

YEAR 11 STUDY SKILLS SEMINAR



THIS INFORMATION CAN HELP YOU...

- ACHIEVE YOUR GOALS
- RAISE YOUR GRADES
- FAST TRACK YOUR LIFE

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MAKE NOTES ON THIS DOCUMENT

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Introduction

Only one person can change your life "You"

You are about to learn some of the most powerful study skills, strategies, memory and motivational techniques.

Not only do all the strategies and techniques **REALLY** work, but they will prove to be powerful tools in helping you pass exams, get a college or sixth form place, or future employment.

Today is about **you** taking ownership of **your** own life, becoming more focused, achieving your goals, hitting targets, improving your exam grades and reaching your potential.

Question	Answer	Points
1		
2		
3		
4		
5		
6		

X Factor Quiz

Total Score: _____

You only fail when you say the words "I quit"

Regardless of what's happened in your past, you can always change your future.

"It always seems impossible until it's done."

Nelson Mandela, political prisoner and former president of South Africa



Motivation and Goal Setting



If you have a vision or a dream, you have a purpose. If you have a purpose, your energy has a specific focus. If you take the world's greatest footballers, Ronaldo, Zola, Cantona, Rooney, Beckham, Pelé, Maradona, etc. and formed two dream teams, you would have billions of pounds worth of players, with unbelievable skill.

But if you remove the two goal posts all those players would be totally useless - they would have no targets.

90% of successful people set goals and targets

90% of people who feel they have failed did not set goals and targets

Goals must be:

• Long term	To provide you with a long term vision of what you want to achieve in your lifetime.
• Short term	To provide you with short term motivation on a daily, weekly or monthly basis.
• Realistic	Some of the goals you set yourself will be easy; others will be harder.
• In writing	Goals are not goals until they are written down. Stick a list of your goals on the back of your bedroom door or on a mirror and think about them 2 or 3 times a day.
• Flexible	Goals are not set in stone. You should be prepared to change and modify your goals along the way.
• Measurable	Always put a timescale on your goals and work to a deadline, otherwise tomorrow may never come.

"Believe in what you've doing. If you don't believe in it no one else will."

Jay-z, musician and entrepreneur



Action Plan for Goal Setting



Write down a short term, medium term and long term goal you would like to achieve.

My Short Term Goal (6-8 weeks) My Medium Term Goal _____ (10-12 months) My Long Term Goal (3-4 years) As honestly as you can, complete the following exercise by scoring yourself from 1 to 5 with 1 being the lowest score and 5 the highest. Organising yourself 2 5 1 3 4 2 Handing in projects on time 1 3 4 5 2 Revising 1 3 5 4 **Doing exams** 2 5 1 3 4 **Determined to succeed** 2 5 3 1 4

What three things would help you to achieve your short, medium and long term goals?

1.	
2.	
3.	

"Yon've got to have a plan, yon've got to work to that plan and yon've got to have a focus."

Antony Hamilton, father of Formula 1 driver, Lewis Hamilton



Learning Styles

There are three ways in which we learn:

- Looking (Visual)
- Listening (Auditory)
- Doing (Kinaesthetic)

The best teacher you will ever have is the little voice inside your head, talking to you 10, 15, 30 times a day

These are formally known as Visual, Auditory and Kinaesthetic. Most of us use all three, but each of us has a favourite.

Lookers

Learn best through pictures, learning maps, diagrams, watching DVDs or seeing live performances of all sorts. They like to use colour and pictures to make things stand out. Lookers tend to say things like "I see what you mean".

Listeners

Like to hear things explained, to summarise aloud and record their study notes onto an I-phone. They like to learn by repeating things to themselves and making up rhymes and mnemonics to help information to stick in their mind.

Doers

Like to get involved, taking part in practical activities and to learn by experience. They have a "hands on" approach to learning e.g. writing French words on post-it notes and sticking them on the item concerned to help hammer the information in. Doers often say "Let me see", when what they mean is they want to touch the new object and explore it with their hands.

Why is it important to know your style?

If you realise which style you use most, you can play to your strengths. There is no right or wrong learning style, it's what ever you feel most comfortable with.

Give it a try!

