

Index

- abbreviations, note taking and, 63
- abstract index, papers and, 115
- accuracy, of books for research, 117
- ACS (American Chemical Society) style guide, 192
- almanac, 191
- AltaVista Web search site, 194
- answering questions
 - second guessing, 93
 - which to answer first, 92–93
- anticipating test questions, test type and, 74–75
- APA (American Psychologist Association) style guide, 192
- APA Style guide, citations and, 126
- appreciation of literature, reading and, 42–43
- arranging questions, 97
- Ask Jeeves Web search site, 195
- assessments, instructor expectations and, 21
- assignment book
 - major assignment planning, 37–38
 - schedule and, 34
- attendance, tutoring and, 168
- audience for paper, topic selection and, 136–137
- available classes, scheduling and, 18–19
- Biography.com Web site, 194
- body of paper, 131
- books
 - accuracy and, 117
 - research paper source, 114
 - study space and, 30
- brainstorming, research paper topics, 110–111
- bulletin board, reminders, 31
- Bureau of Labor Statistics Web site, 194
- calendar, time management and, 35
- cell phone, study space and, 32
- centers for tutoring, 172
- chair, study space and, 30
- chapters for reading, introduction of, 46
- characters, literature, 53
- charts, computer and, 150–152
- Chicago Manual of Style (CMS), 192
- CIA World Factbook Web site, 194
- citations
 - APA Style guide, 126
 - MLA (Modern Language Association), 126
 - papers, 109
 - plagiarism and, 126
 - writing process, 139

- class participation
 - good students and, 23
 - instructor expectations and, 21–22
- class policies, instructor expectations and, 21
- class preparation, expectations, 24–25
- classes
 - availability, scheduling and, 18–19
 - college admissions and, 19
 - course guide and, 18
 - elective, 19
 - instructor expectation, 21–24
 - missed, 178–179
 - missed, instructors and, 23
 - planning time, 35
 - required, planning and, 18
- classroom materials, research paper resources, 117–118
- college admissions, classes taken and, 19
- communication, parents and, 33
- compiling notes for studying, 69
- comprehension, reading and, 42
- computer
 - charts, 150–152
 - communication and, 150
 - digital pictures, 152
 - as distraction, 32
 - e-mail, 150
 - extra help, 153
 - folders, 155–156
 - Internet search tools, 157–160
 - numeric data, 150–152
 - printing work, 156–157
 - research and, 149
 - saving, 154–155
 - security, 161–163
 - video creation, 152
 - writing and, 148–149
- conflicts with instructor, 180–185
- connecting ideas, reading and, 42
- connotation of a word, 52
- contact methods, instructor expectations and, 21
- content of tests, preparing and, 77
- course guide, class availability and, 18
- cumulative tests, preparing for, 77
- curve in grading, 79
- daily assignments, instructors and, 25
- dates of test, preparing and, 78
- deadlines
 - instructors and, 23
 - missed, 179–180
- desk, organization, 29–30
- Dewey Decimal system, libraries, 119
- dictionary, 191
- digital pictures, 152
- distractions
 - instructors and, 24
 - study space and, 31–32
- due dates, reading, 44–45
- e-mail, communication and, 150
- editing papers
 - editing checklist, 144–145
 - grammar, 143
 - strategies for, 143
- elective courses, scheduling and, 19
- electrical outlets, study space and, 30
- English tests, strategies for, 101–102
- essay question tests
 - preparing for, 76
 - strategies for, 98–99
- etiquette, instructors and, 23

- events and interaction, literature, 53
- expectations of instructors
 - assessments, 21
 - class participation, 21
 - class policies, 21
 - contact methods, 21
 - questions asked by student, 22
- extracurricular activities
 - scheduling issues and, 20
 - time management and, 38–39
- fill-in-the-blank tests
 - preparation, 75
 - strategies for, 97–98
- final preparation for test taking
 - introduction, 87
 - mental preparation, 88
 - physical preparation, 88
- folders, computer, 155–156
- general reference Web sites, 193–194
- Google Web search site, 194
- grades
 - conflicts over, 184–185
 - curve and, 79
 - determination, 22
 - motivation for good, 17
 - test system, 78–80
 - tutoring need and, 166
- grammar
 - editing and, 143
 - papers, 132
- handouts, note taking, 61
- highlighting, reading assignments, 64–66
- hiring a tutor, 172–173
- history tests, strategies for, 100
- homework
 - daily assignments, 25
 - expectations, 24
 - scheduling issues and, 20
 - tutoring and, 167
- honesty, instructors and, 23, 24
- illustrations, papers, 131
- information sharing, test study and, 83
- instructions
 - at test time, 91
 - note taking, 61
- instructors
 - assessments and, 21
 - class participation, 21–22
 - class policies, 21
 - communication, 150
 - conflicts with, 180–185
 - contact methods, 21
 - deadlines, 23
 - distractions, 24
 - etiquette, 23
 - expectations, 21–24
 - extra help, 23
 - good students' qualities, 22–23
 - grade determination, 22
 - honesty, 23, 24
 - missed classes, 23
 - out-of-class time required, 37
 - participation, 23
 - problem students, description of, 23–24
 - punctuality, 23, 24
 - questions asked by students, expectations and, 22
 - reading assignments, 25–26
 - research paper topics and, 110
 - as tutor, 170–171
 - tutoring and, 168–169

