

STUDY SKILLS, STUDY METHODS AND Critical, Creative and Problem-solving Skills

**Term 2: Week 1-3
LIFE ORIENTATION
GRADE 10**

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GAUTENG
PROVINCIAL GOVERNMENT
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Overview of the topic – Study Skills



Study skills: listening, reading, comprehension, concentration, memory, organisation and time management

Study methods: note-taking, mind-mapping, selecting important concepts and content, assignment and essay construction and making comparisons



Critical, creative and problem-solving skills



Process of assessment: internal and external
Annual study plan

WEEK 1 : STUDY SKILLS



LISTENING SKILLS

- There are two types of listening skills
 - Passive listening
 - Active listening
- **Passive listening** is when you listen to a conversation or lesson **without being a part of it.**
- **Active listening** is when you **listen attentively** to a conversation or lesson so that **you can respond, point and add an input into the conversation.**



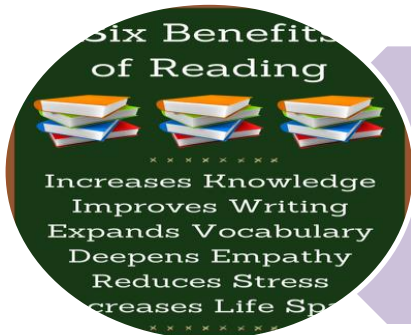
Passive listening vs Active listening



READING



Reading is a key factor of studying as it is the processes where you are introduced to all of the information you need to know.

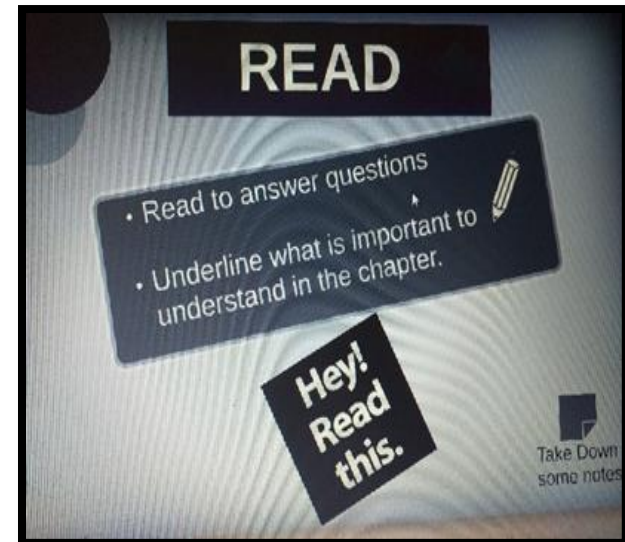
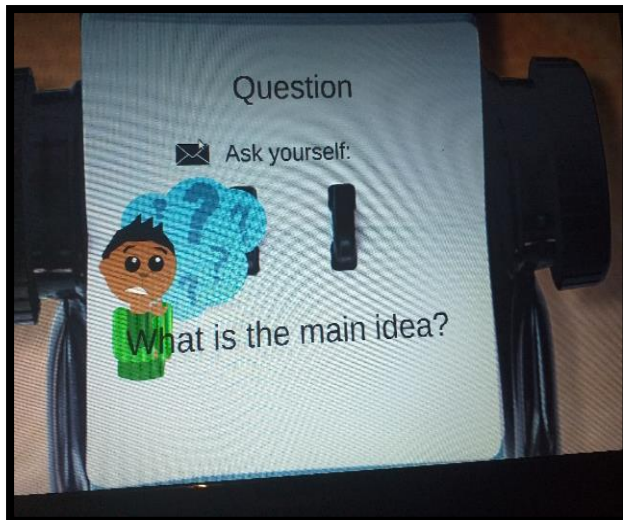
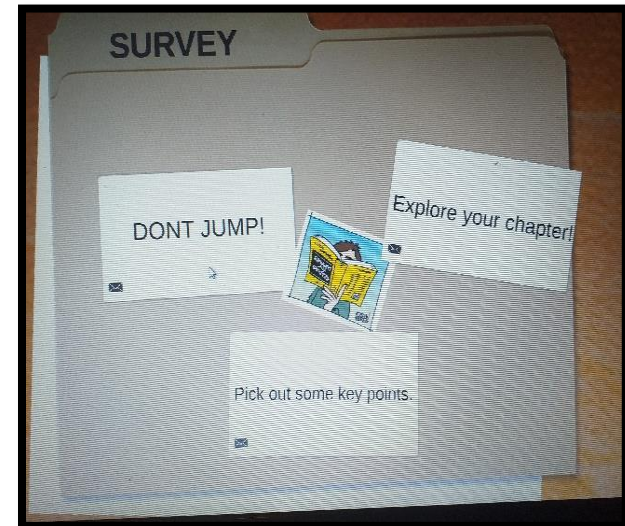
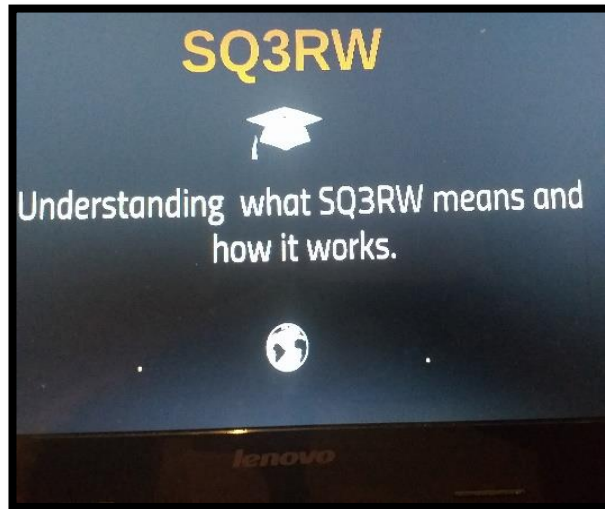


The benefits of reading are endless and thus it should be done strategically to see its effects.




