

SUCCESS SKILLS *tips for improving your memory & taking standardized tests*

TIPS FOR IMPROVING YOUR MEMORY

- Keep notes, lists and journals to jog your memory.
- Decide what is most important to remember by looking for main ideas.
- Classify information into categories. Some categories may be:
 - Time – summer, sun, swimming, hot
 - Place – shopping center, stores, restaurants
 - Similarities – shoes, sandals, boots
 - Differences – mountain, lake
 - Wholes to parts – bedroom, bed, pillow
 - Scientific groups – Flowers, carnation, rose
- Look for patterns. Try to make a word out of the first letters of a list of things you are trying to remember. You also could make a sentence out of the first letters of the words you need to remember.
- Associate new things you learn with what you already know.
- Use rhythm or make up a rhyme.
- Visualize the information in your mind.
 - See the picture clearly and vividly.
 - Exaggerate and enlarge things.
 - See it in three dimensions.
 - Put yourself into the picture.
 - Imagine an action taking place.
- Link the information together to give it meaning.
- Use the information whenever you can. Repetition is the key to memory.

REVIEW ONLY

School
Datebooks



TIPS FOR TAKING

DO NOT SUBMIT

FOR PRINT

- Concentrate.* Do not talk or distract the test taker.
- Listen carefully to the directions.* Ask questions if they are unclear.
- Pace yourself.* Keep your eye on the time, but do not worry too much about not finishing.
- Work through all of the questions in order.* If you do not think you know an answer to a problem, skip it and come back to it when you have finished the test.
- Read all of the possible answers* for each question before choosing an answer.
- Eliminate any answers that are clearly wrong,* and choose from the others. Words like always and never often signal that an answer is false.
- If you're required to write a short essay,* quickly jot down an outline to make sure you include all the key points in your answer.
- When you finish the test, go back through and check your answers for careless mistakes.* Change answers only if you are sure they are wrong or you have a very strong feeling they are wrong.
- Do not be afraid to guess at a question.* If you have a hunch you know the answer, you probably do!
- Use all of the time allotted* to check and recheck your test.