You might discover a powerful new learning tool that will be of great help to you.



Lady Gaga, American recording artist



Learning Styles Questionnaire

Answering the following questions will help you discover which is your best learning style. Answer all the questions by ringing or ticking your chosen letter, and then refer to the scoring key on page 6.

1. You are learning how to repair a bicycle tyre. Would you:

- a) Ask someone to explain what to do
- b) Watch someone else do it then try to copy them
- c) Get the bike and start the job, only reading the instructions if you get stuck

2. You have to find your way to the rollercoaster at Alton Towers. Would you:

- a) Stop and ask someone for directions
- b) Study a site map
- c) Walk around the park using landmarks to help yourself

3. You must memorise symbols of the periodic table. Would you:

- a) Read them aloud to yourself over and over again
- b) Write questions on coloured flash cards and test yourself
- c) Write out the list several times to help memorise it

4. When you are in a science lesson, which would you prefer to do:

- a) Listen to the teacher
- b) Watch the teacher
- c) Do what the teacher is describing

5. If someone nearby wanted to attract your attention, should they:

- a) Call your name
- b) Wave to you
- c) Tap you on the shoulder

6. If you were going on X Factor and had to learn the words to a song, would you:

- a) Listen carefully to the download
- b) Write down the words
- c) Try to sing it straight away, even though you make a few mistakes



7. Would you rather:

- a) Listen to your iPod
- b) Watch a DVD
- c) Play sport

8. Which would appeal most to you:

- a) Going to see a live band
- b) Visiting the cinema
- c) A chance to physically play on a Nintendo Wii

9. If you go to a foreign country do you:

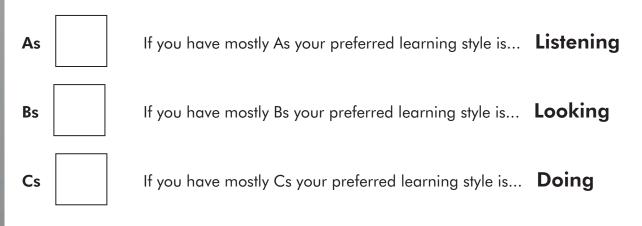
- a) Get advice by listening to people who have been there
- b) Find some books or go on-line and look at pictures and maps
- c) Jump on a plane and explore when you get there

10. Which of the following would be your greatest loss:

- a) Hearing
- b) Sight
- c) Movement

Results

Add up and write down your total number of As, Bs and Cs in the boxes below.



Most people have a mixture of all three learning styles. Use what feels most comfortable to you.



How to use your Learning Styles

Listeners:

- Repeat your study notes out loud to yourself
- Record study notes on your I-phone and play them back repeatedly
- Participate in mini debates, group reviews and listen to guest speakers
- Use mnemonics to remember lists
- Create raps, rhymes, chants, or dramatic readings to remember facts
- If you really need to concentrate, close your eyes so that listening is enhanced

Lookers:

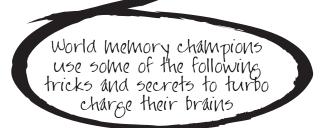
- Draw and label pictures and diagrams
- Use highlighter pens for key facts, colour code your work, with key points in pink and secondary points in green
- Use mapping techniques, create posters with slogans and key words on them
- Observe closely practical items or artefacts, which are used during the lesson
- Watch DVDS, TV programmes, plays that you're studying, view online revision sites
- In languages, use post-it notes to label objects with the (French) words on it you want to learn
- Create visual displays of key words, facts and texts in strategic places, e.g. on a bedroom wall, mirror, or back of a loo door!

Doers:

- Walk about using your study notes as you learn
- Revise with a study-buddy
- Underline or highlight key facts in your study notes
- Use memory techniques, and mind maps
- Get involved with the teacher asking for volunteers for practical experiments
- Learn by creating your own design and build activities



Memory Techniques



One **powerful** way to learn anything is through repetition. Using **flash cards**, with questions on one side and answers on the other. The more you repeat it, the more it etches the information in to the brain.

Another way to learn information is to write it down or **mapping**. Re-writing **key facts** (in colour) and important words from your study notes will help you remember the information more successfully.

