

CLE 10

Name:

Skill Areas for Classroom Success

Read pp. 63-65 in *Horizons 2000+ Career Studies* and fill in the blanks.

1. Go to every _____ and get there on time.
2. Take all of your required materials to class and be sure to copy down important notes and _____. Record any _____ before you leave the classroom.
3. Take careful _____. Details matter! Underline or highlight important points.
4. _____ carefully. Respond to questions. Sit near the front if you are easily distracted.
5. Ask _____ if you need information or clarification on an issue. Ask for extra help at lunch or after school if you need it.
6. _____ actively in class. Share your views. Be positive.
7. Find someone (_____) in each class who will agree to share info with you and pass on assignments when you are absent. Get each other's _____ or e-mail address.
8. Complete your _____ every day.

Note-Taking Strategies

_____ and use key words.

_____ your notes (neat, chronological, topical).

_____ --form a mental picture of what the instructor is _____ saying.

_____ or abbreviations.

_____ (copy all notes, graphs, diagrams, formulas, definitions--if your teacher writes it down, you should too!)

_____ and _____ --
date all notes and handouts, put corresponding textbook pages in the margins.

_____ --keep your notes organized, highlight important info, and have homework assignments ready and easy to find for next class.

_____ --periodically read over notes and ask how new info relates to what you already know = higher retention & better recall on tests)

*When you've completed this handout, work on the "Applying School Subjects to the Workplace" handout. Submit "Applying...Workplace" when completed.

Preparing for Tests and Examinations

(p. 74)

_____ ~ course expectations, complete notes, review, positive focus.

_____ ~ get details regarding subject matter, format, number of questions, time allotted.

_____ ~ observe your teacher during class to determine what s/he considers to be important. Ask questions in class to clarify your understanding of the material.

_____ ~ preview text chapters before class, review last day's notes. Do a major review of notes the week before a test/exam and summarize what you have learned.

_____ ~ exchange notes, make up sample quiz questions, summarize chapters together.

_____ ~ scan the test, preview quick answers vs. ones that will take more time. Take notice of how many marks a question is worth and pace yourself according to time allowed.

_____ ~ don't panic if you don't know an answer-- skip it and come back to it later. Rephrase questions you have difficulty with, write down what you do know.

_____ ~ when finished a test, read over it again to check for careless mistakes and spelling errors. Fill in any missing details.

BLACKLINE MASTER 20

Career Clusters

Communication and the Arts	Engineering, Industrial, and Scientific Technology	Health, Human, and Public Services	Business and Marketing
<ul style="list-style-type: none"> • musician • artist • actor • dancer • choreographer • interior designer • fashion designer • costume designer • set designer • writer • publisher • multimedia expert • reporter • curator • photographer • makeup artist • editor • producer • director • agent • TV and radio announcer 	<ul style="list-style-type: none"> • environmental planner • surveyor • software engineer • computer programmer • plumber • contractor • builder • miner • logger • landscape architect • aerospace engineer • inspector • machinist • mechanic • autobody technician • mason • electrician • electrical engineer • diagnostic technician • researcher • robotics expert 	<ul style="list-style-type: none"> • home health-care worker • physician • educator • religious leader • child-care provider • psychologist • dentist • dental assistant • police officer • speech therapist • nurse • dietitian • veterinarian • emergency medical technician • physical therapist • biomedical technician • caterer • restaurant worker • cosmetologist • hotel manager 	<ul style="list-style-type: none"> • purchasing agent • travel agent • store owner • advertiser • sales associate • market researcher • office manager • loan officer • stockbroker • accountant • economist • personnel manager • systems analyst • meeting planner • buyer • image consultant • comptroller

*Refer to p. 69 in Horizons 2000+
for examples.

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BLACKLINE MASTER 14

Applying School Subjects to the Workplace

Name: _____

Date: _____

Subject	Job * No repeats!	How Subject Is Used
Mathematics		
Language Arts		
Science		
Health/Physical Education		
Technology		
History/Geography		