- Internet
 - magazines, 121
 - research paper topics, 111
 - search tools, 122, 157–160
- iTools Web site, 193
- jitters before test, avoiding, 89–91
- journal articles, paper resource, 114–115
- labs, scheduling issues and, 20
- lecture notes
 - note taking, 62
 - preparedness and, 24
 - reviewing before test, 82
- libraries
 - computerized catalogs, 119
 - Dewey Decimal system, 119
 - sources, locating, 118–119
 - special collections, 114
- Library of Congress
 - category system, 119
 - Web site, 194
- lighting, study space and, 30
- literature
 - appreciation, 42–43
 - characters, 53
 - events and interaction, 53
 - key elements, 53–55
 - note taking, 55–56
 - organization, 54
 - reviewing, 55–56
 - setting, 54
 - story retelling, 55
 - symbolism, 54
 - tests, strategies for, 101–102
 - theme, 54
 - time, 54
 - writing style, 54
- magazine articles
 - locating, 119–120, 121
 - paper resource, 114–115
- main ideas, reading for, 48–49
- matching question tests
 - preparation, 75–76
 - strategies for, 96–97
- math, special needs, 187–188
- math tests, strategies for, 100
- mental preparation for test, 88
- MLA (Modern Language Association) style guide, 126, 192
- mnemonic devices, testing and, 84
- multiple choice tests
 - preparation, 75
 - strategies, 95–96
- newspaper archives, paper resource, 116
- note taking
 - abbreviations, 63
 - benefits, 70–71
 - comparing with classmates, 70
 - compiling for studying, 69
 - concepts, 60
 - handouts, 61
 - highlighting, 64–66
 - instructions and, 61
 - key information, 59–61
 - lectures, 58–64, 62
 - literature, 55–56
 - organizational structures, 60
 - organizing notes for studying, 68–70
 - question anticipation, 69–70
 - reading assignments, 50–51, 64–68
 - repeated ideas, 60
 - resources for research paper, 125–126
 - reviewing before tests, 82
 - right way, 58–64
 - sharing with classmates, 70
 - tangents, 61
 - test final preparation, 89

- in textbooks, 66–67
 - too many notes, 59
 - Web sites, 61
 - writing process and, 138–139
 - written information, 60
 - wrong way, 58
- notebooks
 - note taking on reading assignment, 67–68
 - organizing and, 32–34
- numeric data, computer use and, 150–152
- organization
 - computer work, 154–155
 - desk, 29–30
 - literature, 54
 - notes for studying, 68–70
 - study space tips, 30–31
 - time management and, 34
 - time wasters and, 29
 - tracking work, 32–34
 - writing process, 139–141
- organizing questions, 97
- out-of-class time, requirements, instructor and, 37
- outlines, writing papers and, 140
- papers. *See also* writing papers
 - abstract indexes, 115
 - arguments, 131
 - assignment goal and, 112
 - assignment length, 108
 - audience, 136–137
 - body, 131
 - books as sources, 114
 - citations, 109
 - classroom materials, 117–118
 - compare and contrast, 130
 - elements required, 108
 - experiences as resource, 123
 - format, 108
 - grammar rules, 132
 - illustrations, 131
 - information summary, 130
 - information to include, 124–125
 - interest level of topic, 112
 - Internet and, 111
 - Internet resources, 121–123
 - interviews, 123
 - journal articles, 114–115
 - library, source location, 118–119
 - library special collections, 114
 - magazine articles, 114–115, 119–120
 - newspaper archives, 116
 - note taking from resources, 125–126
 - periodicals, 119–120
 - plagiarism, 126
 - preparedness, 26
 - process description, 130
 - reference books as sources, 113–114, 120
 - relevance of topic, 112
 - research, 105, 106, 135–139
 - resources, 108, 116–123
 - reviews of works, 130
 - scope of topic, 112
 - successful, 132–133
 - summary, 131–132
 - thesis statement, 131
 - tools, 105–106
 - topic choice, 106, 107–109
 - topic idea generation, 109–111
 - types, 130–131
 - Web sites, 115–116
- paraphrasing, reading review and, 50
- parents, communication, 33
- participation in class. *See* class participation
- PDA (personal digital assistant), time management and, 35