You should use the **SQ3RW** technique when reading which stands for **S**urvey, **Q**uestion, **R**ead, **R**ecall , **R**evuew, **W**rite.

STUDY SKILLS : SQ3RW

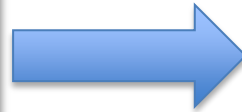



STUDY SKILLS : SQ3RW (continued)



REVIEW



- Reread two or more times
- Look over the headings
- Create a diagram



RECITE



- Now once you have reviewed you material, retell and/or write down the main ideas without looking back.
- Once you are finished, look back and add any missing details.

RECALL

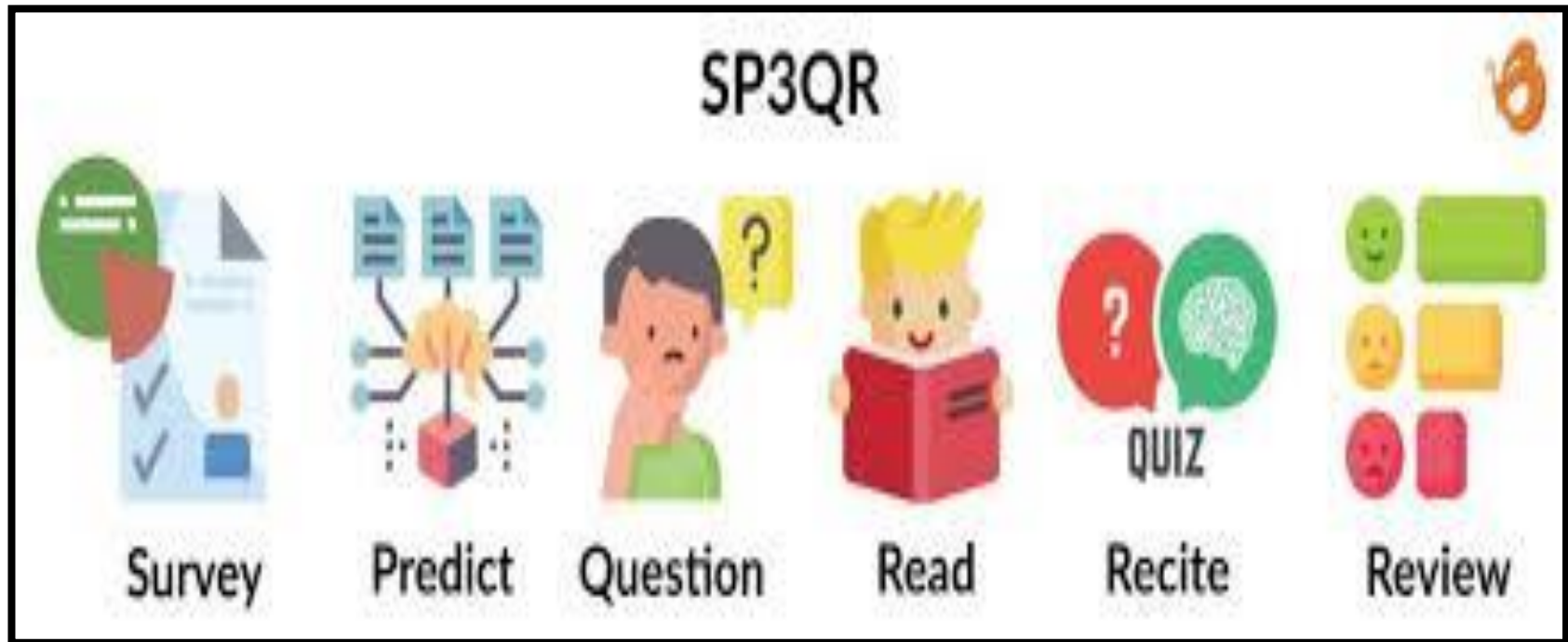


WRITING:

Write notes in order to review the main importance of each section of the chapter.

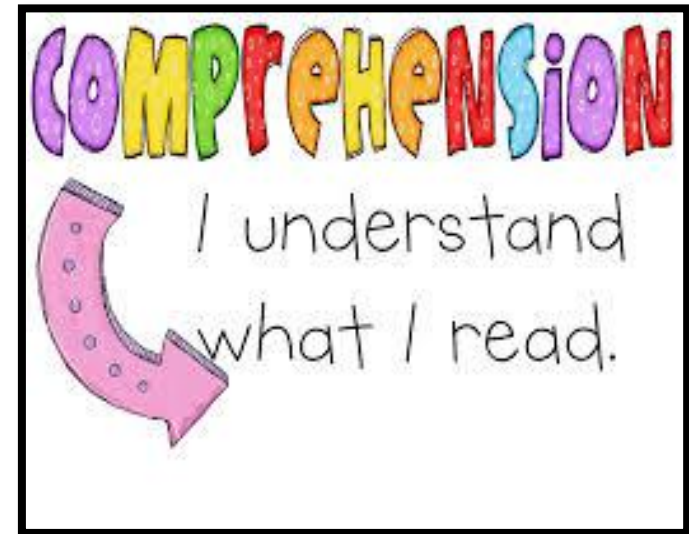


SP3QR



COMPREHENSION

- When you **comprehend** what you read it means that you have the ability to use your knowledge to **analyze** and **make sense of what you are reading**.
- Being able to **understand** what you read means that you have to know the meaning of all the **words** and the **symbolisms** behind them if they represent **metaphors**.
- This skill will not only help you with studying but also when you're writing tests.



CONCENTRATION

- Concentration is a key part of retaining information when you study.
- **You should take regular breaks**, to make sure that when you study you retain all of the information by not losing concentration.
- **You could also provide yourself with incentives** to help keep your concentration from breaking.



MEMORY

- Your memory is where you **store** the information that you study.
- There are many ways in which you can strengthen your memory to help you **retain** a lot of information.
- Some of the ways include:
 - **Repeated learning-** speaking or rewriting the information you have read.
 - **Role play-** Teach someone what you have learned
 - **Use of mnemonics-** E.g. using acronyms to help you remember information.

