



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

# Study Skills Worksheets

***Level 1***

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# **Enhanced Learning Educational Services**

*“the study skills specialist”*

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## **Enhanced Learning Educational Services Profile**

### Our Organisation:

Enhanced Learning Educational Services (ELES) is the leading provider of study skills resources in Australia. Since 2001 over 500,000 students across Australia have benefited from our study skills worksheets and workbooks. An Australian business based in Sydney, our clients extend throughout Australia and to international schools overseas. We are committed to helping all students improve their ability to learn and study by providing study skills seminars and resources on the topics students need.

### Our Mission:

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 the mind 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.

### Our Staff:

The majority of our resources are created by Prue Salter (B.A., B.Math., Dip.Ed., M.Acc., M.Ed.), founder and director of ELES. Prue has over 20 years' experience in the Education Industry in Australia. With a strong background in teaching and pastoral care, Prue was frustrated by the absence of high quality resources available to help students develop and maintain effective study skills. A committed scholar, passionate about learning, Prue combined her natural organisational and time management abilities with her research in how students learn to develop a series of resource kits designed to address the gaps and to present them in a format that is entertaining, as well as simple and effective.

## **For further information about ELES or our products or contact details:**

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## Record of Completion

Date Completed	No.	Worksheet Title
	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 and 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



# 1

# Welcome to High School

*Starting high school is both an exciting and challenging time.*

## Your reaction

Write a paragraph on your thoughts so far about high school. What have you liked, what haven't you liked? What was like you expected it to be and what wasn't like you expected? How do you feel about the whole experience.....

.....

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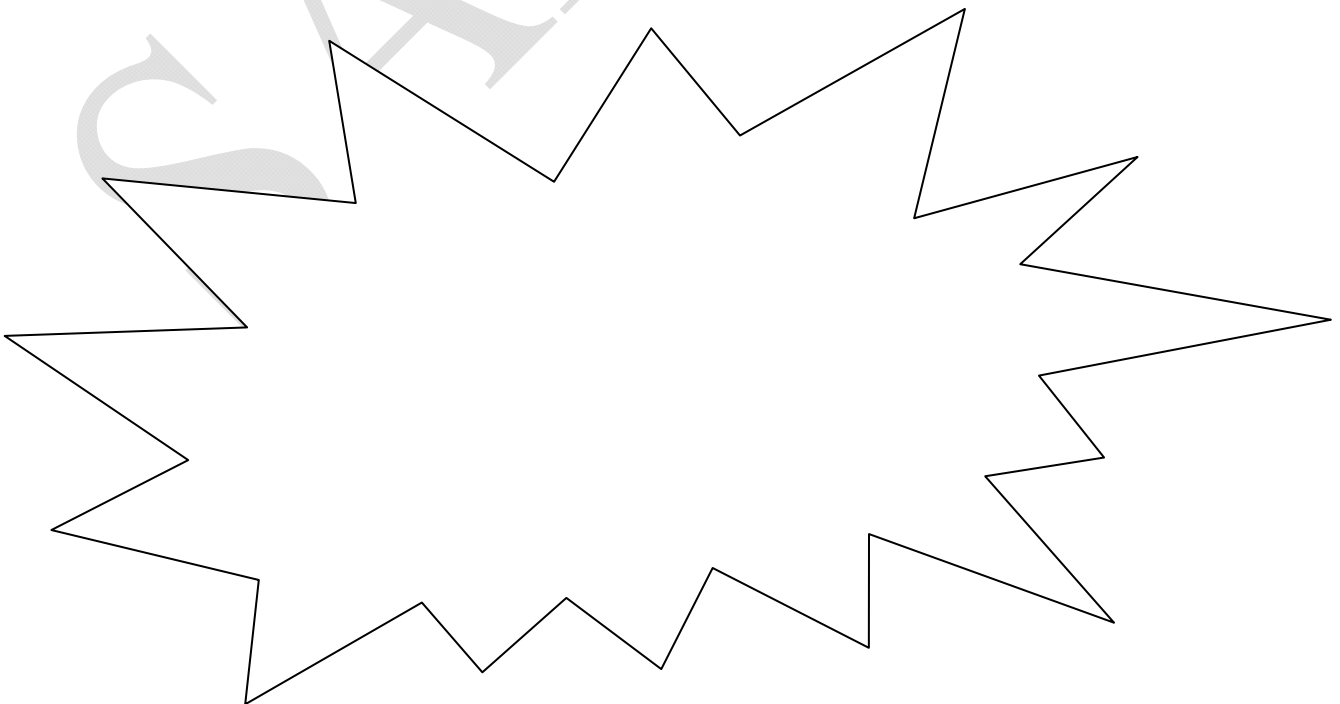
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## What have you learnt so far?