Write down the 11 items which you had to remember in the correct order they were shown.

	1	M	ſ	Ľ	Ľ	N	U	U	U	U	U	U	11	11	11	11	1	1	Υ	η	1	
1.																						.
3.																						
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7.																						
8.																						
9.																						
11	• _																					



Anything can be turned into a list of words – topic headings in an essay, equipment for a science experiment, landmarks on a journey, names, ideas – and then transformed from words into memorable images linked together.





Use humour, colour, strangeness and movement to make even the dullest information stick in your mind. It's as if you are creating a crazy dream.

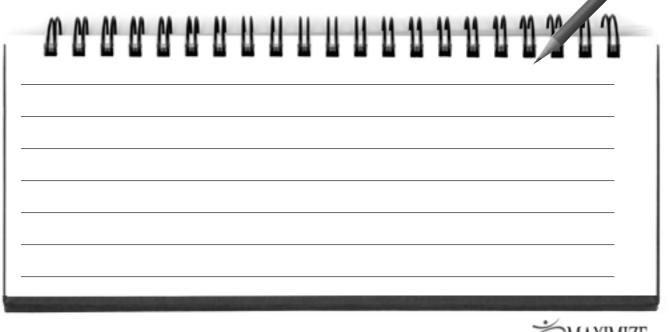
Try it yourself!

Create your own image chain to help you remember the digestive system listed below.

- Mouth
- Saliva Gland
- Epiglottis
- Oesophagus
- Stomach
- Liver
- Pancreas

Choose a picture to represent each word, then invent a memorable story. Linking them together.

Jot down your digestive image chain below:



Mnemonics

Pulsar, Black Hole)

A mnemonic is a simple rhyme or phrase which helps you remember factual information in the right order. Simply take the letters from the words you wish to remember and use them to make a memorable sentence.

- 1. My Very Easy Method Just Speeds Up Naming Planets (Planets: Mercury, Venus, Earth, Mars, Jupiter, Saturn, Uranus, Neptune, Pluto)
- 2. Pop Stars Sing Naff Pop Ballads (Stages in the Life of a Star: Protostar, Supergiant, Supernova, Neutron,
- 3. Never Eat Cake Eat Salad Sandwiches And Remain Young (How to remember how to spell the word **NECESSARY**)

Rhymes

- 1. Divorced, beheaded, died, divorced, beheaded, survived (Fate of Henry VIII's six wives)
- 2. In 1903, the Wright brother flew free (First successful flight)
- 3. Smiles of happiness come after having tankards of ale

Sin = <u>opposite</u>	Cos = <u>adjacent</u>	Tan = <u>opposite</u>
hypoteneus	hypoteneus	adjacent

LOCI Method (Loci: Latin meaning Location & Item)

If you take the layout of your house or your kitchen you can link it to key words that you need to remember for exams.

E.g. the layout of a typical kitchen, linked to key words to do with Volcanoes. The more unusual the link, the better. If you can remember the items in the kitchen, you can recall the words that go with them very easily.

KITCHEN	KEY WORDS	Examples of Images
Table	Lava	(Lava dripping off the table)
Chair	Mud	(Muddy footprints on the chair)
Fridge	Dormant	(A sleeping dormouse in the fridge)
Toaster	Volcano	(Toaster shaped like a volcano and toast erupts out)
Kettle	Geyser	(Hot water & stream from the kettle)
Oven	Gas	(Gas yourself in the oven!)
Microwave	Danger	(Danger Mouse in the microwave in mortal peril!)
Sink	Tidal wave	(Surfing on the tidal wave in the sink)
Bin	Ash	(Ignore the notice and put hot ashes in the bin)



Mapping

Mapping is a brilliant way of organising your thoughts. It can help you with:

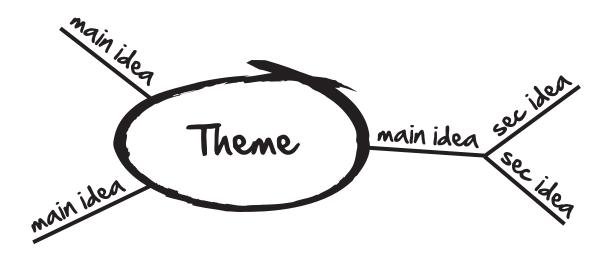
- Note taking during lessons when summarising text
- Explaining complex ideas
- Problem-solving, helping you to see all the issues and how they relate to each other
- Planning, helping you get all the relevant information down and to organise it more easily (particularly useful for essays)