BREAK

To help me remember
information for tests.

Break memorizing into short time periods.

Recite information aloud.

Establish mnemonics.

Always try to picture information in
your mind.

Key words help.

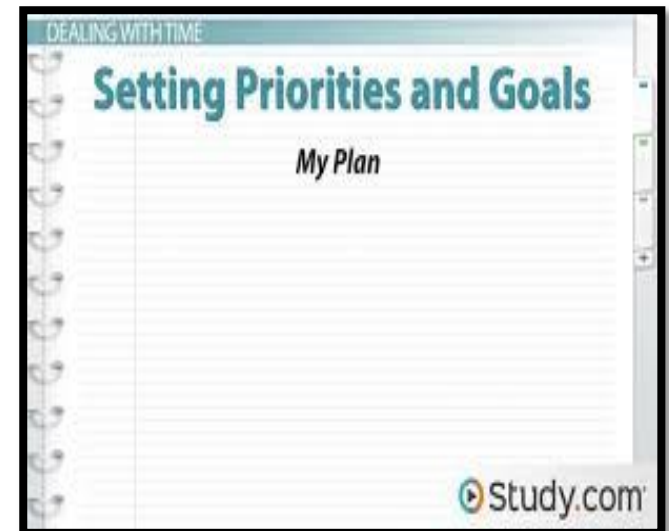
ORGANISATION

- Organizing has two components:
 - **Physical organization**
 - **Mental organization**
- Physical organization- this is making sure that your study area is organized for studying.
- Mental organization –this has to do with organizing your mind before you study E.g. clearing your mind from distractions.

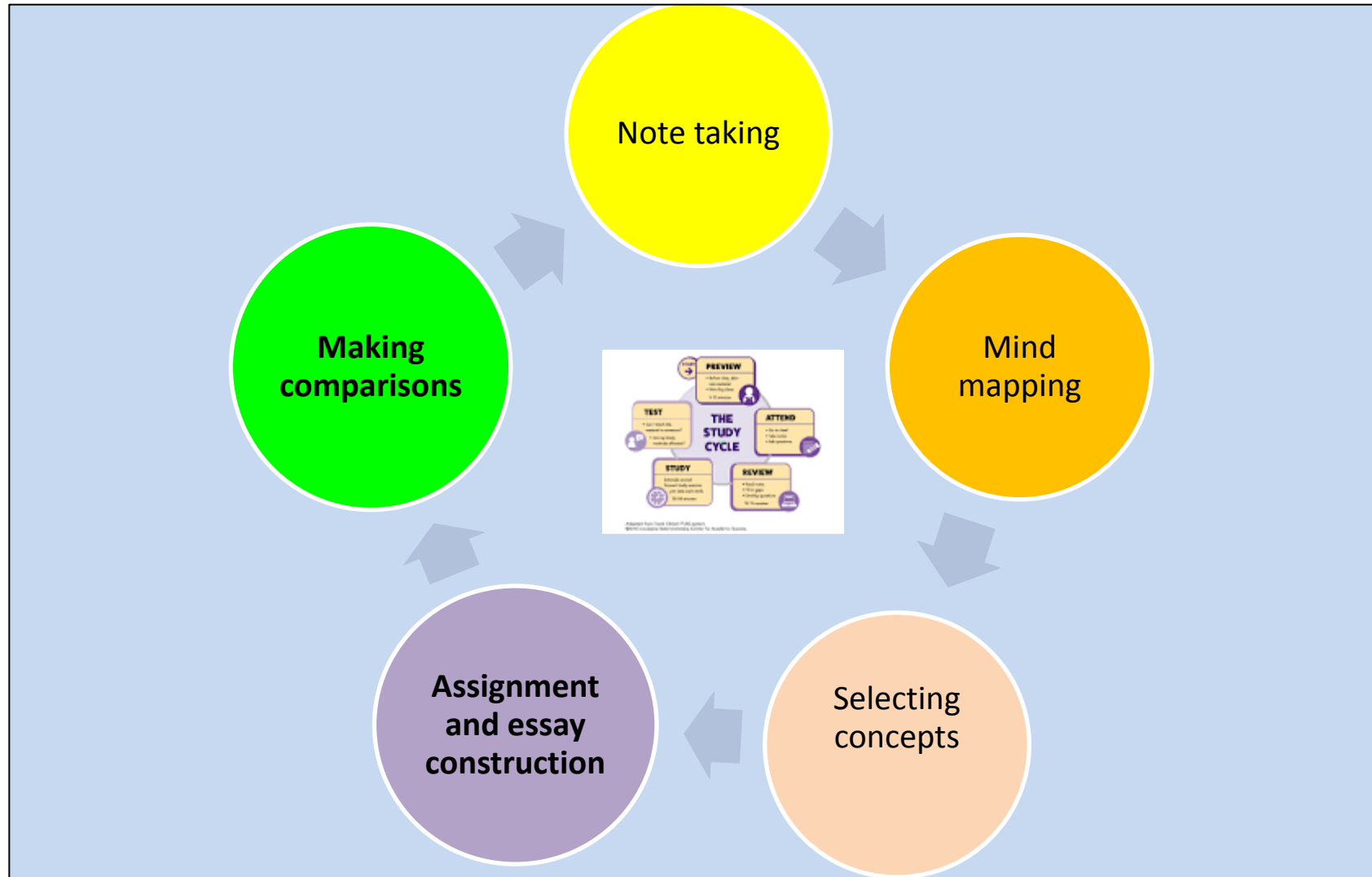


TIME MANAGEMENT

- Draw up a table / schedule and stick to it
- Balance study time with rest and exercise
- Take regular short breaks
- Spend more time on weaker subjects
- Study during the time of day that you have the most energy
- Keep all the things you need to study in one place
- Avoid time wasters
- Once a week, have an overview of the next weeks responsibilities

