



# 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 & NZ 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 two 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](http://www.enhanced-learning.net)).

**Our Products:** Our resources are designed for Year Coordinators to enhance their pastoral care programs. Each resource is emailed to you in PDF format and the 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](http://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](http://www.enhanced-learning.net).

## ❑ **STUDY SKILLS 'SNAKES AND LADDERS' game sets FOR YEARS 8-10**

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: AUD\$110 for the set (includes delivery).

## ❑ **'DVD: EFFECTIVE EXAM PREPARATION' FOR YEARS 9-10**

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: AUD\$110.00 (includes delivery)

## ❑ **'PREPARING FOR HIGH SCHOOL' FOR YEAR 8**

This resource consists of 10 sections each consisting of 2 double sided worksheets that can be used with a Year 8 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 8 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 8, 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?

*Helping pastoral care  
professionals  
to help their students:*



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

## □ 'GOAL SETTING WORKSHEETS'

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

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

## □ '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 9 TMT		YEAR 10 TMT			
1. The Rule of Three		1. The Last Thing			
2. Clever Diary Use		2. Realistic Time Estimates			
3. Planning Ahead		3. The ABC System			
4. Personal Blockers		4. Change Tactics			
5. Reward Yourself		5. Fighting Procrastination			
6. SOS Asking For Help		6. Learn From Others			
7. Working Smarter		7. Smart Time Use			
8. Handling Deadlines		8. Using Visualisation			
9. Using Habits		9. Conquer the Clutter			
10. Your Job		10. Optimal Study State			
YEAR 11 TMT		YEAR 12 TMT		YEAR 13 TMT	
1. The C.U.L.L. System		1. The Razor's Edge		1. The 80/20 Rule	
2. Using Deadlines		2. Avoiding Over Commitment		2. Slice the Salami	
3. The Three P's		3. Assignment Planning		3. Gant Charts	
4. Alternative Study Places		4. Distraction Destroyer		4. Dissolving Barriers	
5. Stretch Yourself		5. Pavlov's Trick		5. Just Do It	
6. Kill Procrastination		6. Harnessing Group Power		6. On Track Partner	
7. Chronobiology		7. Distributed Learning		7. Rock, Pebble, Sand	
8. Managing Friends		8. Using Quadrants		8. Emotions That Waste Time	
9. Saving Time On-line		9. Squeezing Time		9. Time Limits	
10. Action Plans		10. Managing Perfectionism		10. 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 9/10 STUDENTS	FOR YEAR 11/12 STUDENTS	FOR YEAR 13 STUDENTS
A. In the Classroom B. Getting Organised C. Making Study Notes D. Planning Your Study E. Start Studying F. The Weekend Before G. 24 Hour Countdown H. In the Exam I. After the Exam Appendices: 1. Dealing with Stress 2. Improving Confidence 3. Optimal Learning Conditions 4. Obstacles to Studying	1. <u>Checkup Time</u> (evaluating current skills and changes needed for success at school) 2. <u>Study Notes</u> (making effective study notes and using mind maps) 3. <u>Effective Studying</u> (making study more active and efficient, planning time) 4. <u>All About the Exam</u> (pinpointing areas to improve and techniques to employ) Appendices: Finding Motivation, Home Study Environment, Multiple Choice Qus, Approaching Essay Qus	1. <u>Making Study Notes</u> (when, how and why to make effective study notes) 2. <u>Planning for Examinations</u> (making a plan for effective use of time before exams) 3. <u>Studying for Examinations</u> (making study more active and efficient) 4. <u>Improving Examination Techniques</u> (pinpointing areas to improve) Appendices: Dealing with Stress Studying in Vacations

## □ 'STUDY SKILLS HANDOUTS FOR MATHEMATICS'

This resource is designed for the use and benefit of the Maths department. 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 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 11 Examinations (Year 11), 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 13 Maths

# GENERAL ORDER FORM

## FAX TO: + 61 2 9908 1893

*As all products are supplied in PDF format, ensure you include your correct email address as your order will be emailed to you as a document for you to print. You cannot make changes to PDF files.*

- GSWP: Goal Setting Worksheets for Primary Students: Year 8 (AUD\$99)
- GSWM: Goal Setting Worksheets for Middle School (AUD\$99)
- GSWS: Goal Setting Workbook for Senior School (AUD\$99)
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- PFHS: Year 8 Study Skills Worksheets: Preparing for High School (AUD\$99)
- SSHM: Study Skills Handouts for Mathematics - for High Schools (AUD\$99)
  
- 9SSW: Year 9 Study Skills Worksheets (AUD\$99)
- 10SSW: Year 10 Study Skills Worksheets (AUD\$99)
- 11SSW: Year 11 Study Skills Worksheets (AUD\$99)
- 12SSW: Year 12 Study Skills Worksheets (AUD\$99)
- 13SSW: Year 13 Study Skills Worksheets (AUD\$99)
  
- 9TMT: Year 9 Time Management Techniques (AUD\$99)
- 10TMT: Year 10 Time Management Techniques (AUD\$99)
- 11TMT: Year 11 Time Management Techniques (AUD\$99)
- 12TMT: Year 12 Time Management Techniques (AUD\$99)
- 13TMT: Year 13 Time Management Techniques (AUD\$99)
  
- 9/10EPW: Year 9/10 Examination Preparation Workbook (AUD\$99)
- 11/12EPW: Year 11/12 Examination Preparation Workbook (AUD\$99)
- 13EPW: Year 13 Examination Preparation Workbook (AUD\$99)
  
- DVD: Effective Exam Preparation (Years 9-10) (AUD\$110.00)
- S&L: Snakes and Ladders set (Years 8-10) (AUD\$110.00)
  
- Please email me the ELES newsletter no more than twice a year with details of specials etc.*

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*SCHOOL:* \_\_\_\_\_

*PHONE:* \_\_\_\_\_ *FAX:* \_\_\_\_\_

*CONTACT PERSON:* \_\_\_\_\_

*EMAIL:* \_\_\_\_\_ *(please write clearly)*

*SCHOOL ADDRESS:* \_\_\_\_\_

*Purchase Order no (if applicable):*

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*Orders will be sent immediately on receipt of fax. Invoices will be faxed to the school.*

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**Enhanced Learning**  
**Educational Services**  
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