

HELP 1	Starting Secondary School	<ul style="list-style-type: none"> <li>• INDEPENDENT LEARNING: Homework is very different from how it was in primary school</li> <li>• TIME MANAGEMENT: You need to work smart to manage your time well</li> <li>• ORGANISATION: Being organised makes life easier</li> <li>• HELP: Ask for help often and early</li> <li>• SKILLS: Develop the skills you need for success</li> <li>• HEALTH: Look after yourself, your mind and your body</li> </ul>
HELP 2	Approaching Assignments	<ul style="list-style-type: none"> <li>• STEP 1: Begin with a 15 minute overview</li> <li>• STEP 2: Brainstorm the steps that will be involved and schedule the work over the time available</li> <li>• STEP 3: Ensure you are clear on what to research and structure what you need to find out</li> <li>• STEP 4: A few more things before you start researching</li> <li>• STEP 5: Do your research and start writing your assignment</li> <li>• STEP 6: Proofing your assignment</li> <li>• STEP 7: Bibliography and formatting</li> <li>• STEP 8: Submitting your assignment</li> </ul>
HELP 3	Research Skills	<ul style="list-style-type: none"> <li>• TAKE THE TIME TO ANALYSE THE TASK BEFORE YOU START YOUR RESEARCH</li> <li>• CHOOSE YOUR RESEARCH APPROACH</li> <li>• FINDING RESOURCES</li> <li>• ASSESSING RESOURCES</li> <li>• PLAGIARISM</li> <li>• BIBLIOGRAPHIES AND REFERENCING</li> </ul>
HELP 4	Home Study Environment	<ul style="list-style-type: none"> <li>• QUIET AND PRIVATE SPACE</li> <li>• DISTRACTION FREE</li> <li>• ERGONOMIC SET-UP</li> <li>• REGULAR BREAKS</li> <li>• GOOD LIGHTING</li> <li>• VENTILATION</li> <li>• CLEAR WORKSPACE</li> <li>• STORAGE SPACE</li> <li>• NOTICEBOARD</li> </ul>
HELP 5	Senior School Success	<ul style="list-style-type: none"> <li>• SENIOR SCHOOL MINDSET: Attitude, growth mindset, responsibility, motivation, goals</li> <li>• AT SCHOOL: Using class time and study periods effectively</li> <li>• AT HOME: Organising resources and creating an afternoon routine</li> <li>• TIME MANAGEMENT: How much time, dealing with distractions, working effectively</li> <li>• ASSESSMENTS AND ESSAYS: Key points to approach assessments successfully</li> <li>• STUDYING FOR TESTS EFFECTIVELY: Making study notes and preparing for exams</li> <li>• INDEPENDENT LEARNING: Doing more than just what your teacher tells you to do</li> <li>• SEEKING HELP: Building a support network and asking for help when needed</li> <li>• MANAGING RELATIONSHIPS: Working with parents, teachers and friends</li> </ul>
HELP 6	Mastering Middle School	<ul style="list-style-type: none"> <li>• IT'S ALL ABOUT ATTITUDE</li> <li>• CREATE POSITIVE RELATIONSHIPS</li> <li>• DEVELOP THE HABITS OF AN EFFECTIVE LEARNER AT SCHOOL</li> <li>• DEVELOP THE HABITS OF AN EFFECTIVE LEARNER AT HOME</li> <li>• DEVELOP THE HABITS OF AN EFFECTIVE LEARNER FOR ASSIGNMENTS</li> <li>• DEVELOP THE HABITS OF AN EFFECTIVE LEARNER FOR TESTS AND EXAMS</li> <li>• DEVELOP YOUR CREATIVITY</li> <li>• TIPS FOR MIDDLE SCHOOL TEACHERS</li> <li>• 'TOP TEN' CHECK-UP</li> </ul>

