

Suggestions for Individual Users

We have listed some suggestions to help you get the most out of the workbook exercises that you may be using. There is a box next to each tip. You might print out the list and put a check next to the suggestions that are most appropriate for you.

- Set aside a comfortable place to work. Make sure you have enough room for your arm to rest on the table.
- Set aside consistent times each day to work. Two shorter sessions are usually preferable to one long session.
- Figure out how much time you can spend working on the exercises before you get too tired, confused, or overloaded. Don't work longer than this amount of time at each session.
- Make sure the lighting is good and there are no other distractions such as TV, radio, or people talking.
- Use a pencil with a big soft eraser.
- Read through the entire directions and the example and make sure you understand them before starting the first question.
- Take your time – don't rush.
- Fill in all the answers you know, then go back and start the harder ones.
- Make a light check mark in the left margin by questions that you skip over. When you look back at the pages, you will see the questions that you need to look at again.
- If you are stuck, try reading the information slowly and out loud - or have someone read it to you.
- If you are having trouble with more than half of the questions, ask for help or put the book aside and come back to it at another time. If you continue to have trouble even with help or can only get half of the answers, then put the date at the top of the page. Don't try it again until instructed or until several weeks go by.
- Use a blank sheet of paper (white or colored) to cover up other parts of the page so you can see and concentrate on only one question at a time.
- If you have a choice of answers, go through the list and eliminate any choices you know are wrong the first time by putting a light X through them. If you still don't have the answer, go through the choices again but this time, only look at the answers you did NOT cross out.
- Use the alphabet for exercises when you need to insert letters, think of words, have letter choices, or scrambled words. Write the alphabet on another page and keep it next to what you are working on. You could also use letter tiles.
- When you need to fill in a letter of a word, try to visualize the whole word. Write a letter lightly and see how it looks. If it doesn't look right, chances are it is wrong. Erase and try again.
- When you have a column of answers to choose from, use the left column as an anchor column. Start with the first question and try each answer in order from the right column. When you find an answer, cross it off. Start with the next question and do the same thing but skip over the answer you already used. As you continue on, remember that if you made a mistake earlier, you will probably not find an answer that makes sense from the remaining choices. In that case, you will have to look through the answers you previously crossed out.
- If there is a blank line for you to fill in a word, read the phrase / sentence out loud and say "um" or "blank" for the missing word. Look up from the page and listen to what you said. That may help you figure out the word that is missing.
- Adapt the books to what you need. If an exercise calls for you to write a sentence to answer a question, do it if you need to work on putting together a sentence. If that is too difficult, then answer in a word or two.
- If you are getting frustrated or tired, put the book down. Start again when you are feeling fresh.
- There will likely be some questions that you do not know or will stump you. You may also think of a different but reasonable answer from any choices that are given. That is fine. Although the exercises are supposed to be challenging, they are also supposed to be reasonable and fun. Don't let a question or exercise upset you – just skip it or put the book down and return later.