- performance tests, strategies for, 102–103
- performances on test, preparing for, 77
- periodicals, papers, 119–120
- physical preparation for test, 88
- plagiarism, papers, 126
- planning
 - improvements, tutoring and, 169
 - reading assignments and, 41–45
- planning schedule
 - classes required, 18
 - introduction, 17
 - major assignments, 37–38
 - study time, 36–37
- pleasure reading, 43
- practicing for tests, 82–83
- preparing for class
 - expectations, 24–25
 - papers, 26
 - quizzes, 26
 - tests, 26
- prerequisites, scheduling and, 20
- previewing reading
 - bold phrases, 47
 - captions, 47
 - illustrations, 47
 - introduction and, 46
 - italic phrases, 47
 - review questions, 47
 - skimming, 46
 - summary, 47
 - Table of Contents and, 46
- printing, computer and, 156–157
- priorities, to-do list, 36
- problem identification, tutoring and, 167–169
- problem students, instructors' description, 23–24
- problems (math), preparing for, 76
- problems with schoolwork, 177–178
- punctuality, instructors and, 23, 24
- purposes of reading, 42–43
- qualities of a good student, 22–23
- questions asked by instructor, anticipating while reading, 69–70
- questions asked by student, instructors' expectations, 22
- quizzes
 - preparedness, 26
 - self-quizzes for study, 84
- reading
 - amount of, 52–53
 - assignment completion, 24
 - assignments, 25–26
 - comprehension and, 42
 - connecting ideas, 42
 - experts, tutoring and, 171
 - literature, 53–56
 - literature appreciation and, 42–43
 - notes in notebook, 67–68
 - paraphrasing, 50
 - pleasure, 43
 - problems with, 43
 - reviewing for tests, 80–81
 - reviews, quizzes, 49
 - special needs, 185–186
 - tests and, 42
 - tutoring and, 171
 - vocabulary building, 51–52
- reading assignments
 - connotations of words, 52
 - due date, 44–45
 - highlighting, 64–66
 - introduction to book, 46
 - long, 44
 - main ideas, 48–49

- new information, 47
- note taking, 50–51, 64–68
- planning, 41–45
- previewing, 45–48
- purpose, 42–43
- resources, 43
- review time, 45
- skimming, 46
- Table of Contents, 46
- recording, scheduling, 34–35
- reference books
 - almanac, 191
 - dictionary, 191
 - papers and, 113–114
 - popular, 120
 - thesaurus, 191
- repeated ideas, note taking and, 60
- required classes, scheduling and, 18
- requirements for class, scheduling and, 19–20
- research, computer and, 149
- research papers. *See* papers
- resources. *See also* writing papers
 - abstract indexes, 115
 - books, 114
 - classroom materials, 117–118
 - Internet, 121–123
 - journal articles, 114–115
 - library, source location, 118–119
 - library special collections, 114
 - locating, 116–123
 - magazine articles, 114–115, 119–120
 - note taking, 125–126
 - plagiarism, 126
 - reading assignments, 43
 - reference books, 113–114, 191
 - research paper, 108
 - school resources, tutoring and, 169–172
 - study guides, 192–193
 - style guides, 192
 - Web sites, 115–116, 193–195
 - what to include, 124–125
 - workbooks, 192–193
- retelling story, literature and, 55
- reviewing reading
 - literature, 55–56
 - paraphrasing, 50
 - quizzing, 49
 - tests and, 80–81
- reviews, reading assignments, 45
- saving work on computer, 154–155
- schedule
 - assignment book, 34
 - class availability, 18–19
 - college admissions and, 19
 - elective courses, 19
 - extracurricular activities and, 20
 - lab times and, 20
 - performance times and, 20
 - prerequisites and, 20
 - recording, 34–35
 - required classes and, 18
 - requirements for class, 19–20
 - time of class, 19–20
- science tests, strategies for, 101
- scores on tests, evaluation, 94
- Search MSN Web site, 195
- searching Internet, 122
 - AltaVista, 194
 - Ask Jeeves, 195
 - Google, 194
 - Search MSN, 195
 - tools, 157–160
 - Yahoo!, 195
- second guessing test answers, 93
- setting, literature, 54

