

Succeeding in Class



Study Skills InfoGuide

Body Language

It is amazing how much we can communicate without ever saying a word. Facial expressions, gestures, and other body movements say a great deal about what we're thinking and feeling.

A student who slouches in his seat is saying that he's bored, and that he doesn't really care about what's going on in the class.

If you want to succeed in your classes, make sure that your body language shows it. Sit up straight, pay attention, and look at the person who's speaking.

Some common body language signs

Rubbing the eyes - doubt or disbelief

Quickly tilting your head - sudden interest

Tapping or drumming fingers - bored

Stroking the chin - trying to make a decision

Standing with hands on hips - ready to go, aggression

Hands clasped behind back - anger, frustration

"We are what we repeatedly do. Excellence, then, is not an act, but a habit."

Aristotle



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Tips for Success

Be healthy

To succeed in school, at a job, or anywhere, you need to take care of yourself. Eat a good diet, be physically active, get plenty of sleep, and find healthy ways to deal with stress.

Set goals

Successful people set goals and then work hard to achieve them. Get in the habit of setting short-term and long-term goals. For example, a short term goal may be to get a B on your next history test. A long-term goal may be to get a B for your final grade.

Get help if you need it

Most questions can be answered and most problems resolved just by talking to the right person. If you have a problem or a concern, figure out how to resolve it.

If you aren't sure what to do or where to go for help, talk to a counselor or advisor. Also talk to your parents about any problem or concern you may have. A parent can help you figure out how to deal with any situation.





Succeeding in Class

- ▶ Do you ever go to class unprepared?
- ▶ Do you sometimes daydream in class?
- ▶ Do you wish your grades were higher?

If you answered yes to any of the above, you may want to try some new strategies to help you succeed in your classes.

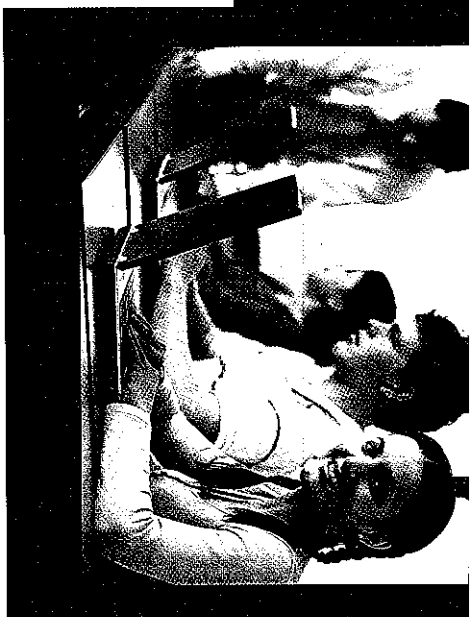
In order for you to be successful in your classes, you need to

- ▶ have a positive attitude
- ▶ do all of the work that's assigned
- ▶ give each class your best effort

When you do these things, you learn more, you get more out of your classes, and you get better grades.

"Success is the sum of small efforts, repeated day in and day out."

Robert Collier



Tips for Success

As you read through these tips, think about what you can do to be more successful in each area.

Be in class

Attendance is the number one success factor!

When you miss class, you miss discussions, notes, presentations, assignments, quizzes, and tests. You can never make up all of what you miss, even if you miss only one day.

Do your homework

In many classes, homework is a significant portion of your final grade. *In order to succeed in your classes, you must do all of the assigned reading and homework.* Make studying and doing homework part of your daily routine.

Learn to adapt

Part of your education is to learn how to adapt to different sets of classroom rules, teaching styles, and personalities.

Prepare for class

Have your homework done and bring all necessary materials to class (e.g., notebook, pencils, calculator). It's also important that you come to class well rested, alert, and ready to learn.



Tips for Success

Participate in class

Participating in class makes the class more interesting. It also helps keep your mind focused. Ask questions, volunteer answers, and participate in discussions.

Be a good group member

Whether you're working on a class project, involved in an extracurricular activity, or working at a job, you must be able to work and get along with the other members of the group.

The number one reason people get fired from their job is because they can't get along with their supervisors and co-workers. Being able to work well in a group setting is an important skill.

Be respectful

We all want to be treated with common courtesy and respect. Treat people the same way that you would like to be treated. Be respectful in class, in social situations, and online.

Take responsibility for your grades

Always do your own work. You'll learn more, and your grades will be something you can be proud of. If you receive a poor grade, don't make excuses. Just figure out how you can do better next time.