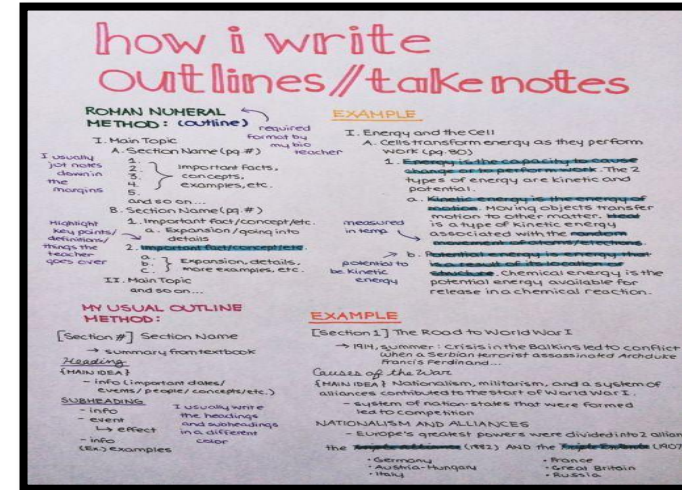


WEEK 2: STUDY METHODS



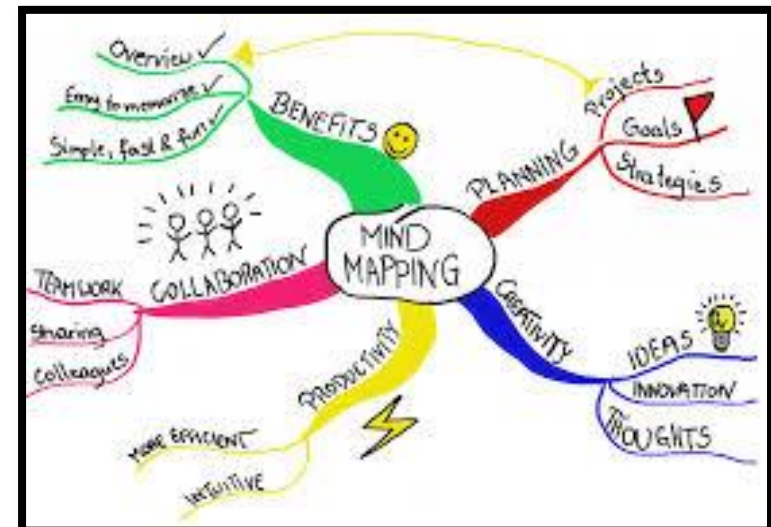
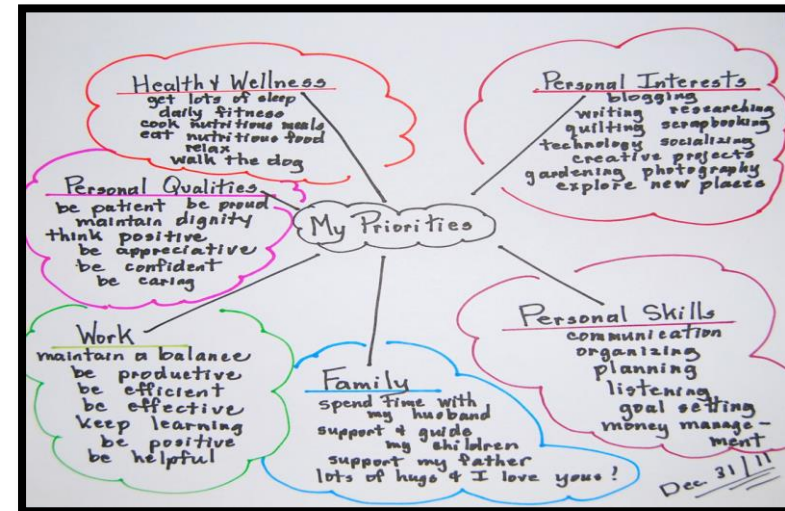
NOTE TAKING

- When you are **listening to your teacher you should take notes of what he/she is saying**. This will help you remember important information and to do that you need good listening skills.
- You should develop a **short hand** to help you note take, you can do this by:
 - **Write down key words**
 - **Use arrows, lines blocks or circles to link information**



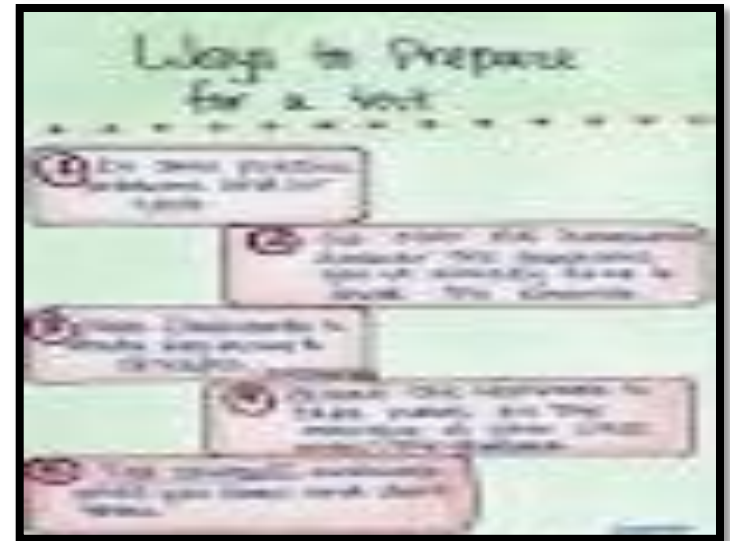
MIND MAP

- Mind maps **represent** the way **information** is **related**, and this is important because it is how your brain processes this information.
- A mind map has the **main idea** of the topic in the **center** and surrounding it linked is **subtopics** that **relates** to the **main idea**.
- You should only **use key ideas** in a mind map and not complete details.



