies you will need to take home.

<sup>14</sup> When you sit down with your assignment pad at the beginning of your study time, number the assignments in the order that you will do them. You might want to start with the hardest ones when your concentration level is higher. You might be like Sue and do your least favorite subject first, then go on to things you enjoy more. No matter what your system is, numbering them will get you organized and on your way.

<sup>15</sup> As you finish each assignment, check it off your list. Don't cross it out. You may need to refer to it later. If you put a line through it or scratch it out, you won't be able to read it clearly. Marking each assignment as it is finished gives you a sense of accomplishment. It also shows you how much more you need to do. You will be able to pace yourself for completing the rest of your work.

<sup>16</sup> If you run out of time, make adjustments in your assignment book. Perhaps you can get something done in study hall. If an assignment is due at a later time, be sure and rewrite it on a page with a different date. That way you won't forget to do it.

<sup>17</sup> An assignment pad is a useful tool. But like all tools you must use it and use it correctly. This will save you time and frustration. Using an assignment pad is an important step on the path to good grades.

25. What two things do you need in order to keep track of your assignments?

---

---

26. When should you fill in your assignment pad?

---

---



27. Name three things you must include when you write down the assignment for each subject.

---

---

28. What should you write if there is no homework for a certain subject?

---

---

29. Which study skill did you improve the most on this year: organizing your binder, turning in assignments on time, asking for help when you need it, or studying every day? Pick one and explain how you know that you improved.

\*The study skill I improved most on was... \_\_\_\_\_

---

\*I know I improved because... \_\_\_\_\_

---

---

---

---

30. Which study skill do you still want to improve: organizing your binder, turning in assignments on time, asking for help when you need it, or studying every day? Pick one and explain how you will improve it.

\*The study skill I want to still improve upon is ... \_\_\_\_\_

---

---

---

---

I will improve it by...

---

---

---

---

---