

Table 3.2
Examples of Study Skills Functions in and out of the Classroom

Study Skill	School Examples	Life Skills Applications
Reading rate	Reviewing an assigned reading for a test Looking for an explanation of a concept discussed in class	Reviewing an automobile insurance policy Reading the newspaper
Listening	Understanding instructions about a field trip Attending to morning announcements	Understanding how a newly purchased appliance works Comprehending a radio traffic report
Graphic aids	Setting up the equipment of a chemistry experiment based on a diagram Locating the most densely populated regions of the world on a map	Understanding the weather map in the newspaper Deciphering the store map in a mall
Library usage	Using picture files Searching a computerized catalog	Obtaining travel resources (books, videos) Viewing current periodicals
Reference materials	Accessing CD-ROM encyclopedias Using a thesaurus to write a paper	Using the yellow pages to locate a repair service Ordering from a mail-order catalog
Test taking	Developing tactics for retrieving information for a closed-book test Comparing notes with textbook content	Preparing for a driver's license renewal test Participating in television self-tests
Notetaking and outlining	Capturing information given by a teacher on how to dissect a frog Framing the structure of a paper	Writing directions to a party Planning a summer vacation
Report writing	Developing a book report Completing a science project on a specific marine organism	Completing the personal goals section on a job application Writing a complaint letter
Oral presentations	Delivering a personal opinion on a current issue for a social studies class Describing the results of a lab experiment	Describing car problems to a mechanic Asking a supervisor for time off from work
Time management	Allocating a set time for homework Organizing a file system for writing a paper	Maintaining a daily "to do" list Avoiding overscheduling of activities
Self-management	Assuring that homework is signed by parents Rewarding oneself for controlling temper	Regulating a daily exercise program Evaluating the quality of a home repair
Organization	Managing multiple tasks Organizing one's locker	Keeping organized records for tax purposes Balancing work and leisure time