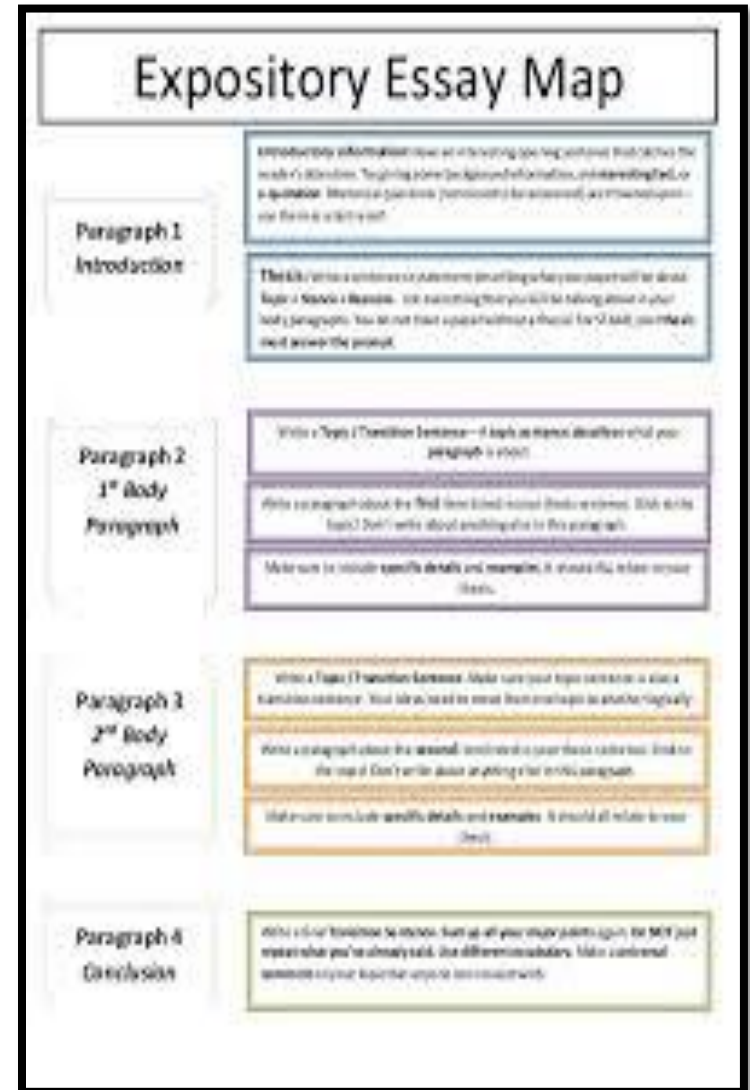
SELECTING CONCEPTS

- Concepts are the **main ideas** from a piece of information.
- To find the concepts from a piece of information, you have to:
 - Look at the **headings** and **sub headings**
 - **Scan** through the information and get a **general view** of what the piece is about
 - Draw a **mind map** that relates to the piece of information.