Imagine you are about to go and talk to a primary class about your experiences so far of high school. What would you tell them or what piece of advice would you give them? What do you think would be most important for them to know? What do you wish someone had told you before you started high school? Write your three best ideas below:



### Differences from primary school

What do you think are the biggest differences between high school and primary school? Some students made the suggestions below. See if you can match the missing word to each of their responses. Once you have finished, check your answers with those at the back of the booklet.

<i>You make lots of new .....</i>	<b>uniform</b>
<i>You have lots of different.....for different subjects.</i>	<b>study</b>
<i>You study all sorts of different.....</i>	<b>homework</b>
<i>There are many ..... to become involved in.</i>	<b>teachers</b>
<i>It is important to do regular.....</i>	<b>activities</b>
<i>You usually have to have a new .....</i>	<b>friends</b>
<i>You have to remember to bring all your .....</i>	<b>youngest</b>
<i>As well as homework, you need to do regular .....</i>	<b>subjects</b>
<i>You aren't the oldest any more, you are the .....</i>	<b>responsibility</b>
<i>You are given more.....</i>	<b>equipment</b>

Can you think of some more differences?



Now discuss your answers on this worksheet with your parents.



## 2 Managing Homework

### Why do you get homework?

Why do teachers give you homework? Circle the real reasons in the list below.

1. To make sure you understand the work from class.
2. To make sure you don't have any time to watch TV.
3. To make sure that you can't spend as much time with your friends after school.
4. To give you practice to ensure what you learn stays in your brain.
5. To give you time to learn and memorise the information.
6. To torture you as they enjoy it.
7. To provide opportunities for you to think creatively.
8. To give you a chance to challenge yourself.
9. To make you feel lots of pain and boredom.
10. To help you see what aspects you understand and what you need more help on.

### Reasons why students may not do homework

At the moment, how much homework are you given each day? \_\_\_\_\_ hours/mins

Do you always do your homework? If not, why not? (circle your answers)

1. forget to write it in diary
2. write it in diary but forget to check diary
3. no time, too many activities
4. can't be bothered
5. watch too much TV
6. on the phone or chat too much
7. don't know how to do it
8. other reason? \_\_\_\_\_


Now highlight your top 2 reasons.

For each of these reasons brainstorm ideas on what you could do to try and deal with this reason for not doing homework.

- ❖ Do you allocate a certain amount of time each day to do homework? YES / NO
- ❖ In your first year of high school you should be doing about **1.5 hours EVERY DAY** even if you don't have that much homework! Yes, really!
- ❖ A great habit to get into is to block out 1.5 hours every day as a period you use for schoolwork. Your school may have slightly different guidelines. Check and see exactly how much time your school expects you to be doing each night.

What do you do in this time?

1. You do your **homework** first.
2. Next, work on **assignments** and **study for any tests** that are coming up.
3. In any time that you have left, use this time to get **organised**, make some **study notes** on any topics you have finished, or do some **revision**. Some days you will have no time for this, other days you might have a half hour or so. Other things you can do with the time: write brief **summaries** of lesson notes and textbook, go back over **past tests and exercises**.

