



Study Skills Resources for Year Coordinators in-the-know...

“Just what I was looking for!”

- Provide your students with essential skills to help them achieve greater success (something parents really appreciate!)
- Save valuable time: we provide the resources you need to help your students

Our Organisation: Enhanced Learning Educational Services (ELES) is the leading provider of study skills resources in Australia. Since 2001 over 300,000 students across Australia have benefited from our study skills worksheets and workbooks. Our study skills sessions, offered mainly in the greater Sydney region, have been outstandingly successful over the past few years. An Australian business based in Sydney, our clients extend throughout Australia and to schools overseas. Our mission is to provide a worthwhile and effective service to teachers, students and parents, enhancing students' learning skills and abilities through dynamic programs, resources and strategies to unlock the power of students' minds and enable greater success at school and in life.

Our Commitment: As part of ELES' commitment to education, 5% of all gross income is donated to charities that help and assist children (see the list of charities we have donated to on our home page at www.enhanced-learning.net).

Our Products: Our resources are designed for Year Coordinators to enhance their pastoral care programs. Each resource is in a convenient ring binder folder for ease of photocopying and one-time purchase gives the school full photocopy rights. This means you can copy it year after year for your students!

Sample Pages: Available on our website at www.enhanced-learning.net (Select Option 2: Resources)

On Approval: You can select to view our products before purchase by visiting our website. Go to www.enhanced-learning.net.

❑ **STUDY SKILLS 'SNAKES AND LADDERS' game sets FOR YEARS 6-8**

Looking for something different to do with your students around the topic of study skills?

Each set contains: 6 Laminated Colour A3 Game Boards (2-5 students can use a board together) and 6 dice

Note: We do not offer an 'on approval' service for this product and there are no photocopying rights for this product.

If you require more game boards you will need to purchase more sets.

Price: \$99 for the set (includes GST and postage).

❑ **'DVD: EFFECTIVE EXAM PREPARATION' FOR YEARS 7-9**

This DVD takes students through a step-by-step guide to all phases of exam preparation. Each section is approximately 15 minutes long and can be viewed separately or together. Ready-to-use worksheets are included for you to print and photocopy to accompany the DVD.

SECTION 1 - "Preparing for Examinations" (getting organised, making study notes)

SECTION 2 - "Studying for Examinations" (examination preparation, how to study)

SECTION 3 - "Techniques for Examinations" (developing good examination skills)

Price: \$99.00 (includes gst, delivery)

❑ **'PREPARING FOR HIGH SCHOOL' FOR YEAR 6**

This resource consists of 10 sections each consisting of 2 double sided worksheets that can be used with a Year 6 Primary class towards the end of the year to help them understand and develop the types of study skills they will need for high school. The resource gives students an excellent grounding for their studies in high school and a solid introduction to essential study skills techniques. You may also decide to copy the workbook for the students and give it to the Year 6 parents to work through at home with their son or daughter - either way the parents will be most impressed! This resource is designed to be used in the last few months/weeks of Year 6, during the holidays before high school or even the first few weeks of high school. Purchase of this product gives full photocopy rights for your school. The resource sections are as follows:

Set up your home study environment, Use class time effectively, Know where to get help: who to see for what, Get yourself (and your papers) organized, Manage your time at home, How do you approach assignments?, How (and why) do you make study notes?, How do you study for tests?, How do you approach examinations?, How can you do well in your subjects at high school?



**Enhanced Learning
Educational Services**
"the study skills specialist"

*Helping pastoral care
professionals
to help their students:*

□ 'GOAL SETTING WORKSHEETS'

The primary school resource consists of 20 double sided worksheets in two sections for your form or roll teachers to use throughout the year with their form or roll class. These ready-to-use worksheets contain a multitude of activities to help students develop goal setting skills. The middle school product consists of 10 sections each of 4 pages. The senior school product is a workbook for students to work through at their own pace. Purchase of each product gives full photocopy rights for your school. Topics are as follows:

YEAR 6 GSWP	MIDDLE SCHOOL GSWM	SENIOR SCHOOL GSWS
<ol style="list-style-type: none"> 1. What are goals? 2. Why do people set goals? 3. How do you write a goal? 4. Making your goals SMART. 5. Achieving your goals. 6. Visualising your goals. 7. Re-evaluating your goals. 8. Maintaining your attitude. 9. Avoiding perfectionism. 10. Rewarding yourself for achieving goals. 11. What are you good at? 12. Personal Qualities Goals. 13. Interests Goals. 14. Family Goals. 15. Friends Goals. 16. Health Goals. 17. Work/Study/Career Goals. 18. Your Personal Mission Statement. 19. Goals for this year. 20. Goal Action Plan. 	<ol style="list-style-type: none"> 1. Why Set Goals? 2. Types of Goals 3. Rules for Good Goal Setting 4. Using Your Goals 5. Checking-in With Your Goals 6. The Importance of Attitude 7. Building Resilience 8. Achieving vs Failing Goals 9. Advanced Goal Setting 10. Looking Ahead 	<ul style="list-style-type: none"> - A letter to Year 11 & 12 students - Goal Setting Quotations - Principles of Goal Setting - Thinking Ahead to Life Goals - Goals for Senior Years <ul style="list-style-type: none"> (i) Academic Goals (ii) Other Goals for the Senior Years - 7 Reasons why we don't achieve our goals - Achieving Your Goals

□ 'STUDY SKILLS WORKSHEETS'

Each resource consists of 20 double sided worksheets for your form or roll teachers to use throughout the year with their form or roll class. These ready-to-use worksheets contain a multitude of activities to improve students' study skills. Purchase of each product gives full photocopy rights for your school. Worksheet topics are as follows:

YEAR 7 SSW	YEAR 8 SSW	YEAR 9 SSW
<ol style="list-style-type: none"> 1. Welcome to High School 2. Managing Homework 3. Assignments and Tests 4. Classroom Skills 5. Home Study Environment 6. Reflection /Thinking Ahead 7. Organisation and Filing 8. Summarising 9. Developing Class Skills 10. Managing Workload 11. Mid Year Reflection 12. Learning & Remembering 13. Time Management Tips 14. Overcoming Blockers 15. Are you on Track? 16. Preparing for Exams 17. Study Timetables 18. Studying for Exams 19. In the Exam 20. Post-Exam Evaluation 	<ol style="list-style-type: none"> 1. Goals for the Year 2. Scheduling Work 3. Effective Use of Classtime 4. Organisational Skills 5. Optimising Study Conditions 6. Reflection /Thinking Ahead 7. Making Study Notes 8. Improving Study Notes 9. Power of Positive Thinking 10. Managing Stress 11. Mid Year Reflection 12. How the Brain Remembers 13. Studying to Remember 14. Practise Makes Perfect 15. Obstacles to Success 16. Preparing for Exams 17. Study Timetables 18. Studying for Exams 19. In the Exam 20. Post-Exam Evaluation 	<ol style="list-style-type: none"> 1. Study Habits Review 2. Using Classtime 3. Managing Workload 4. Organising Your Papers 5. Summarising As You Go 6. Helping Your Memory 7. Learning From Study Notes 8. Practising Subject Skills 9. Power of the Mind 10. Caring for Your Brain 11. As Exams Approach 12. Managing Study Time 13. Study Techniques 14. Memory Tricks 15. Exam Techniques 16. Reflecting on Goals 17. Dealing With Difficulties 18. Getting Motivated 19. Exam Preparation Grid 20. Learning From Exams
YEAR 10 SSW	YEAR 11 SSW	YEAR 12 SSW
<ol style="list-style-type: none"> 1. Why is Year 10 Important? 2. Choose Your Target 3. Setting Up Systems 4. Habits of Success 5. Making the Most of Classtime 6. Handling Workload 7. Working with Teachers 8. Managing Parents 9. Balancing School and Life 10. Brain Power 11. Finding Motivation 12. Getting Yourself Started 13. Maintaining Momentum 14. Improving Study Styles 15. Memorisation Skills 16. Examination Preparation Stages 17. Focused Revision 18. Examination Strategies 19. Learning from Examinations 20. Starting Senior High School 	<ol style="list-style-type: none"> 1. Welcome to Senior High 2. Self Evaluation 3. Tips for Success 4. Maximising Classtime 5. Working Smarter 6. Note-taking Skills 7. Reading to Remember Skills 8. Time Management Skills 9. Organisational Skills 10. Internet Research Skills 11. Preparation Techniques 12. Study Techniques 13. Further Study Techniques 14. Examination Techniques 15. Evaluation Techniques 16. Making the Most of Teachers 17. Finding Additional Help 18. The Power of Groups 19. Continuous Improvement 20. Looking Ahead to Year 12 	<ol style="list-style-type: none"> 1. Where are You Heading? 2. Why Bother? 3. Your Study Habits 4. Simple Success Tip 5. Organise Your Papers 6. Improving Your Notes 7. Managing the Mountainload 8. Improving Writing Skills 9. Plagiarism 10. Balance in Your Life 11. Dealing with Stress 12. Support Structures 13. Overcoming Procrastination 14. It's Your Life 15. Conflict Resolution 16. But How Should I Study? 17. Examination Strategies 18. Effective Exam Preparation 19. Between School & Public Exams 20. The Final Exams

□ 'TIME MANAGEMENT TECHNIQUES'

In three parts, the kit deals with the issue of time management in a user friendly and effective way. Purchase of each product gives full photocopy rights for your school. **PART 1:** An introduction to what time management is and an assessment of the obstacles that students are currently facing.