Mapping is a

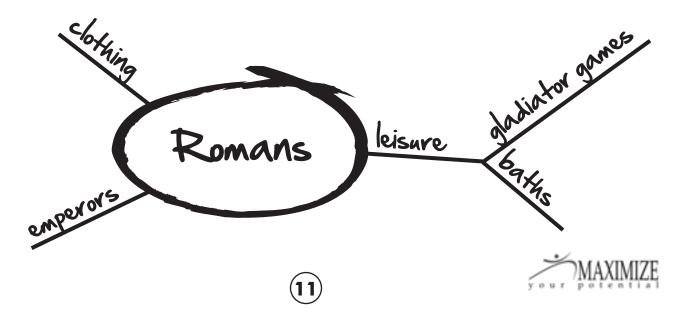
powerful way to remember topic

words and facts.

• Revision, serving as a quick and efficient means of recalling information



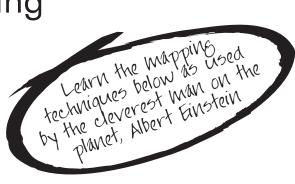
It can be used to help you remember information ranging from the history of the second World War to why Macbeth committed murder, or the food chain. It is particularly suited to visual learners.



Top 10 Tips on Mapping

Mapping is also a brilliant way of helping you with college courses, sixth form, and university.

You can put lots of data on the page about a topic and your brain can fast track remembering the information.



<u>~~~~~~~~</u>

- 1. Start with the theme in the centre of the page and work outwards.
- 2. Then develop your main idea.
- 3. Each branch must relate to the branch before it.
- 4. Use only key words and images.
- 5. Key words must be written along the branches.
- 6. Print your keywords to make them more memorable.
- 7. Use highlighters and coloured markers to colour code branches.
- 8. Make things stand out on the page so they stand out in your mind.
- 9. Brainstorm ideas. Be creative.
- **10.** Design images you can relate to which will help your remember key information.

"Believe in yourself, never give up and go about your business with passion, drive and enthusiasm."

Peter Jones, entrepreneur and businessman



Summarising

The aim is to reduce the key points of an article (or other text) to the smallest number of words, without losing any of the key points made. A good summary will reduce the length of the text to about 20% to 40% of its original size.

Summarising your study notes will help you revise more effectively.

When you make a summary of an essay you have written, a book you have read, or a set of notes you have taken, the summary is easier for you to use when you want to revise and remember it.

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Top Ten Tips on Summarising

- 1. Read the original text very carefully, making sure you understand it.
- 2. Read it again, highlighting or underlining what appear to be the key points.
- **3.** Consider mapping the points made.
- 4. Consider changing the order of points or grouping some together to save words.
- 5. Consider turning several similar points into a list within a single sentence.
- 6. Don't copy anything straight out without re-wording it.
- 7. Don't do only part of a text if a summary of the whole is asked for.
- 8. Don't do the whole of a text if only certain lines are asked for.
- 9. Don't include unnecessary detail.
- **10.** Keep it clear and simple. If you end up writing complicated sentences, you're including too much.



Summarising

Example 1 – Climate

Scientist James Black, who was 57 last week, told BBC Televisions News today that the earth's surface temperature had risen about 1 degree Fahrenheit in the past 100 years.

Mr Black, who spent 20 years studying climate change at the University of Kansas, went on to state that there is strong evidence that most of the earth's warming over the last 50 years can be attributed to human activities.

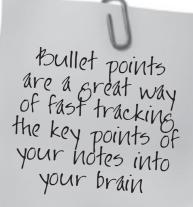
He pointed out that as commuters drive to their offices, factories and other places of work each day, the fossil fuels burned as petrol and oil to run cars and trucks as well as heating businesses and homes and power factories are responsible for 98% of carbon dioxide emissions.