**Weekly schedule**

Let's look at your weekly schedule and find the best time for you to choose your hour and a half each day. Fill in all your activities as well as things like dinner, a shower and find and highlight 1.5 hours each day. For the weekend, write down when on Saturday you are going to do schoolwork and when on Sunday.

	MON	TUES	WED	THURS	FRI	SAT	SUN
4-4.30							
4.30-5							
5-5.30							
5.30-6							
6-6.30							
6.30-7							
7-7.30							
7.30-8							
8-8.30							
8.30-9							
9-9.30							
9.30-10							

Look back at the areas you have explored on this worksheet. Also have a look through your homework diary and how you use it. Write down 2 homework resolutions that if you follow could really help you do well at school.

- 1.
- 2.

Now discuss your answers on this worksheet with your parents.



# 3

## Assignments and Tests

### Planning

Take the following topics and break them down into as many steps as possible.

- A. What steps are involved in planning and completing an assignment? Eg. research, first draft
- B. What steps are involved in preparing and studying for a class test? Eg. summaries, practice

*BRAINSTORM ALL IDEAS HERE:*

<p>STEPS FOR AN ASSIGNMENT:</p>	<p>STEPS FOR A TEST:</p>
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### Your approach

What is your approach to planning for tests and assignments? Is it effective?

.....

.....

.....

## Steps

Look back at the steps you have brainstormed. Now decide if all the steps are necessary and what the correct order is to do all these steps. Write the steps in order below.

STEPS FOR PLANNING AND COMPLETING AN ASSIGNMENT	STEPS FOR PREPARING AND STUDYING FOR A TEST

### TIPS FOR SUCCESS!!!!

*How can you use this to help you? Effective students, when they are told about a test or an assignment, don't just turn the pages ahead and write in their diary 'Assignment Due for History'. Instead, they break the assignment or test down into pieces and AS SOON AS THEY ARE TOLD ABOUT IT they start putting the pieces into their diary as homework.*

WRITE IN WHEN YOU ARE GOING TO 'DO' IT,  
NOT JUST WHEN IT IS 'DUE'.

*For example, if the test is on in 2 weeks' time, in tomorrow's homework they write 'start study notes for test' and then in the space a week before the test they might write 'do practice questions for test' and so on. They then have planned out their study for that test and all they have to do now is follow what is written in their diary for each night's homework.*

Take out your diary. Do you have some assignments or tests you could try this method on? You may like to try this with your parents.

Now discuss your answers on this worksheet with your parents.

# 4

# Classroom Skills

## Your classroom skills

Let's take a little quiz to evaluate the current state of your classroom skills:

1. When you come into the classroom do you:
  - a) sit down immediately
  - b) sit down after having a bit of a chat
  - c) wander around for a bit
  
2. When the teacher enters do you:
  - a) have your books out and open and are ready to go
  - b) wait until the class is told to get ready
  - c) wait until you are individually reminded!
  
3. How often do you have all the right books and equipment for class:
  - a) most of the time
  - b) some of the time
  - c) not often
  
4. How often are you asked to stop talking in the classroom:
  - a) not very often
  - b) sometimes
  - c) lots of times
  
5. With the people you sit next to in your classes, do you:
  - a) work well together most of the time
  - b) sometimes you work well and sometimes you don't
  - c) not get much work done in class
  
6. If you were the teacher, would you:
  - a) like to have you in the class
  - b) not mind having you in the class
  - c) not like having you in the class
  
7. Which phrase best describes your overall behaviour in class:
  - a) well behaved
  - b) average behaviour
  - c) poorly behaved

8. Which word best describes your participation in your classes:

- a) high
- b) medium
- c) low

9. When a teacher is explaining what to do in that lesson, do you:

- a) listen, understand and know what to do that lesson
- b) mostly know what you are supposed to be doing or working on
- c) rarely know what you should be doing and have to ask someone

