Everyone knows studying is important to doing well in school. But does your teen know how to make the most of the time she spends reading and reviewing? You can help her be confident and prepared with this “road map” to smart studying.

Hit the road.
To tackle study sessions, your child needs the right materials, as well as a schedule. Textbooks, class notes, and old quizzes can help her prepare for a test. Have her allow enough time to study by counting the days until an exam, consulting her calendar for commitments (club meetings, sports practices), and working out a plan.

Tip: Suggest an hour a day — students tend to retain the most in the first hour of studying.

Thinking of others
Teens who are considerate make a good impression. Remind your child of relatives’ birthdays and anniversaries, and ask her to send a card or call with good wishes. She’ll be less apt to get too wrapped up in herself if she remembers others.

Using calculators
Suggest that your child put away his calculator when doing simple computations. Adding numbers in science problems or subtracting dates for a history paper will keep his basic math skills sharp. Have him save the calculator for time-consuming tasks like figuring square roots or dividing large numbers.

Fit rewards
What’s a great way to encourage family togetherness and stay in shape? Use physical activity as a reward. For example, motivate children to do chores by promising a family bike ride when they’ve finished. Or celebrate successes, such as a child winning the debate contest, with a fun afternoon rollerblading.

Worth quoting
“You are what you do, not what you say you do.” Carl Jung

Just for fun
Q: What is the center of gravity?  A: The letter V!

Use a map. Encourage your high schooler to create study guides for each test. She can use colored pens (or color highlights on the computer) to define geography terms or identify characters in novels. These guides will help her quickly focus on the important information.

Take a friend along. A “study buddy” brings a fresh perspective to work sessions. One partner might have notes on something the other missed or understand a section better. By exchanging study guides and information, they’ll each be able to review more thoroughly. They can also quiz one another.

Who, when, where?
Your teen is heading out the door on Saturday night. What do you need to know to keep him safe? Ask these four questions.

• “Where are you going?” Find out who he’ll be with and what their plans are. If they’re going to someone’s house, check that a parent will be home.
• “How are you getting there?” Ask who’s driving. If it’s another teen, see how long he has had his license and if he’s allowed to drive other kids.
• “How can I reach you?” Plan more than one method (a friend’s home phone, a parent’s cell phone).
• “When will you be home?” Agree on a time your child is expected back.
Countdown to college

If your teen is an upper-classman, the clock is ticking on college admissions. Help him stay on track with these second-semester tips.

Juniors:
- Organize college brochures and Web site printouts into individual folders. Keep the stack handy (on a desktop, in a drawer).
- Take virtual visits of different types of campuses (large, small, rural, urban). Tip: Visit www.ecampustours.com for easy access to many schools. If possible, visit some colleges in person.

Seniors:
- Call colleges to see if they’ve received your paperwork, including financial aid applications, updated transcripts, recommendation letters, and housing requests.
- Look for acceptance and financial aid letters by April. If you’re wait-listed, be sure to confirm that you want to remain on the list.
- Try to visit the schools where you’ve been accepted. For a glimpse of campus life, talk to students, read the school newspaper, and even arrange to stay overnight in a dorm.

Q & A Be a good sport

Q My daughter just made the school basketball team. She has always had a hot temper—how can I help her be a good sport?

A You can start by discussing good sportsmanship when you’re watching games on TV together. Point out when a player calmly accepts a questionable call or is gracious about a loss.
Let your daughter know you expect her to respect coaches’ and referees’ decisions, even when she doesn’t agree. Encourage her to celebrate her team’s successes without putting down opponents and to congratulate other teams on a job well done.
You can also help by demonstrating good sportsmanship yourself. If you disagree with the coach, for example, speak politely with him in private. Show pride by cheering on the home team, but avoid booing other players.

Parent to Parent Modern history

My son Brad recently complained that he was bored with American history. “It all happened so long ago,” he said. “Why should I care about it?”
I wanted to show Brad that history happens every day. I started looking in the newspaper for events that are making history in our town. I found articles about free speech and civil rights and showed them to him. Brad was surprised to see how much “history” is going on right where he lives. For example, he had not connected legal battles over job discrimination or religious displays in public places with the history he is studying in school.
I asked him to keep an eye out for articles to add to our collection, and I make a point of asking his opinions on them. Our little project has made history come alive for Brad, which is just what I had hoped!

Plan to proofread

Hours poured into writing a paper can quickly be undermined by misspelled words or forgotten capital letters. That’s why proofreading—checking grammar, punctuation, and spelling—is an important last step. To find mistakes effectively, suggest this plan to your teenager:
▲ Read out loud. You’ll be able to see and hear errors.
▲ Look at old papers to learn from past mistakes. Then, pay extra attention to your common errors, such as mixed-up tenses or misused words.
▲ Read through the paper several times. Search for something different each round (examples: spacing, noun-verb agreement).
▲ Review individual lines of text. Move a blank sheet of paper down the lines as you go to help you concentrate.
▲ Proofread headings, subheadings, and charts separately so you don’t overlook details.
▲ After writing, wait at least 20 minutes before proofreading. Overnight is even better.