

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

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

1. What does "SQ3R" stand for? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. What are three ways to remember what you've read? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Why is it important to use your own words when taking reading notes? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. What are three ways to become an active listener? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. What is the first thing you must do in order to take great notes? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. What kind of page format works well when taking notes? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**WRITTEN EXERCISE #2**  
**SURVEY & QUESTION**

Part I

*Directions: Survey a reading assignment. In the box below, write its chapter title, and all its headings and subheads.*

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Part II

*Directions: Using the list in the box above, write questions using the words "Who," "What," "When," "Where," "Why," and "How." Use the back of this paper if you need more space*

WRITTEN EXERCISE #3  
**READ, RECITE & REVIEW**

Part I

*Directions: Read the assignment you chose for Written Exercise #2. As you read, answer the questions you formulated in the exercise. Use the back of this paper if you run out of room.*

Part II

*Directions: In the space provided below, write all the boldfaced and/or italicized words in the text material you've just read. Then define them using your own words. Use the back of this paper, or a separate sheet of paper, if you need additional space. After you've written the answers, recite them aloud. Finally, look over your notes and your text to review the material.*

**WRITTEN EXERCISE #4**  
**LISTEN ACTIVELY**

*Directions: How well did you listen to the portion of the video that discussed active listening? To find out, determine whether the following statements are true or false. If a statement is true, put a "T" in the blank space next to it; if it's false, place an "F" in the space.*

- \_\_\_\_ 1. In school, most of what we learn comes through our ears.
- \_\_\_\_ 2. Human lips work about four times faster than the human brain.
- \_\_\_\_ 3. The human brain has an inborn system that sets off a mental alarm when we have to pay attention.
- \_\_\_\_ 4. Active listeners concentrate as hard as they can on what's being said, and nothing else.
- \_\_\_\_ 5. It doesn't normally matter if you let your mind wander in class because you won't miss anything important.
- \_\_\_\_ 6. Anticipating what the teacher is about to say is a good way to keep your mind active.
- \_\_\_\_ 7. It's best not to read your assignment before class because the teacher's discussion will simply repeat what you already know, and you'll be bored.

WRITTEN EXERCISE #5  
**TAKING GREAT NOTES, PART I**

*Directions: Below, you'll find some notes for the first part of the lesson you've just seen, on cell organelles. If you think it would be helpful, replay that section of the tape, and look at the notes as the teacher gives his lecture. Afterwards, get a pencil or pen and several sheets of paper. Turn the VCR on again, and take your own notes as the teacher continues his lesson.*

*May 1. Cell Organelles*

*1. Nucleus*

*Mst cls: 1 nucls encircled by membrane.*

*Porous. Def: thn. smt hls. allow mat. in/out.*

*Inside, nucleoli — small strctrs whr hereditary info made.*

WRITTEN EXERCISE #6  
**TAKING GREAT NOTES, PART 2**

Directions: Here are some notes on the cell organelle lecture taken by an accomplished note-taker. Compare them to your notes. On a separate sheet of paper, jot down the differences between your notes and these. Are the differences important? Why or why not? Your notes should start with information on the cytoplasm.

*May 1. Cell Organelles*

*1. Nucleus*

*Most cls: 1 nucl. encircled by membrane.*

*Porous. Def: thin, sm. hls. allow mat. in/out.*

*Inside, nucleoli — small strctrs whr hereditary info made.*

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Your notes should begin here.

*In cytoplasm — gooey subs. whr all other orgnls fnd*

*2. Ribosome — sm. dts. whr proteins made.*

*3. Endoplasmic reticulum — org of chanls whr mtrls of cl transprt'd. Transprt'n system!*

WRITTEN EXERCISE #6A  
**TAKING GREAT NOTES, PART 2** (cont.)

*May 1. Cell Organelles (Cont)*

4. *Golgi Apparatus — mde up of many membrs.  
whr proteins stored/ packgd for shpmnt to other cls.  
Warehouse for prtns*
5. *Mitochondria — "mighty" mchndria bcs whr cls's energy  
made*
6. *Chloroplasts — in plant cls*
7. *Chlorophyll — gv plant green colr. respnsble for  
photosynthesis. (Mchd plants use to convert sunlite  
into energy)*
8. *Vacuole — kllw spce whr cl's water/ food stored*