10. How happy do you think your parents would be if they watched you in class:

- a) pretty pleased
- b) mostly happy though they'd probably want you to improve
- c) not very happy

Number of A \_\_\_\_\_ B \_\_\_\_\_ C \_\_\_\_\_

- *If you had mainly A - Well done! Looks like you are well and truly on the right track to success at school. In the box below, write down 1 thing you could maybe improve.*
- *If you had mainly B - You are doing OK but you do need to make some improvements to ensure that you don't fall into bad habits that are hard to break later on. In the box below, write down the top 2-3 things you could improve.*
- *If you had mainly C - You need to really think about what you are going to work on first in order to improve the way you work at school and so make your school life a bit more enjoyable and easier for you. Write down the top 5 things you should improve.*

The areas I need to work on are:

**What else is important?**

Now it's your turn. Make up your own multiple choice question on the topic of classroom skills based on what else you think is important.

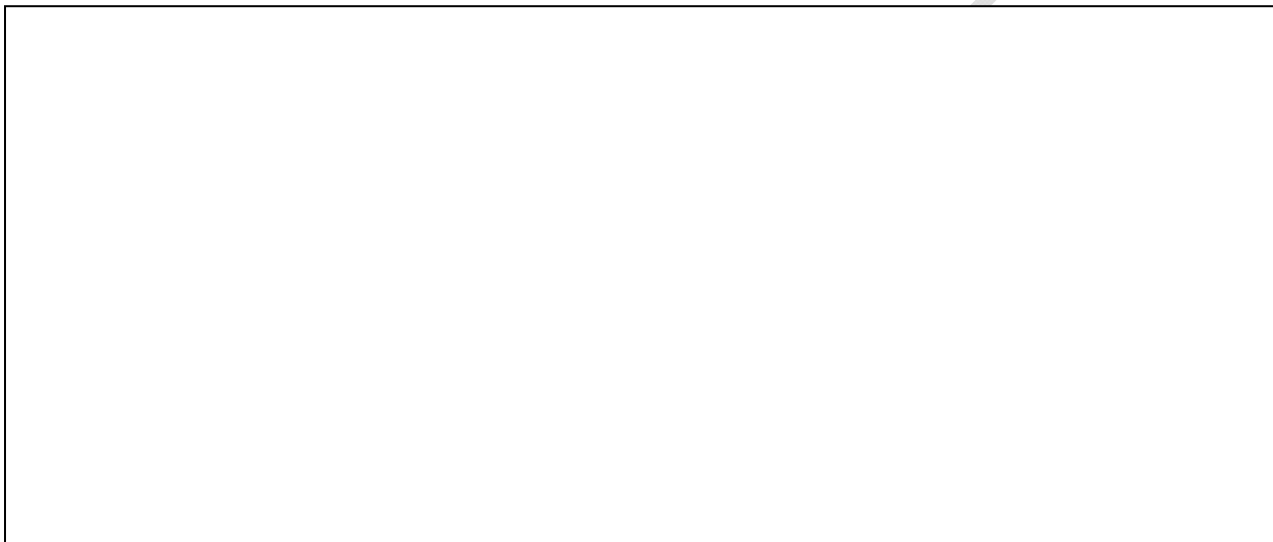
- 
- a)
  - b)
  - c)

Now discuss your answers on this worksheet with your parents.

# 5 Home Study Environment

## Your home study environment

First, in the space below, draw a picture of what your study environment looks like at home. You might draw a picture of your desk or a picture of where you work in your bedroom.



Now think of 3 good things about your study environment at home. They might be things like: lots of natural light, big desk space, lots of shelves, things filed away neatly, no phone or computer.

### *GOOD THINGS ABOUT MY STUDY ENVIRONMENT*

- 1.
- 2.
- 3.

Now, yes you've guessed it, now think of 3 things that you could improve about your study environment.

