



# Study Power Workbook: Exercises in Study Skills to Improve Your Learning and Your Grades

*Sara Beth Huntley, William Luckie, Wood Smethurst*

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To improve study skills, the authors concluded management of students' time is critical along with the motivation to improve their grades. The other keys to maximizing study time involve three main functions: input, the actions performed to enter information in your brain; process, the acts executed to process the information once it is in your brain; and output, the ways you retrieve and organize information from your brain. Most students stress the outputs -tests & reports- and ignore input and process functions.

In this workbook, based on the text Study Power, the authors elaborate the study skills presented under these three functions. Students learn such input skills as listening, note taking, and study reading; process skills such as self and time management, learning and memory, concentration, daily review and test preparation; and output skills such as test taking, report writing, and oral reports. Since class participation is a critical place for learning, it appears in each function.

The workbook adds more detailed explanations, rating scales and forms for mastering the study skills, checklists to ensure the student has prepared properly, knows the procedures in each skill and exercises that allow him/her to practice the skills in current classwork.

Along with the Study Power text, the Study Power Workbook is a powerful study skills resource.

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