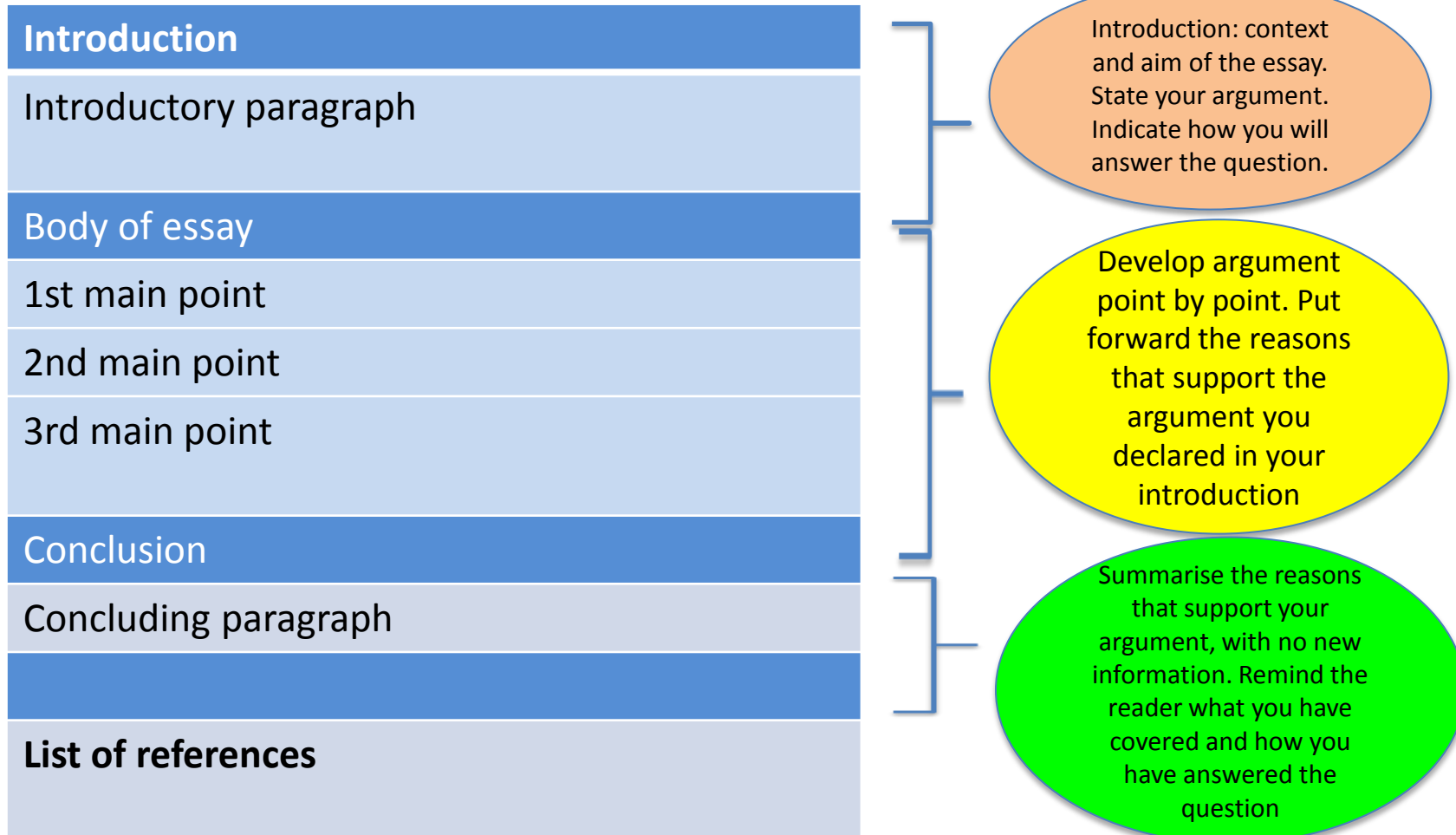
ASSIGNMENT AND ESSAY CONSTRUCTION

- The following is a list of steps that you follow when completing an essay or an assignment:
 - Make sure you understand the essay or assignment **topic**
 - **Gather the resources** that you will need to complete the assignment or task
 - **Construct a mind map** on the assignment or essay to help you understand and keep track of whether you are answering the question.



ASSIGNMENT AND ESSAY CONSTRUCTION (continued)

You could use a diagram like this to help you order your ideas. Write each of your main points into a section of the structure.



MAKING COMPARISON

- An easy method of taking in information is by comparing aspects in **relation** to something else
- E.g. comparing the **positive** and **negative** effects of a situation.
- Comparing aspects can be done in **point form** or setup in a **table structure**,
EXAMPLE:

Point form

1.SCHOLARSHIP : Some companies, businesses and organisations award a once-off monetary grant if a student performs well in sport / studies

2. Student Loan : Money is borrowed from a financial institution and need to be paid back with interest

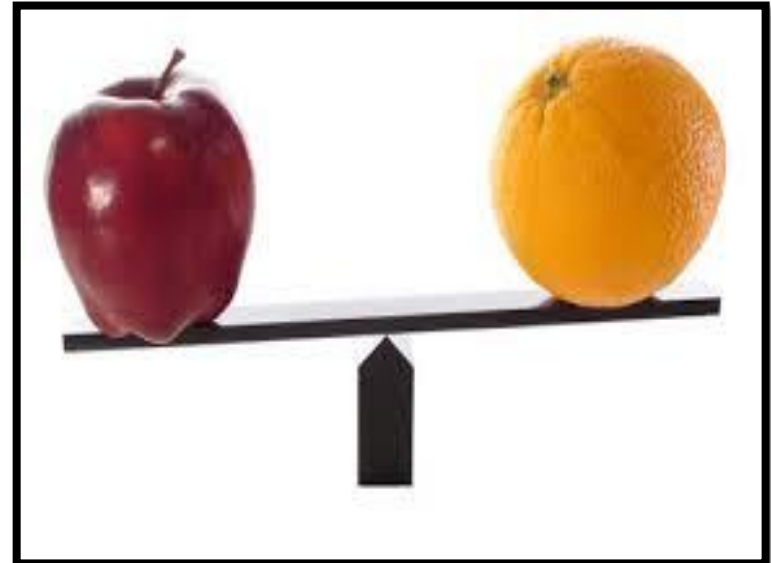
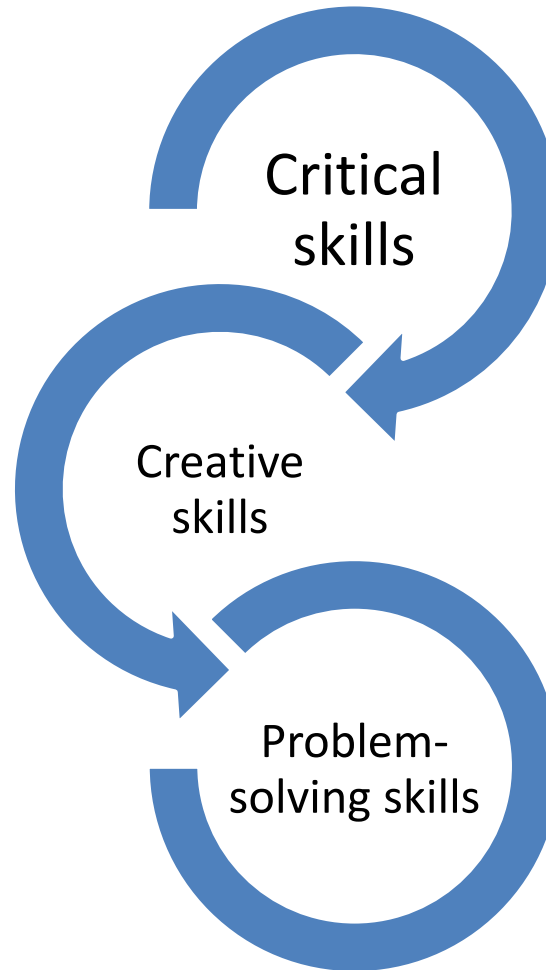


Table format

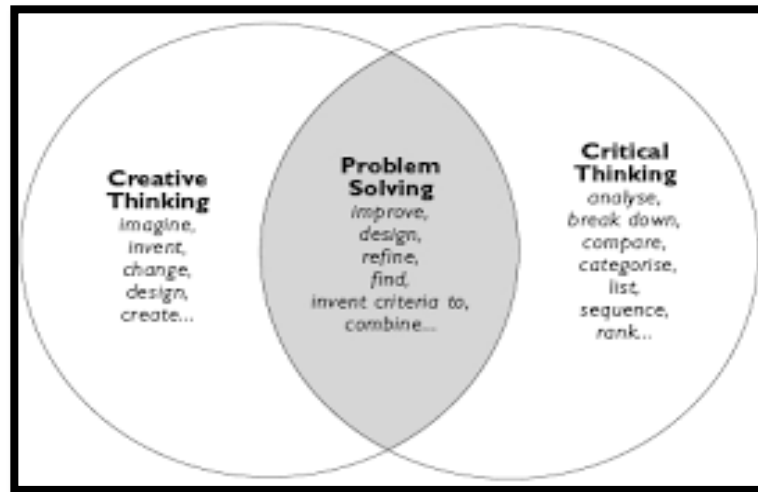
Scholarship	Student Loan	NSFAS Bursary
Some companies, businesses and organisations award a once-off monetary grant if a student performs well in sport / studies	Money is borrowed from a financial institution and need to be paid back with interest.	Financial assistance to study. May be based on financial need or academic merit. May be granted based on certain conditions such as academic progress, or contractual obligations or other.