(The above text is 119 words long. See if you can reduce the text to less than 50 words keeping key words and facts)



Bullet Points

- Simple way of remembering key facts
- Read text, highlight key words and facts
- Single out each point with a "bullet"
- Effective method of revision



Example 2 – Human Body

Many people don't realise that the human body, from the time when modern man first evolved millions of years ago right up to the present day, consists of 206 bones.

Doctors who specialise in learning about the human skeleton train for many years to become experts in this field and have to pass a number of complicated exams.

The main organs in the human body are lungs, heart, liver and kidneys. Modern science has enabled surgeons to find out more about the way these organs work than ever before.

Scientists have now established that the human body is a collection of more than 50,000 million cells. Research continues at universities around the world into the working of the human body.

Can you extract three bullet points from the above text?

"The big secret in life is that there is no big secret. Whatever your goal you can get it if you are willing to work."

Oprah Winfrey, American talk show host



Bullet Points

Example 1 Answer

Climate

Scientist James Black said the earth's surface temperature rose by 1 degree Fahrenheit in the past 100 years.

There is strong evidence that human activity over the last 50 years is responsible.

Fossil fuels such as petrol and oil produced 98% of carbon dioxide emissions.

(The original article was 119 words long. It can be summarised in 45 words).

Example 2 Answer

Human Body

- Body has 206 bones
- Main organs: lungs, heart, liver, kidneys
- Body has over 50,000 million living cells



Note-taking

ckert all tekets

Top 10 Tips on Note-taking

- 1. Good notes can mean the difference between failing and passing. If you have mastered the "art of taking notes" you will have a tremendous advantage when sitting exams.
- 2. Make the most of the lesson, even if it seems boring. This is your only real chance to ask questions and clarify information.
- 3. If you can, sit near the front. You will find it easier to concentrate and understand what's going on.

4. Use looseleaf (preferred) or multiple section notebook. With a looseleaf book you can add handouts to your notes at appropriate spots. Keep all notes and material from each course together.

- 5. Start each day on a new page with the date and the topic being discussed at the top.
- 6. Prepare for your lesson before you arrive. Review yesterday's notes just prior to class in order to get "tuned in" to the material.
- 7. Listen! the sure you understand what is being said. Concentrate on the lesson as you can't get important points down whilst thinking about last night's TV.
- 8. Remember, you are there to take notes not dictation, so be brief, but be sure to bet the main ideas.
- 9. Use understandable, consistent abbreviations. p—page, ch—chapter, eg—for example, #—number, vs—versus
- 10. There are some things you should always write down: Names, dates, significant events, repeatedly stressed points (if repeated three times, you can bet on it being in the exam), formulas, charts, drawings, lists etc. Review your notes as soon after class as possible, but definitely within 24 hours.



Stress Management



Stress is a very natural and important part of life. We all need stress but not too much or for too long. Stress helps keep us alert, motivates us to face challenges, and drives us to solve problems.

However, distress, on the other hand, results when our bodies over-react to events, leading to a "fight or flight" reaction. If we think something is scary or worrisome, our bodies react accordingly.

Have you ever had to give a talk to your class and found that your heart pounded so loudly and your mouth was so dry that you thought you just couldn't do it? Or sat in an exam, and just blanked out?

Top Ten Tips on Stress Management

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- **1.** Learn to relax. Take mini-breaks throughout the day. Work, at relaxation techniques, such as the 7/11 breathing technique.
- **2.** Get organised. Have a realistic schedule of daily activities, including time for work, sleep, relationships and recreation.
- **3.** Exercise. Physical activity always provides relief from stress. Half an hour of sport or even a short walk will do the trick.
- 4. Recognise that you can only do so much in a given time. Try to pace, not race.
- **5.** Talk to friends. Talking and meeting with friends and occasionally sharing deep feelings and thoughts can be helpful in reducing stress.
- **6.** Make a list of things that are worrying you and the possible things that could happen then your brain will stop bringing them forward all the time.
- 7. Make sure you are in a calm, positive mood before you start studying.
- **8.** Don't become overtired by forcing yourself to work late. Your ideal sleep time is about 8 hours a night.
- 9. Watch your habits. Make sure you eat sensibly and have a balanced diet.
- **10.** Talk positively to yourself. Don't pay attention to that internal voice saying you can't do it; tell yourself you can do it and you will do it.

