

List of Skills, by Lesson

| Part / Lesson | Title | Skills |
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| Part 1 | Organizing Information | |
| Lesson 1 | Alphabetizing | <ul style="list-style-type: none"> • Alphabetize words • Alphabetize names of people |
| Lesson 2 | Making and Interpreting Time Lines | <ul style="list-style-type: none"> • Read horizontal and vertical time lines • Interpret information provided in time lines • Create a time line from given information |
| Lesson 3 | Outlining | <ul style="list-style-type: none"> • Determine first-, second-, and third-level ideas from a reading for outlining purposes • State the characteristics of an outline • Use written conventions of outlines • Outline lecture notes and readings |
| Lesson 4 | Other Shortcuts for Organizing Information | <ul style="list-style-type: none"> • Create a graphic organizer • Write marginal notes • State the advantages and disadvantages of writing marginal notes • Identify common abbreviations • Abbreviate lecture notes • Use note cards, sticky notes, and notebook tricks for organizing information |
| Lesson 5 | Review—Practicing Skills from Part 1 | |

| Part / Lesson | Title | Skills |
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| Part 2 | Reading and Interpreting Illustrated Information | |
| Lesson 6 | Reading and Interpreting Maps | <ul style="list-style-type: none"> • Identify information provided by maps • Read and interpret maps with keys • Read and interpret readings with maps |
| Lesson 7 | Reading and Interpreting Graphs | <ul style="list-style-type: none"> • Identify and interpret bar graphs and line graphs • Make predictions based on information presented in graphs • Read and interpret graph legends |
| Lesson 8 | Reading and Interpreting Charts and Tables | <ul style="list-style-type: none"> • Identify and interpret pie charts • Identify and interpret tables • Identify information not provided by illustrated sources |
| Lesson 9 | Review—Practicing Skills from Part 2 | |
| Part 3 | Skills for Better Reading | |
| Lesson 10 | Determining the Main Idea | <ul style="list-style-type: none"> • Identify main ideas in reading passages • Identify topics and topic statements • Use the Umbrella Principle to determine which sentences support the main idea and which do not • Identify main ideas through thesis statements or repetition of main points. |

| Part / Lesson | Title | Skills |
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| Lesson 11 | Types of Writing on Assignments and Tests | <ul style="list-style-type: none">• Identify appropriate levels of formality in various forms of writing• Identify various genres of writing• Use appropriate genres when responding to test questions |
| Lesson 12 | Scanning and Skimming | <ul style="list-style-type: none">• Scan for information in books or on the Internet• Skim various texts for details• Identify and use key words when skimming for details |
| Lesson 13 | Vocabulary Strategies | <ul style="list-style-type: none">• Understand that many words have various meanings and determining which meaning is appropriate to the context in which it is used• Use a dictionary to determine the meanings of words• Identify dictionary abbreviations for parts of speech• Determine the meaning of a word based on context• Use word parts to determine meaning• Use notebooks, cards, and other systems to learn new vocabulary |
| Lesson 14 | Review—Practicing Skills from Part 3 | |

| Part / Lesson | Title | Skills |
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| Part 4 | Research Strategies | |
| Lesson 15 | Finding Information for Research | <ul style="list-style-type: none"> • Identify sources of information available in libraries • Perform searches by keyword, author, title, or Library of Congress number in online library catalogs • Perform online searches to find information for research • Identify the advantages and disadvantages of library versus online sources • Determine whether to search library catalogs or online sources first when searching for information |
| Lesson 16 | Avoiding Plagiarism | <ul style="list-style-type: none"> • Identify examples of plagiarism • Paraphrase information without plagiarizing • Cite sources of information to avoid plagiarizing • Identify statements of factual common knowledge |
| Lesson 17 | Review—Practicing Skills from Part 4 | |
| Lesson 18 | Comprehensive Review—Practicing Skills from All Parts | |