- skimming test when you receive it, 91–92
- sleep, test taking and, 88
- social studies tests, strategies for, 100–101
- special needs
 - math, 187–188
 - reading, 185–186
 - technology and, 188–189
 - writing, 186–187
- spreadsheets, 151
- students
 - as resource for class
 - information, 18
 - good qualities, instructors on, 22–23
 - problem, instructors
 - description, 23–24
- study breaks, testing and, 77
- study groups, test study and, 83
- study guides, 89, 192–193
- study space. *See also* desk
 - cell phone and, 32
 - changing work space, 31
 - characteristics, 30–31
 - distractions, 31–32
 - organization, 30
 - writing tools, 31
- study time, planning, 36–37
- style guides, 192
- subjects
 - assignment, papers, 108
 - strategies for tests, 100–103
- summary, papers, 131–132
- summer courses, 174–175
- supplies
 - moving space, 31
 - organization, 29–30
- symbolism, literature, 54
- taking notes. *See* note taking
- tangents, note taking and, 61
- technology
 - computer use, 148–153
 - Internet research, 157–160
 - introduction, 147
 - organization, 154–157
 - special needs, 188–189
- telephone, study space and, 32
- test taking. *See also* type of test
 - anticipating test questions, 74–80
 - attitude toward, 73
 - checking when finished, 93–94
 - content covered, 77
 - dates of, 78
 - final preparation, 87–91
 - grading system, 78–80
 - information sharing, 83
 - instructions at beginning, 91
 - jitters, coping with, 89–91
 - lecture note review, 82
 - missed tests, 179
 - missing test, 91
 - mnemonic devices, 84
 - notes and, 82, 88–89
 - practicing for, 82–83
 - preparedness, 26
 - question strategies, 94–99
 - quizzing self, 84
 - reading and, 42
 - reviewing, 80–83
 - scheduling issues and, 20
 - score evaluation, 94
 - second guessing, 93
 - skimming when you receive, 91–92
 - starting point, 92–93
 - study breaks, 77
 - study groups and, 83
 - study guide, 89
 - studying material, 88–89
 - subjects, strategies for, 100–103

- tutoring and, 168
- type of test, 74–75
- weak areas and, 83
- textbooks, note taking, 66–67
- theme, literature, 54
- thesaurus, 191
- thesis statement of paper, 131
- time, literature, 54
- time management
 - assignment book, 34
 - calendar, 35
 - class time, 35
 - to do list, 34
 - extracurricular activities
 - and, 38–39
 - major assignments, 37–38
 - organization and, 34
 - out-of-class time requirements, 37
 - PDA, 35
 - schedule recording, 34–35
 - study time, 36–37
- time of class, scheduling and, 19–20
- time wasters, organization and, 29
- to do list
 - priority system, 36
 - time management and, 34
- topic selection, papers
 - assignment and, 107–109
 - assignment goals and, 112
 - criteria, 135
 - idea generation, 109–111
 - information availability, 134
 - interest level, 112, 134
 - relevance, 112
 - scope, 112
 - size, 134–135
 - writing steps, 133–134
- tracking work, notebooks, 32–34
- true/false tests
 - preparation, 75
 - strategies, 94–95
- tutoring
 - centers, 172
 - hiring, 172–173
 - improvement plan and, 169
 - instructor as, 170–171
 - need for, 165–169
 - problem identification and, 167–169
 - reading experts, 171
 - school resources, 169–172
 - student tutors, 171
 - summer courses, 174–175
- type of test
 - essay questions, 76
 - fill-in-the-blank, 75
 - matching questions, 75–76
 - multiple choice, 75
 - performances, 77
 - problems (math), 76
 - true/false, 75
- U.S. Census Bureau Web site, 194
- U.S. Department of Education Web site, 194
- video creation, 152
- viruses, computer, 161–163
- vocabulary building, reading assignments and, 51–52
- weak areas, test study and, 83
- Web sites
 - content, note taking, 61
 - general reference, 193–194
 - papers and, 115–116
 - search sites, 194–195
 - searches, 122
- word processing software, writing papers and, 144
- work space. *See* study space
- Works Cited page, research paper, 109
- worksheets, 151

writing, special needs and, 186–187

writing papers

audience, 136–137

citations, 139

computer use and, 148–153

editing, 142–145

editing strategies, 143

introduction, 129

journalism questions: who?

what? when? where? why?

how?, 142

note taking, 138–139

organization, 139–141

outlines, 140

paper types, 130–131

reading and, 141

research, 135–137

sources, location, 137–138

steps, 133

topic selection, 133–135

word processing software

and, 144

writing style, literature, 54

writing tools, study space and, 31

written information, note taking
and, 60

Yahoo! Web site, 195