"The final forming of a person's character lies in their own hands."

Anne Frank, diarist and holocaust victim



Time Management



Managing your time will help you become more effective and successful in the way you run your life.

It's a good idea to get in the habit of listing all your tasks on a daily and weekly basis – both what you have to do and also what you want to do. Some will be in your control and some won't.



Top 10 Tips on Time Management

- 1. Make your timetable well in advance and be realistic, particularly as to how long tasks will take.
- 2. Mixing difficult tasks with easier ones will help you to keep your timetable. Place difficult tasks in the "best" slots.
- 3. Have deadlines and stick to them. Don't set deadlines you cannot meet.
- 4. When you start a piece of work, try and finish it at the time. Otherwise you will waste time when you restart, trying to work out where you were and what you were going to do next.
- 5. Don't put off tasks that you don't want to do.
- 6. Do put off dealing with things that are unimportant.
- 7. If possible, share tasks or use the expertise of others who can help.
- **8.** Analyse the interruptions you experience during the day and learn to say "no" without feeling guilty.
- 9. Break down your work into manageable chunks.
- **10.** Review your "free time", eg, if you travel by bus or train, could you use the time to read notes ...



Weekly Revision Timetable

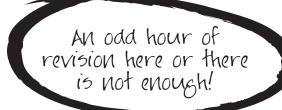
Week 1:

Day	7.00-7.30	School	4.30-5.20	5.30-6.20	Dinner	7.30-8.20	8.30-9.20	9.30-10.20
Mon	Geography Coasts	Schoot	Biology Photosynthesis		Dinner	ΛL		English Macbeth characters
Tue		Schoøt	Sport	French School	Dinner	Physics Energy	German Free time	
Wed	Chemistry States of Matter	Schoøt	English Non-fiction test		Dinner	History Cold War		D & T Graphics
Thu		Schoøt	History India	Psychology Social Influence	Dinner	Physics Waves	Geography Rivers	
Fri	Maths Trigonometry	Schoøt	17 Databases		Dinner	λT		English First World War poetry
Sat				French Reading	Dinner	λT		IT Software
Sun					Dinner	λ		Maths Algebra

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Revision Tips and Exam Preparation



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Top Ten Revision Tips

- 1. Short spurts of revision (20-25 minutes) are most effective. Your concentration lapses after about an hour and you need to take a short break (5-10 minutes).
- 2. Find a quiet place to revise your bedroom, school, the local library and refuse to be interrupted or distracted.
- **3.** Make sure you don't just revise the subjects and topics you like. Work on your weak ones as well.
- **4.** Make your own revision notes because you will remember what **you** have written down more easily. Stick key notes to cupboard or loo doors so you see them everyday.
- 5. Re-write the key points of your revision notes, read them out loud to yourself. We remember more than twice as much of what we say aloud than of what we merely read.
- 6. Use different techniques. Make your own learning maps. Use post-it notes to write key words on, create flash cards. Record notes on your iPhone and listen to them back. Ask friends and family to test you. Use highlighter pens to mark important points. Chant or make up a rap song.
- 7. Practise on past exam papers or revision tests available on the web. Initially, do one section at a time and progress to doing an entire paper against the clock.
- 8. You will need help at some stage; ask parents, teachers, or even friends. If there is a teacher who you get on well with at school ask for their e-mail address so you can clarify points you are unsure of whilst on study leave.
- 9. Don't get stressed out! Eat properly and get lots of sleep, 8-9 hours!
- **10.** Believe in yourself and be positive. If you think you can succeed you will; if you convince yourself that you will fail, that's what will probably happen.

Text and test your friends

Wots da chemical symbol 4 Iron?