HELP 7	Preparing for Exam Blocks	<ul style="list-style-type: none"> <li>• WHY DO WE HAVE EXAMS</li> <li>• FACT FINDING</li> <li>• GET ORGANISED</li> <li>• PLAN YOUR TIME</li> <li>• START STUDYING</li> <li>• 'TOP TEN' CHECK-UP</li> </ul>
HELP 8	Goal Setting	<ul style="list-style-type: none"> <li>• WHY SET GOALS</li> <li>• TYPES OF GOALS</li> <li>• RULES FOR GOAL SETTING</li> <li>• GOAL SETTING MINDSET</li> <li>• USING YOUR GOALS</li> <li>• REASONS WHY WE DON'T ACHIEVE OUR GOALS</li> <li>• ACTIONS YOU COULD TAKE NEXT</li> <li>• DEVELOPING RESILIENCE</li> </ul>
HELP 9	Managing Stress	<ul style="list-style-type: none"> <li>• WHAT IS STRESS</li> <li>• WHAT ARE THE SIGNS OF STRESS</li> <li>• MANAGING STRESS</li> <li>• MENTAL HEALTH STRATEGIES</li> </ul>
HELP 10	Improving Reading Skills	<ul style="list-style-type: none"> <li>• SCANNING</li> <li>• SKIMMING</li> <li>• READING TO REMEMBER</li> <li>• READING NOVELS</li> <li>• SPEEDING UP READING</li> <li>• TIP FOR IMPROVING CONCENTRATION</li> <li>• ORAL READING</li> </ul>
HELP 11	Improving Writing Skills	<ul style="list-style-type: none"> <li>• IMPROVE YOUR GENERAL WRITING SKILLS</li> <li>• UNDERSTANDING ESSAY QUESTIONS</li> <li>• PLANNING ESSAYS</li> <li>• WRITING ESSAYS</li> <li>• EDITING ESSAYS</li> <li>• WRITING ESSAYS IN EXAMS</li> <li>• DIFFERENT TYPES OF WRITING</li> </ul>
HELP 12	How to Study for Tests and Exams	<ul style="list-style-type: none"> <li>• OVERALL APPROACH TO STUDYING</li> <li>• STEPS TO STUDYING</li> <li>• TECHNIQUES FOR LEARNING</li> <li>• TECHNIQUES FOR PRACTISING</li> <li>• TOP TEN CHECK-UP</li> </ul>
HELP 13	Test-Taking Techniques	<ul style="list-style-type: none"> <li>• A FEW DAYS BEFORE THE TEST</li> <li>• THE NIGHT BEFORE THE TEST</li> <li>• THE MORNING OF THE TEST</li> <li>• DURING THE TEST</li> <li>• MANAGING TIME IN A TEST</li> <li>• DEALING WITH STRESS AND NERVES</li> </ul>
HELP 14	Science Skills	<ul style="list-style-type: none"> <li>• SCIENCE IN THE SCHOOL LABORATORY</li> <li>• KEY TERMINOLOGY</li> <li>• SCIENTIFIC DIAGRAMS, GRAPHS &amp; TABLES</li> <li>• MAKING EFFECTIVE STUDY NOTES</li> <li>• STUDYING FOR EXAMS (JUNIORS)</li> <li>• STUDYING FOR EXAMS (SENIORS)</li> </ul>
HELP 15	Mathematical Skills	<ul style="list-style-type: none"> <li>• HABITS TO DEVELOP</li> <li>• SETTING OUT YOUR WORK</li> <li>• MATHS STUDY NOTES</li> <li>• STUDYING FOR MATHS TOPIC TESTS</li> <li>• STUDYING FOR MATHS EXAM</li> </ul>

HELP 16	Foreign Language Skills	<ul style="list-style-type: none"> <li>• INTRO TO LANGUAGE LEARNING</li> <li>• IN THE CLASSROOM</li> <li>• LEARNING VOCAB</li> <li>• READING SKILLS</li> <li>• WRITING SKILLS</li> <li>• SPEAKING SKILLS</li> <li>• LISTENING SKILLS</li> </ul>
HELP 17	Presentation Skills	<ul style="list-style-type: none"> <li>• BEFORE YOU START WRITING</li> <li>• INTRODUCTION OF THE SPEECH</li> <li>• MAIN BODY OF YOUR SPEECH</li> <li>• CONCLUSION OF YOUR SPEECH</li> <li>• EDITING YOUR SPEECH</li> <li>• VISUAL AIDS</li> <li>• PRACTISING</li> <li>• DEALING WITH</li> </ul>
HELP 18	Lifestyle and Balance	<ul style="list-style-type: none"> <li>• WHAT YOU EAT</li> <li>• WHAT YOU DRINK</li> <li>• HOW ACTIVE YOU ARE</li> <li>• ALL ABOUT SLEEP</li> <li>• HAVING A BALANCED LIFE</li> </ul>
HELP 19	Using Classtime	<ul style="list-style-type: none"> <li>• STEPS TO MAKING THE MOST OF CLASSTIME</li> <li>• LISTENING SKILLS</li> <li>• PARTICIPATION SKILLS</li> <li>• CONCENTRATION SKILLS</li> <li>• GROUPWORK SKILLS</li> <li>• APPROPRIATE CLASSROOM BEHAVIOUR</li> <li>• ASKING FOR HELP</li> </ul>
HELP 20	After Tests and Exams	<ul style="list-style-type: none"> <li>• WHY DO WE HAVE TESTS</li> <li>• WHEN YOUR TEST IS RETURNED TO YOU IN CLASS</li> <li>• WHEN YOU GET HOME THAT NIGHT</li> <li>• CONSIDER YOUR RESULTS</li> <li>• WITHIN A WEEK OR SO AFTER THE TEST</li> <li>• MAKE SURE YOU DON'T JUST BAND-AID</li> <li>• KAIZEN</li> <li>• HOW PARENTS CAN HELP</li> </ul>
HELP 21	Live Your Best Life	<ul style="list-style-type: none"> <li>• THE POWER OF THOUGHTS</li> <li>• SELF-TALK</li> <li>• PERSONAL VALUES AND BELIEFS</li> <li>• SELF-ESTEEM</li> <li>• LIFE VISION AND A BALANCED LIFE</li> <li>• HAPPINESS</li> <li>• GRATITUDE</li> <li>• MEDITATION</li> <li>• VISUALISATION</li> <li>• EMOTIONS</li> <li>• FINAL IDEAS TO CONSIDER</li> </ul>
HELP 22	All About Your Brain	<ul style="list-style-type: none"> <li>• THE STRUCTURE OF THE BRAIN</li> <li>• LOOKING CLOSER AT THE CEREBRUM: LIMBIC SYSTEM</li> <li>• LOOKING CLOSER AT THE CEREBRUM: CEREBRAL CORTEX</li> <li>• NEURONS: OUR BRAIN CELLS</li> <li>• HEMISPHERES OF THE BRAIN</li> <li>• PLASTICITY OF THE BRAIN</li> </ul>
HEP 23	All About Your Memory	<ul style="list-style-type: none"> <li>• MAKING MEMORIES</li> <li>• SHORT AND LONG TERM MEMORY</li> <li>• ENCODING MEMORIES</li> <li>• STORING &amp; RETRIEVING MEMORIES</li> </ul>

