

USING CLASSTIME

LISTENING SKILLS:

To improve your listening skills:

- Sit up straight and look at the person speaking.
- Avoid distractions. Are there certain people it is better not to sit with?
- Try and guess or think about what the person speaking will say next.
- Think about the main points that are being made.
- Take notes, jot down the main things you want to remember.
- Concentrate on the discussion and think of what questions you could ask.
- Look for links or connections to earlier work.
- Ask yourself questions about what is being said.
- Tune in to what is being said, make a decision to think about it, not daydream.

PARTICIPATION SKILLS:

To fully participate you need to:

- Take the correct textbooks, exercise books and equipment to class.
- Arrive on time.
- Open your books as soon as you arrive and be ready to work.
- Contribute to discussions.
- Listen to and respect other people's opinions.
- Be fully involved in all activities in the lesson.
- Ask questions about things you have trouble understanding.
- Do the homework that is set so you are prepared for the next lesson.

CONCENTRATION SKILLS:

Using concentration skills in the classroom means you are:

- Not talking when the teacher (or another student in a discussion) is talking.
- Listening for the instructions of what you need to do and then starting work immediately.
- Focusing on the work you are supposed to be doing and completing as much as possible in classtime.
- Not getting distracted by other people in the classroom.
- Copying things down from the board and thinking about what you are writing instead of being on auto-pilot.

APPROPRIATE BEHAVIOUR SKILLS:

Not only does inappropriate behaviour affect your performance at school but it is one of the most selfish things you can do as it affects everyone else in the classroom.

If you have any of these behaviours, you need to work on eliminating them as quickly as possible. Habits are hard to break so to improve your results you need to change some of the bad habits you have developed.

Inappropriate behaviors:

- Arriving late.
- Taking a long time to get settled and ready to work.
- Not bringing the correct books or equipment to class.
- Not listening to the teacher's instructions.
- Not listening when the teacher is explaining new work.
- Calling out while the teacher is talking.
- Using an aggressive tone or overly loud voice.
- Talking to your friend when you are supposed to be listening.
- Talking to your friend instead of doing the work that has been set.
- Not contributing to class discussions.
- Not completing the work that had been set for that lesson.
- Not completing the homework that is due for the next lesson.
- Getting fidgety and not being able to sit still.
- Not asking questions if you don't understand.
- Not giving other people's opinions and ideas respect.
- Being rude to teachers or classmates.
- Not putting much effort into being involved in the lesson.
- Making smart-alec comments or trying to be funny and get a laugh.
- Showing off to your friends through silly and juvenile behaviour.
- Getting easily distracted by other people or things in the classroom.
- Sitting next to people when you know you will get no work done with them.
- Not treating your teacher as a valuable resource who is there to help you.
- Not going into class prepared to do the best you can.
- Laughing loudly at inappropriate times and interrupting the lesson.



*So what could you do to
improve the way you use your
class time?*



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