Name da 3 typz of radiation? : o ,

Wat is da capital of Norway? : - S

Exam Preparation

In the days leading up to the exams:

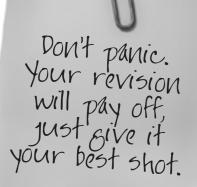
- Find out exactly when, where and how long each exam is
- Find out which topics are covered in paper 1 and which are in paper 2
- Find out whether any of your exams clash, and how it can be resolved
- Find out what the shortest papers are and what are the longest
- Check that you have everything you need pens, pencils, calculator, etc

In the exam:

- Listen to the invigilator/examiner
- Read the instructions very carefully. Marks are often thrown away because students don't do what they are asked to do
- Choose your questions carefully, never miss out a major mark question
- Keep an eye on the time. Make sure you don't spend too long on one question; you need to allocate the time carefully
- If you finish early you will not be allowed to leave until the exam is finished
- If you are caught gesticulating to another pupil you'll be disqualified
- Absolutely no mobile phones are allowed in the exam hall
- Check the school's policy on uniform for exams as well as the school's food and drink policy
- You are not allowed to sit where you want. You will be given a candidate or pupil number. If you need to go to the toilet you will be escorted
- If you're 15-30 minutes late you won't be allowed in and if you don't turn up for the exam there is no second chance. If you are in hospital you can still do the exam there
- The papers are marked by external markers. If you require project or coursework back ask your school, it is only available from November.

"Education is the reason I'm here. I loved getting As, I liked being smart, being on time and getting my work done. I thought being smart was the coolest thing in the world."

Michelle Obama, African American First Lady of the USA





Exam Language



It is important to understand the key words used by examiners. Listed below are a number of key words and phrases which often are used on exam papers.

account for

explain the causes of

analyse

divide into parts and describe each part

compare

show similarities

comment on

explain why something is important

concise

short and brief

contrast

show differences

describe

illustrate

discuss

give both side of an argument, and then your opinion

explain

make clear, give details of

factors

the facts or circumstances that contribute to a result

give an account of

describe

illustrate

give examples or diagrams that prove your answer is correct

indicate

show and demonstrate

role

a function of something, what part something plays and how it works

state

express in words

summarise

give the main points of a wide subject



Three Minute Test



A really major way that people lose marks in exams is by not paying attention to instructions. This is a test in which the instructions are very important and quite complicated. Read the whole test **VERY CAREFULLY** before you attempt to answer the questions. You have **THREE MINUTES** to complete the test and it is important that you get someone to time you.

~~~~~<u>~</u>~

ABCDEFGHIJKLMNOPQRSTVWXYZ

- 1. Above is the alphabet with one letter missing. Which is it?
- 2. Find the letter that comes before R?
- 3. Which letter is exactly half-way between G and O?
- 4. Find the letter that is two before the one that is half-way between Q and V?
- 5. Which letter is three before the letter that is four letters before N?
- 6. Using the alphabet above turn the phrase, "The cat sat on the mat" into a code by substituting for each letter the one two places further down the alphabet.
- 7. What is the answer to the question before the one before last?
- 8. What is the middle letter of the alphabet of the above?
- **9.** Using the alphabet above turn all the letters into numbers (A=1, B=2, C=3, etc.) How much would the word CROAKED be worth if you added the values of the letters together?
- 10. Which letter is four letters after the one that is five letters before K?
- 11. Now you have finished reading, only answer the first question.



Study Skills Evaluation Form							
Name							
School							
Instructor							
What did you thin	k of the ideas we	e covered?					
Poor	Average	Good	Very Good	Excellent			
What did you think of the presentation?							
Poor		Good	Very Good	Excellent			
What was the mos	t interesting/wo	rthwhile sess	sion?				
What changes would you make now in your life?							



1 11) 5^{3}_{27} 39 15 28 40 6 13 7> 51 5 2 26 52 29 3 41 14 50 30 31 NS 25 18 42 1 23 31 55 46 36 35 43 19 5> 22 44 2 47 35 45 20 32 58 21 9 59 48 10 16 $\begin{array}{r} 44 \\ 24 \\ 32 \\ 58 \\ 60 \\ 56 \\ 56 \end{array}$ 1 116 16 ક્ડુ³ 27 54 *39* 15 28 40 6 4 42 <u>36</u> $\begin{array}{r} 44 & \frac{12}{24} & 34 \\ 32 & 58 \\ 60 & 56 \\ \end{array}$ 10



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