

ADULT DEVELOPMENT DEPARTMENT

- COURSE TITLE:** Study Skills II - Test Taking (AD 0082)
- COURSE PURPOSE:** This course helps students examine strategies for studying and writing tests.
- 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, demonstration, exercises.
- REQUIRED TEXT:** None (Becoming a Master Student by David Ellis is suggested reading).
- REQUIRED SUPPLIES:** Pen, notepaper.
- CREDIT:** Student must achieve a final passing mark of 50% or more on assignments/tests and maintain satisfactory attendance.

SYLLABUS

STUDY SKILLS II - STUDYING AND TAKING TESTS

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 is a test, anyway? What does it tell my instructor? What does it tell me? How can I make sure I get the mark I want?
- CLASS 2:** What is studying? Where do I study? When? How good are my study conditions? How could I improve them?
- (Hand in for 10% of Term Mark) Due for Class #5.
- CLASS 3:** What gets in my way of studying? How can I organize my time better? What about the other people in my life?
- CLASS 4:** What do I study? How can I prepare for a test?
- Hand-out: Study Skills II: Taking Tests. How do I know what to study? Is it a good idea to study with a friend? How can I look after myself better?
- CLASS 5:** Study Skills II: Taking Tests - Continued.
- When should I arrive? What will I need? What do I do first? What next? Can I guess? How can I guess well?

- CLASS 6:** Study Skills II: Taking Tests - Continued.
The essay test. Learn the terms under "Key Word for Essay Questions". Make up sample questions for five terms.
(Hand in for 10% of Term Mark)
- CLASS 7:** Direction vocabulary exercise.
- CLASS 8:** Correct direction vocabulary.
(Hand in for 10% of Term Mark)
- CLASS 9:** How are test questions constructed? (Multiple choice, true-false, matching, definitions, fill-in-the-blank, short answer, and essay). Make up five questions that will make up the final exam for this course.
Due on Class #12. (Worth 20% of Term Mark)
- CLASS 10:** Using maps and graphs exercise.
- CLASS 11:** Using maps and graphs exercise - continued.
- CLASS 12:** Review/work period.
- CLASS 13:** Final Exam. (Worth 50% of Final Mark)