

LEARNING CAN BE EASY

STUDY SMART!

- 1 SPEAKING** You have probably already done a report or a project on some topic, both in English and in other lessons. Work in groups, and look at the project below. When you are assigned a similar project, what is the most difficult part of working on it? Why?

getting started finding sources working on the sources the English language itself
organising information using IT to present your assignment presenting your work in class

Which capital of the English-speaking countries would you like to visit? Follow the steps below, and do the task.

Step 1

Choose a capital, and find information about it. Cover the following topics:

general information
history bits and pieces
places to visit things to do

Step 2

Prepare a short speech and a presentation with pictures and captions.

Step 3

Present your work to the rest of the class.



Part I GETTING STARTED

KNOWING YOUR TASK

- 2** Look at the questions below. Why is it important to know the answers to them before you start working on your project?

- 1 What is the task about? How much do I already know about it?
- 2 If I have further questions or need more input, who can I ask for help?
- 3 Why am I doing this task? What is the final product that I have to create?

FINDING SOURCES

- 3** Discuss the questions below.

- 1 Where can you find reliable sources for your project? Write a list of some trustworthy sources, and put it somewhere where you can check it when you need it.
- 2 Which sources do you use most often to find information for your projects? Circle and explain your choices.
websites textbooks from other school subjects
school or public library people videos/documentaries
- 3 What can you do if you do not understand some words or phrases in sources written in English?

Part II ACTIVE READING

- 4** **1** **LISTENING** What is 'active reading', and why is it important? Discuss in groups, then listen and check your ideas.

- 5**
- a) Read the text on the opposite page. Which...
1 strategies have you used so far?
2 strategies do you think are useful?
3 strategies would you like to try out?
 - b) Are there any other strategies you have used? What are they? How do you use them?

ACTIVE READING STRATEGIES

1 SKIMMING THE TEXT

Before you choose a text as your source, ask yourself whether or not that's the right text for you to be looking at. Skimming the text first can save you time and effort before you even start. Look at the title and headings. Images, if any, can also help you. Read the captions below them.

2 READING FOR GENERAL INFORMATION

Now that you've made sure this is a text you want to work on, read the whole text once before you start taking any notes. This way, you'll get a basic understanding of it.

3 NOTE-TAKING

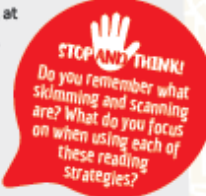
Writing in itself is a type of learning. Having to decide what you want to write down means thinking about what you have just read. There are different ways of taking notes:

- > **Highlighting** or **underlining** while reading is a useful technique. Although it doesn't involve writing out words or phrases, it points out that you have found a piece of information which is more important than the surrounding text. If done properly, it can help you focus on relevant parts of the text: just make sure you don't highlight or underline the whole text! You can also use colour-coding here. Do you remember what that is?

> Margins are the empty spaces at both sides of the printed page. They can be used for writing key words, comments or questions to summarise the paragraph. If you write the take-away points of the text in them, you can hide the text and use your notes for revising. If you don't want to write in them, or are not allowed to, you can always use sticky notes.
> Graphic organisers, such as charts, diagrams and mind maps, are great ways to work on the text while you read. Carefully read the task you're working on, and see what pieces of information you have to find. Prepare a graphic organiser of your choice, and take notes while you read.

4 ANALYSING YOUR NOTES

How successful were you at active reading? Look away from the text, and use your notes to practise talking about what you have read. If you can successfully retell the text or answer the questions, it means you've done a good job! But what should you do if you don't know what to say about a note? Go back and re-read that part of the text. Add to your notes, or re-write them, and try to use them again.



Part III PRESENTING YOUR PROJECT

STEP 1

CHECK

Check that you have included all the necessary information.

STEP 2

TURN YOUR NOTES INTO TEXT

- For a writing assignment, organise your notes into text.
- For a speaking assignment, prepare note cards or a presentation, or visuals that will help you stay on track and deliver your speech.

STEP 3

BE FAIR!

- Do not copy the text! Use your notes to retell it in your own words. If you want to include part of the original text, quote it and list your sources at the end.
- Find free images to use in your project.

IT'S YOUR TURN NOW!

- 7** Look at Exercise 1, and prepare the project described there. Follow the steps you have learned about in this lesson. Good luck!

Track 1

Have you ever read a text and then had to go back and read it again because you couldn't remember what it was about? If this has happened, it means that you haven't read the text actively. The best way to check your understanding is to ask yourself a simple question: Can I describe or retell what I have just read? Active reading is a skill that takes some time and practice to master. It means that you, a reader, engage with a text. You use various strategies to find the most important information, and you read critically and analytically. If you practise active reading, you will save time and won't have to go back and re-read the text over and over again. Why is it important to learn how to read actively? Soon you're finishing primary school, and every new education level comes with its challenges. The texts will get longer, and there will be more individual research and reading expected from you. And one way to become more successful is to try out active reading strategies and find some that work best for you.