This section can be given to students to complete at home or in form time. (Consists of 5 double-sided worksheets.)

PART 2: Time Management Techniques. 10 clearly explained techniques suitable for students to implement. Each technique is outlined on a double-sided worksheet and includes activities for students to complete. Topics are:

YEAR 7 TMT	YEAR 8 TMT	YEAR 9 TMT
<ol style="list-style-type: none"> The Rule of Three Clever Diary Use Chipping Away Personal Blockers Reward Yourself SOS Asking For Help Working Smarter Handling Deadlines Using Habits Your Job 	<ol style="list-style-type: none"> Split Lists Chunking Planning Ahead Monitoring Time Motivating Factors Support Structures Portable Time Transforming Energy Twofer Concept Step by Step 	<ol style="list-style-type: none"> The Last Thing Realistic Time Estimates The ABC System Change Tactics Fighting Procrastination Learn From Others Smart Time Use Using Visualisation Conquer the Clutter Optimal Study State
YEAR 10 TMT	YEAR 11 TMT	YEAR 12 TMT
<ol style="list-style-type: none"> The C.U.L.L. System Using Deadlines The Three P's Alternative Study Places Stretch Yourself Kill Procrastination Chronobiology Managing Friends Saving Time On-line Action Plans 	<ol style="list-style-type: none"> The Razor's Edge Avoiding Over Commitment Assignment Planning Distraction Destroyer Pavlov's Trick Harnessing Group Power Distributed Learning Using Quadrants Squeezing Time Managing Perfectionism 	<ol style="list-style-type: none"> The 80/20 Rule Slice the Salami Gant Charts Dissolving Barriers Just Do It On Track Partner Rock, Pebble, Sand Emotions That Waste Time Time Limits 3D System

These first two parts of the kit can be used in the following ways: a) Handed out in parts for students to complete at school in form time. b) Handed out in whole or parts for students to complete in their own time. c) In entirety at an in-school study skills day.

PART 3: Parents are always looking for ways to help and assist their students. This section consists of a suggested covering letter (you can also download this from our website in order to adapt it to suit your school), suggestions of inserts for your school newsletter, and a Parents' Guide to Time Management Techniques for their child's year group. These can be sent out to parents as a package or at different times of the year, or could be included in any handbooks or guides your school might give to parents. (Consists of 5 double-sided pages).

□ 'EXAMINATION PREPARATION WORKBOOKS'

This resource consists of a 40-page workbook that can be copied and given to each student. It steps students through all stages of effective examination preparation. It is recommended that students be given the booklet at least 6 weeks prior to the examination period. (Note: students do not complete the booklet all at once. As they reach a particular stage over the six week period before examinations they then work through that section of the workbook). Purchase of this product gives full photocopy rights for your school. Sections of the workbook are as follows:

FOR YEAR 7/8 STUDENTS	FOR YEAR 9/10 STUDENTS	FOR YEAR 11/12 STUDENTS
<ol style="list-style-type: none"> In the Classroom Getting Organised Making Study Notes Planning Your Study Start Studying The Weekend Before 24 Hour Countdown In the Exam After the Exam <p>Appendices:</p> <ol style="list-style-type: none"> Dealing with Stress Improving Confidence Optimal Learning Conditions Obstacles to Studying 	<ol style="list-style-type: none"> <u>Checkup Time</u> (evaluating current skills and changes needed for success at school) <u>Study Notes</u> (making effective study notes and using mind maps) <u>Effective Studying</u> (making study more active and efficient, planning time) <u>All About the Exam</u> (pinpointing areas to improve and techniques to employ) <p>Appendices: Finding Motivation, Home Study Environment, Multiple Choice Qus, Approaching Essay Qus</p>	<ol style="list-style-type: none"> <u>Making Study Notes</u> (when, how and why to make effective study notes) <u>Planning for Examinations</u> (making a plan for effective use of time before exams) <u>Studying for Examinations</u> (making study more active and efficient) <u>Improving Examination Techniques</u> (pinpointing areas to improve) <p>Appendices: Dealing with Stress Studying in Vacations</p>

Note: if you purchased an Examination Preparation Workbook in 2002-2004 you can purchase the upgraded version (double the content) for half the price. You will receive a complete new copy in the ring bound folder.