WEEK 3: Critical, creative and problem-solving skills



Creative, Problem-solving and Critical Thinking Skills

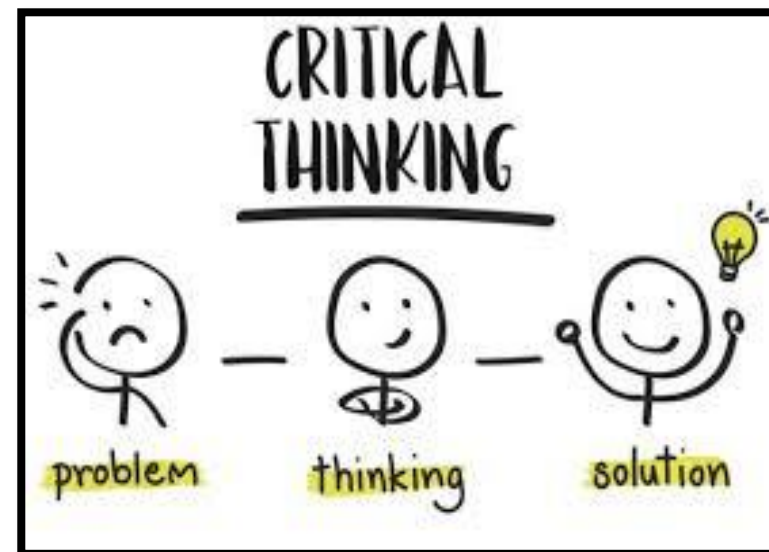
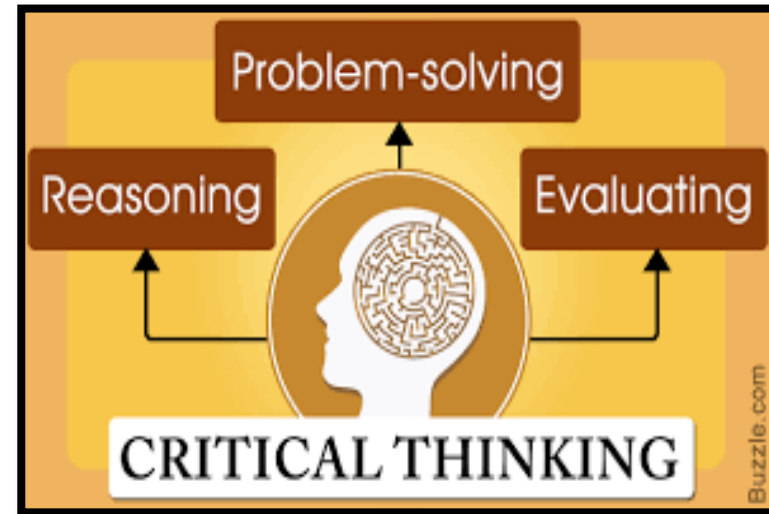


Creative thinking skills	Problem solving skills	Critical thinking skills
Imagine	Improve	Analyse
Invent	Design	Break Down
Change	Refine	Compare
Design	Find	Categorise
Create	Invent	Sequence/Rank

CRITICAL SKILLS

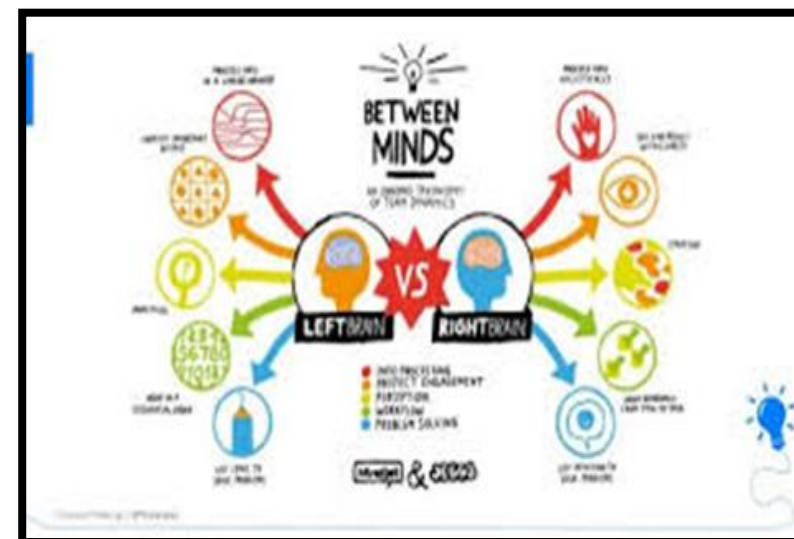
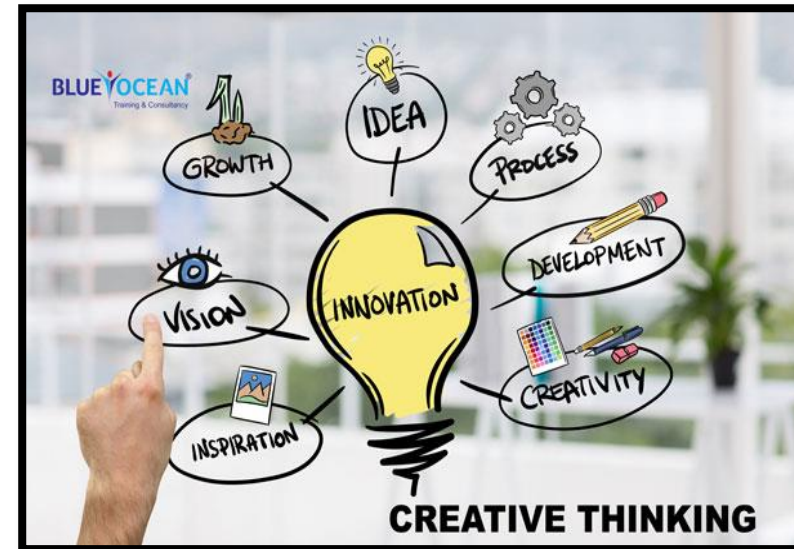
Critical skills are used when evaluating information.

