

HOW TO GET GOOD GRADES IN 10 EASY STEPS

By Linda O'Brien

1. Believe in Yourself

"To succeed, we must first believe that we can." Michael Korda

2. Be Organized

If you're organized, you have what you need, when you need it. Use an assignment notebook or student planner. Use three-ring notebooks for class notes. Use folders for schoolwork. Have phone numbers for classmates. Keep your locker and backpack neat. Get organized before you go to bed.

3. Manage Your Time Well

Use class time and study halls. Create your own study plan. Prepare for sabotage. Identify anything that could interrupt or ruin your study plan, and then figure out how to eliminate or avoid it.

4. Be Successful in Class

Be in school, on time, every day. Learn how to adapt to different teachers. Be prepared for each class. Sit in the front of the class if possible. Be aware of your body language; don't come across as disrespectful towards teachers. Always do your homework. Participate in class. Be a good group member. Treat others with courtesy and respect. Involve your parents/guardians. Take responsibility for your grades.

5. Take Good Notes

Be an active listener. Take notes to help you pay attention. Recognize important information. Take notes that are easy to read. Go over your notes as soon as possible. Get copies of class notes if you are absent.

6. Know How to Read a Textbook

Scan by reading subtitles, words in bold and italic print, summaries, charts, and review questions. Read with a purpose. Review by scanning the material to check your comprehension.

7. Study Smart

Find a good place to study. Get started. Know your learning style. Organize your study time. Know how to study for tests. Use tricks to help you memorize information. Know how to write a paper. Use tricks when making a presentation or speech. Have good computer skills.

8. Use Test-Taking Strategies

Get off to a good start. Develop a plan. Mark the questions that you want to return to. Increase your odds on multiple-choice questions. Know how to approach essay questions. Improve your math test scores. Be prepared for open book tests. Check your answers. Go over all returned tests.

9. Reduce Test Anxiety

Start studying early. Get a good night's sleep before taking a test. Mentally practice going through the test. Take a deep breath; relax.

10. Get Help When You Need It

When you have a problem, do something to resolve it. Ask a teacher, in an appropriate manner, at the appropriate time, for help. Don't blurt out in class. Raise your hand and wait for a response.

"If we did all the things we are capable of doing, we would literally astonish ourselves." Thomas Edison