

## **Essential Knowledge and Skills**

*Achieve College Success: Learn How in 20 hours or Less*

*By Raymond Gerson*

**Introduction:** This book provides an overview of knowledge, skills and attitudes needed to succeed in high school and college. It is the basis for a college readiness and transition course. The book is also a workbook for hands-on and cooperative learning activities. Educators who adopt the books for their students also receive access to an instructor's manual, syllabus, test bank and Power Points.

### **Knowledge and skills:**

1. The student knows how to develop, write and achieve goals in eight different categories: Education, career, physical, mental, personal development and character, financial, family and social relationships.

- Brainstorm and list short-term, mid-range and long-term goals in each of the eight categories
- Select and write one clearly achievable goal for each category to begin pursuing
- Identify and list the steps needed to achieve each of the seven goals
- Develop timelines and deadlines for achieving a successful outcome for each goal
- Identify possible obstacles and develop a plan for overcoming the obstacles
- List the benefits of achieving each goal and how to use them to maintain self-motivation
- Explain how these goals are relevant to education and achieving success in school
- Identify a small goal that can be achieved in a week, the steps needed and write a self-reflection paper about the outcome and learning experience

2. The student will assess preferred learning styles and types of intelligence and match them to appropriate study skill strategies to enhance learning.

- Identify preferred and best sensory learning styles
- List study strategies that match learning styles
- Identify three strongest types of intelligence using Howard Gardner's Multiple Intelligences
- Identify the best study strategies for each of the three strongest intelligences

- List careers that match each of the three strongest intelligences
- Define Successful Intelligence according to Robert Sternberg and cite examples for the three types of thinking
- List the components of Daniel Goleman's Emotional Intelligence
- Identify how to stay healthy and fit and maintain a healthy brain

3. The student knows how to apply principles of effective time management and how to overcome procrastination.

- Explain the 80/20 Rule and how to apply it to school work
- Identify common time management mistakes and how to overcome them
- Use small pockets of time to complete assignments on time
- Assess planning skills and how to improve planning
- List and explain five strategies for better time management
- Use Steven Covey's Four Quadrants to identify priorities
- Analyze common reasons for procrastination and explain strategies for overcoming them
- Compare and contrast estimated time spent per week on activities with actual time spent
- Write a time management self-reflection paper on lessons learned from analyzing the differences between estimated and actual time spent

4. The student is able to pay attention, understand and quickly recall information in textbooks.

- Create and use study environments to maximize performance
- Identify and list benefits of using effective reading comprehension strategies
- Compile targeted questions while reading that maintain focused attention and understanding
- Create study guides to enhance learning while reading textbooks and taking notes
- Use think links and mind maps to increase understanding and recall
- Annotate textbook passages effectively in simple language for greater understanding and remembrance of textbook material

- Explain and self-teach textbook material for greater understanding and retention

5, The student is able to take class notes of the most important concepts and easily write good papers.

- Assess verbal and non-verbal cues from the teacher to predict test questions and understand main ideas
- Self-rate and assess note taking skills and areas needing improvement
- Explain and use a variety of note taking systems including Cornell, outline method, mind map and parallel
- Explain and effectively use four phases of writing, and use journalistic questions to easily and quickly write a good paper
- Explain similarities between good writing and an artist creating a sculpture
- Effectively write a thesis statement, a strong introduction, main points and conclusion

6.. The student knows strategies for successfully taking multiple choice and essay tests. The student knows memory techniques and how to use them for easily recalling information.

- List and use five different strategies to overcome test anxiety
- Use test preparation strategies that develop self-confidence and excellent outcomes on tests
- Compile a list of test taking strategies that can be used before, during and after taking tests
- Identify key words that provide clues to correct answers on multiple choice tests
- Differentiate absolute and qualifying words and phrases and use them to improve test scores on multiple choice tests
- List directive words and what they mean regarding instructions for essay tests
- List and use ten different memory strategies for improving recall of information
- Demonstrate a minimum 50% gain in recall during a before and after test by applying memory strategies

7.. The student knows how to develop and use critical thinking skills to decide if something is accurate and of value.

- Define critical thinking and the benefits of using it
- Explain Bloom's six levels of thinking and how to use them to think critically
- Compose a list of questions for each of Bloom's levels of thinking
- Use critical thinking to analyze and evaluate a story
- List the false premises in an advertisement
- Use critical thinking to solve problems
- Identify the components of analytical thinking
- Explain four components of Roger von Oech's creative process
- Explain and use the CARS checklist by Robert Harris to evaluate research

8. The student knows how to assess motivated and strongest functional skills, special knowledge's and Holland Personality Types to determine appropriate college majors to research.

- Assess ten best and most enjoyable functional and motivated skills
- Identify ten strongest self-management traits
- List five special knowledge's
- Identify top three Holland Personality Types
- List top ten values
- Identify five societal problems and needs that could become vocations of interest
- List ten skills most wanted and valued by employers

9.. The student knows proactive strategies for creating a successful and fulfilling life and how to make a positive contribution to others and society.

- Determine what needs to happen to have a successful life
- List and use ten general success principles
- Identify five strongest character traits and five more needing further development
- Explain the value of a healthy and strong self-image and strategies for developing it
- List and use strategies for overcoming self-sabotage

- Explain the power of positive expectation and its value in school and life
- Determine and write a personal mission statement
- Write a success paper about a favorite past accomplishment
- Write a paper on most important strategies learned and how they will be applied

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