



THE SKILLED STUDENT INITIATIVE™

Listening Carefully

When you are having a conversation with someone or getting instructions, just hearing something is not enough. To be a *Skilled Student*, you must make sure you have heard what is being said, understand it, and then do something with the information. These three steps will help you be a careful listener.

1. **Repeat what you heard.** They don't have to be the exact words, but say aloud what you think was said. This gives the other person a chance to correct you or add extra information if you didn't get the whole message.
2. **Summarize what was said.** This means say it in your own words and check in with the other person to make sure you understand what is being said. Always end this part by asking, "Is that right?"
3. **Write It Down!** Whenever possible, write down what you have heard so you can remember to do something with the information. Here are some situations when it is especially important to write down what you have heard:
 - In class, when the teacher is presenting information you need to study
 - When someone gives you instructions about something to do. (Yes, this includes when parents tell you to do something!)
 - When you have a specific part of a group project
 - When else can you think of?

Let's Practice!

Your Teacher says: "We are going to have a Social Studies test on Friday. It will be on Chapter Five about First Cultures of the Americas. To prepare you will need to read the entire chapter, write flashcards on all of the vocabulary words, and decide which culture you enjoyed learning about the most and why."

You say: "OK, so we have a Social Studies test on Friday about Chapter Five and I need to 1) Read the chapter, 2) Make flashcards of all vocabulary words and 3) Decide which culture I enjoyed most. Is that right?"



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<p>Your Teacher says: “Yes, but don’t forget to be prepared to tell why you enjoyed learning about that culture the most.”</p>	<p>Then you <u>summarize</u>:</p> <p>You Say: “Got it! So, I’ll prepare for the test on Friday by reading the chapter on First Cultures of the Americas, detail out the vocab words on flashcards, and figure out which culture I like best and why. That sounds like fun. Is there anything else?”</p>
<p>Your Teacher says: “Sounds like you are on track!”</p>	<p>You Say: “Now it’s time to write it down. It could look like this:”</p> <p>Friday: Social Studies test, Chapter 5</p> <ul style="list-style-type: none"> • Write all vocab words on flashcards • Decide which culture is my favorite and why



For extra practice, discuss how you would break down the steps for this assignment in your planner.

OK – your turn to come up with some practice situations. Get with a partner and take turns saying something with a few steps and then having the other person repeat, summarize, and write it down.

Here are some ideas about topics or you can come up with your own:

1. Your parents tell you to clean your room and put together a bag of clothes that don’t fit to donate.
2. Your teacher tells you about a book report due in 3 weeks.
3. You are part of a group project on recycling, and you must have information about recycling glass for the group next Monday.
4. Or, come up with your own situation.