



**International Center
for Leadership
in Education**



Gold Seal:

Copernicus Education Gateway

Author(s): <i>Marsha Kucker</i>			Lesson Title: <i>Getting Organized</i>			
Grade Span			ICLE Application Model			
<i>K-4</i>	<i>5-8</i> <i>XX</i>	<i>9-12</i>	<i>A</i>	<i>B</i> <i>XX</i>	<i>C</i>	<i>D</i>

Instructional Focus:

Listening – Students listen for a variety of purposes appropriate to the grade level.

Speaking – Students speak for a variety of purposes and audiences with sophistication and complexity appropriate to the grade level.

Reading – Students read a variety of grade level materials, applying strategies appropriate to various situations.

Writing – Students write for a variety of purposes and audiences with sophistication and complexity appropriate to the grade level.

Performance Task

Many factors go into good study habits for improving grades. One of the most important factors is the organization of time.

1. Discuss why it is important to organize time.
2. Distribute a copy of the handout, “How to Improve Your Study Habits and Grades” (Getting Organized Chart 1) to each student. Discuss the items listed with the students and stress those items which focus on organizing time.
3. After the worksheet is completed, distribute a copy of the “Dear Me” letter for students to complete.

ICLE Essential Skills

Apply in writing the rules and conventions of grammar, usage, punctuation, paragraphing and spelling. (e1)
Follow oral or written directions. (e4)
Identify, collect and/or select pertinent information while reading. (e5)
Participate, sometimes leading, in group meetings by contributing, taking turns speaking, and working toward a common goal. (e20)
Understand and produce a variety of informative formats such as business letters, memos, reports, news articles, brochures, proposals and critiques. (e22)
Make informed judgments about the content, organization, and delivery of spoken communication. (e32)
Apply, extend, and expand on information while reading. (e46)
Use expository writing skills in subjects other than English language arts. (e58)

Scoring Guide:

	Beginning 1	Developing 2	Accomplished 3	Exemplary 4	Score
Topic	Totally Unrelated	Remotely Related	Somewhat Relevant	Directly Relevant	
Organization	Not organized, events make no sense	Some organization, events jump around, start and end are unclear	Organized, events are somewhat jumpy	Good organization, events are logically ordered, sharp sense of beginning and end	
Quality of Information	Unable to find specific details	Details are somewhat sketchy	Some details are non-supporting to the subject	Supporting details specific to subject	
Grammar & Spelling	Very frequent grammar and/or spelling errors	More than two errors	Only one or two errors	All grammar and spelling are correct	
Interest Level	Needs descriptive words	Vocabulary is constant, details lack "color"	Vocabulary is varied, supporting details need work	Vocabulary varied, supporting details vivid	
Neatness	Illegible writing, loose pages	Legible writing, some ill-formed letters, print too small or too large, papers stapled together	Legible writing, well-formed characters, clean and neatly bound in a report cover, illustrations provided	Word processed or typed, clean and neatly bound in a report cover, illustrations provided	
Timeliness	Report handed in more than one week late	Up to one week late	Up to two days late	Report handed in on time	

Keywords

English Language Arts	Mathematics	Science
Reading Comprehension Study skills	Algebra	Earth Science
Writing Correspondence Grammar Organization Word processing	Geometry	Life Science
Communications Discussion Listening Communication	Statistics	Chemistry
Literature	Calculus	Physics

Chart 1
HOW TO IMPROVE YOUR STUDY HABITS AND GRADES

AT SCHOOL:

1. Listen carefully to be sure you understand all assignments.
2. In one place, write down all your assignments and their due dates.
3. Do assignments when they are given. Don't fall behind. Use your school study time wisely.
4. For long-term assignments, do a little each day. It is better not to wait until the last minute.
5. Ask the teacher for help if you don't understand the work.
6. Join in class discussions. They will increase your knowledge.
7. If you miss a class or assignment, check with your teachers immediately upon your return to find out what you have missed.

AT HOME:

1. Set a regular time for study. Schedule this around your other activities, but stick with the chosen time.
2. Pick a quiet place in which to study, free from distraction.
3. Organize all the materials you will need before you begin.
4. You may consider doing the hardest work first and saving the easiest work for later.
5. Have a calendar at your study area. Mark the due dates for tests, projects, reports, or research. Remember to look at your calendar daily and plan accordingly.

(Date)

Dear Me:

These are the things I must do to be better organized:

I will show improvement by (date):

If I reach my goal I will (reward):

(Student Signature)

(Teacher Signature)