

**WRITTEN EXERCISE #1**  
**VIEWER'S CONCEPT GUIDE**

*Directions: As you view the video, fill in the blanks.*

1. What are the first four steps of good study habits? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Who has the greatest responsibility for your studies -- you, your teacher, or your parents ? \_\_\_\_\_  
\_\_\_\_\_
3. Why is impossible to listen to music and study at the same time? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. What are four important considerations when setting up your study place? \_\_\_\_\_  
\_\_\_\_\_
5. If you can't study at home, where else might you study? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. What two things can a study schedule help prevent? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WRITTEN EXERCISE #2**  
**ATTITUDES & PARTNERSHIPS**

**Part I -- Attitudes**

A positive attitude toward studies is a must if you're to have good study habits. If you tell yourself you can't do well in school, you probably won't. If you tell yourself you *are* a good student, you probably will be one, as long as you put in the effort. Attitudes are a habit. If your attitude isn't the best, you've got to reprogram your brain. To do that, you can state, with absolute conviction, that you're a good student. In the box below, write your positive attitude statement, and repeat it at least 10 times each day until you know that you can do well in school. Make copies of the statement and tape them to your mirror at home, your notebook, the refrigerator in the kitchen. Every time you see it, say it aloud.

**My Positive Attitude Statement**

**Part II -- Partnerships**

When two people work together, they often make a partnership agreement. In a sense, you and your teacher are partners. Your teacher agrees to help you obtain certain skills and understandings. In the box below, write what you must bring to the partnership agreement to make it successful.

**What I Must Bring to the Partnership**

Name \_\_\_\_\_  
Date \_\_\_\_\_

**WRITTEN EXERCISE #3**  
**YOUR STUDY PLACE**

Adults who are successful in office jobs generally have a work area they use every day. All their work materials are there -- a desk, computer, telephone, fax machine, pens, pencils, paper. It's the same story for successful technicians. They have a specific work area, and all their tools, neatly arranged, are within easy reach. As a student, your job is to do your homework, and you need a work area, also. In the box below, describe your ideal study place. Then set it up.

**My Ideal Study Place**

Location:

Study Materials Needed:

Desk, Chair, Lighting:

Reference Material Needed:

Other things:

Name \_\_\_\_\_  
Date \_\_\_\_\_

**WRITTEN EXERCISE #4**  
**YOUR STUDY SCHEDULE**

A study schedule can prevent last-minute panics and substandard work. In the box below, create your personal study schedule. Consider beginning with your easiest subjects, then move on to the more difficult ones. Also consider studying the same subject at the same time every day. Finally, leave some blank spaces for unforeseen circumstances.

**My Personal Study Schedule**

| Time | Mon. | Tues. | Wed. | Thurs. | Fri. | Sat. | Sun. |
|------|------|-------|------|--------|------|------|------|
|      |      |       |      |        |      |      |      |