- Ask yourself the following questions :
- Is this a fact ?
- Is this an opinion ?
- Is it a belief ?
- Is it a generalisation ?
- Is it important and core information ?
- Who said / wrote this ?
- How is it the same / different from existing knowledge ?
- When was it written / said ?



CREATIVE SKILLS

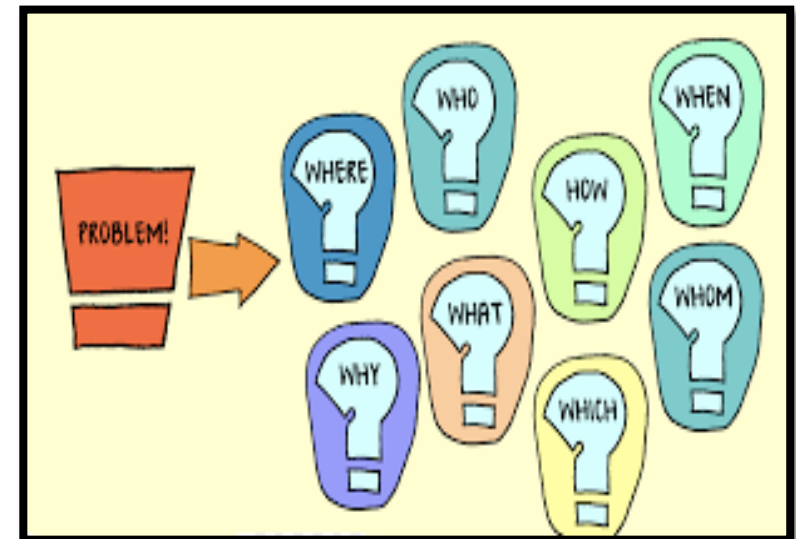
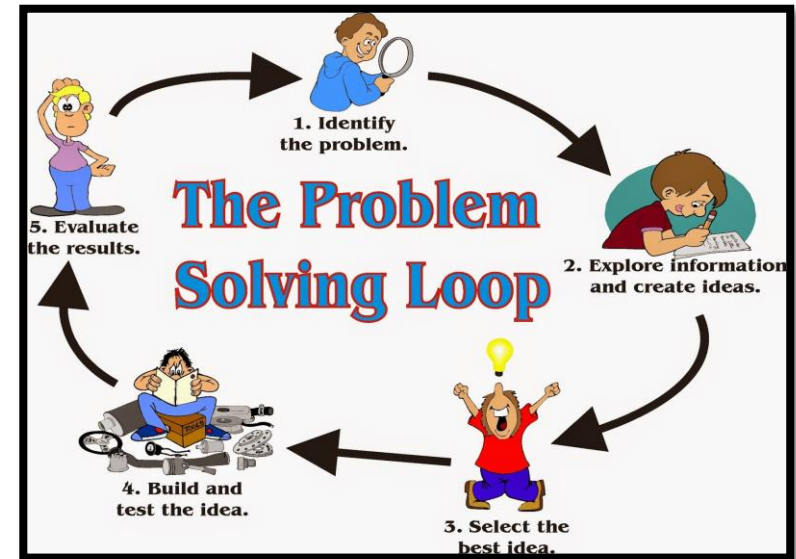
- **Creative Thinking skills** is the art of using your **mind and imagination** when carrying out a task.
- Creative skills thus **improving an idea** by **expanding** on it or **recreating** it completely.
- You can be creative by **thinking out of the box**, **brainstorming** and making use of **mind maps**.



PROBLEM SOLVING SKILL

Often problems are relatively easy to solve, but people just tend to go about solving the problem the wrong way.

- First you have to **know what the problem is**.
- Write down what you know. **What are facts ?**
- What information do you need ? **Gather the information.**
- List the **possible options** or **choices** or **solutions**.
- Decide on the **best solution**. Give a reason for your choice.
- Check how well you have done. Is the solution the correct one ? Did it have the **required outcome?**



ASSESSMENT

QUESTION 1

Distinguish between critical thinking and creative skills and explain why these are essential in problem – solving.

QUESTION 2

2.1 In the table below, list **TWO STUDY SKILLS** and **TWO STUDY METHODS** that you would recommend as essential when preparing for the exams:

STUDY SKILLS	STUDY METHODS

ASSESSMENT

QUESTION 3

Read the extract below, and then answer the questions which follow:

Good study habits

If you got them, great. If not – well, there is still time to develop them. Good study habits include:

Always be prepared for class, and attend classes regularly. No bunking!

Complete assignments thoroughly and always meet the required deadlines.

Review your notes daily rather than cram for tests the night before.

Set aside quite time every day for studies – even if you don't have homework or a test the next day.

- 3.1. Differentiate between physical organization and mental organization as important components of study skills
- 3.2. Explain two advantages of studying daily than cramming.
- 3.3. Name your favourite study method, and discuss how you would use it in your study routine
- 3.4. Advise your friends on how to construct an essay as an add on to a good study method.