□ 'STUDY SKILLS HANDOUTS FOR MATHEMATICS'

This resource is designed for the use and benefit of the Maths department. Presented in a ring bound folder for ease of photocopying, the following 22 double sided sheets are for your Mathematics teachers to copy and give to students (and/or parents!) throughout the year. Most of the handouts are suitable for all levels of high school although there are a few that are junior or senior specific. The price includes delivery and full photocopy rights for your school to make copies for your students again and again, year after year.

Handout topics are as follows: Why do we need to Study Mathematics?, Steps to Success in Mathematics (Part 1), Steps to Success in Mathematics (Part 2), Steps to Success in Mathematics (Part 3), Mathematics Self Evaluation, Improving Your Setting Out, Group Work in Mathematics, Using Calculators in Mathematics, Making Summaries for Mathematics, Studying for Mathematics Tests (junior), Studying for Mathematics Tests (senior), Topic Test Self Evaluation, Improving Mathematics Results, Developing Problem Solving Skills, Preparing for Mathematics Exams (junior), Preparing for Year 10 Examinations (Year 10), Preparing for Mathematics Exams (senior), Mathematics Examination Techniques (junior), Mathematics Examination Techniques (senior), Self-Evaluation of Exam Results (junior), Self-Evaluation of Exam Results (senior), Senior Maths Levels / Preparing for Year 12 Maths

GENERAL ORDER FORM

FAX TO: 02 9908 1893

Ensure you include your correct email address as your order will usually be emailed to you in PDF format as a document for you to print. You cannot make changes to PDF files.

<i>PDF</i> \$99 <i>each</i>	<i>Prices for each of the products listed below are AUD\$99 per resource and include GST and postage if required.</i> <small>(If more than 3 PDF products are purchased, your order is posted to you on a CD instead of via email due to file sizes)</small>
<input type="checkbox"/>	GSWP: Goal Setting Worksheets for Primary Students: Year 6
<input type="checkbox"/>	GSWM: Goal Setting Worksheets for Middle School
<input type="checkbox"/>	GSWS: Goal Setting Workbook for Senior School
<input type="checkbox"/>	PFHS: Year 6 Study Skills Worksheets: Preparing for High School
<input type="checkbox"/>	SSHM: Study Skills Handouts for Mathematics - for High Schools
<input type="checkbox"/>	7SSW: Year 7 Study Skills Worksheets
<input type="checkbox"/>	8SSW: Year 8 Study Skills Worksheets
<input type="checkbox"/>	9SSW: Year 9 Study Skills Worksheets
<input type="checkbox"/>	10SSW: Year 10 Study Skills Worksheets
<input type="checkbox"/>	11SSW: Year 11 Study Skills Worksheets
<input type="checkbox"/>	12SSW: Year 12 Study Skills Worksheets
<input type="checkbox"/>	7TMT: Year 7 Time Management Techniques
<input type="checkbox"/>	8TMT: Year 8 Time Management Techniques
<input type="checkbox"/>	9TMT: Year 9 Time Management Techniques
<input type="checkbox"/>	10TMT: Year 10 Time Management Techniques
<input type="checkbox"/>	11TMT: Year 11 Time Management Techniques
<input type="checkbox"/>	12TMT: Year 12 Time Management Techniques
<input type="checkbox"/>	7/8EPW: Year 7/8 Examination Preparation Workbook
<input type="checkbox"/>	9/10EPW: Year 9/10 Examination Preparation Workbook
<input type="checkbox"/>	11/12EPW: Year 11/12 Examination Preparation Workbook
<small>DVD is priced at \$99. S&L set is priced at \$99.</small>	
<input type="checkbox"/>	DVD: Effective Exam Preparation (Years 7-9) Priced at \$99
<input type="checkbox"/>	S&L: Snakes and Ladders set (Years 6-8) Priced at \$99

Please email me the ELES newsletter no more than once a term with details of specials etc.

SCHOOL: _____ PHONE: _____

CONTACT PERSON: _____ FAX: _____

EMAIL: _____ (please print **CLEARLY**)

SCHOOL ADDRESS: _____

STATE: _____ POSTCODE: _____ Purchase Order no (if applicable): _____

Orders will be sent immediately on receipt of fax. Invoices will be shipped with the order or posted separately if purchased as email products.

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