### *THINGS I COULD CHANGE TO MAKE MY STUDY ENVIRONMENT BETTER*

- 1.
- 2.
- 3.



**What are good and bad study environments like?**

Let's see whether you really do know what makes a good or bad study environment. Write down as many things as you can think of for the table below. You may also want to do some research on the Internet or ask members of your family what they think. How many can you think of?

Some aspects to consider:

- your workspace
- your chair
- the lighting in your room
- the ventilation
- storage space
- distractions
- noticeboards
- noise level



A GOOD STUDY ENVIRONMENT HAS:	A BAD STUDY ENVIRONMENT HAS:

*In the space below, write down why you think a good study environment might be important.*

Now discuss your answers on this worksheet with your parents.



# 6 Reflection: End of Term 1

## Reflection

You've completed a whole term of high school! How have you found it? Write a paragraph describing your performance as a student in Term 1. What did you do well? What are you proud of? What did you enjoy? What are you good at?

## Review Activity

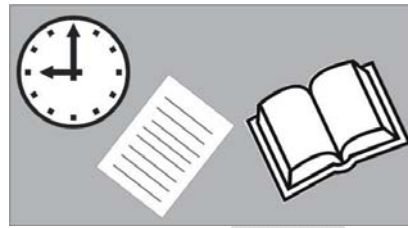
Get a piece of blank paper. Divide the paper into 6 sections. The sentences below review the material covered in Term 1. Write each sentence in the top of each box. Now make a mini-poster in each section about this sentence. Make it as colourful and attractive as possible. You may need to refer back to some earlier worksheets to help you.

### POSTER TOPICS

1. Each day, spend at least 1.5 hours working on ...
2. Homework is important because...
3. Use your diary to also write in when you are going to ... the work not just when it is ...
4. Steps for planning for an assignment...
5. Some good classroom skills are...
6. A good study environment has...

## Areas to work on

Think about all the things discussed last term. What study skills could you improve? What skills do you mostly need? What do you mainly need to work on?



Now it's time for your:

# "New Term's Resolutions"

Find an index card, a small piece of cardboard or a piece of coloured paper you can cut into the size of a small card. On it write down at least 3 things you will do this term to improve the way you study, learn, or manage your homework and classwork.

*For each of the things you write down:*

- Make them very specific.
- Put a date when you are going to do them by.
- Explain clearly exactly what you are going to do and when.

Put this card somewhere where you will see it each day. Maybe on your desk at home or blutack it to your wall. Or you might decide to stick it in your diary. Remind yourself each day about what you are focusing on improving, and tick it off when you have done it or are doing it on a regular basis.

**GOOD LUCK!!!**

Now discuss your answers on this worksheet with your parents.

# 7

## Organisation and Filing

### ORGANISED STUDENTS:

- ◆ have a complete set of notes and handouts for all their subjects
- ◆ always paste in or file any sheets they are given
- ◆ write neatly and clearly in their exercise books
- ◆ file away any topic tests etc. they do to use as revision later
- ◆ have a folder or file for each subject at home where they keep past exercise books or sheets that won't fit in their books

### Why is it important to be organised?

List 3 consequences or results that could occur if you are NOT an organised student.

- 1.
- 2.
- 3.

### What type of student are you?

Which category are you in at the moment?

☀ 1. You always have sheets and papers falling out of the back of your books and textbooks. There are crunched up bits of paper in your bag. Bits of your History notes are in your Maths book and bits of your Maths notes are in your English book. You have sheets missing, and your notes are not complete. Your work is generally messy and untidy. You often bring the wrong books to class or forget books.

*If this is you, **SECTION A** on the next page is the most important for you.*

☀ 2. You are fairly organised. You mostly have all of the work for your subjects together. Occasionally you will lose or misplace work but generally you are OK. Your work is tidy enough although you get a bit messy at times.

*If this is you, **SECTION B** on the next page is the most important for you.*

☀ 3. Your work is always neat and tidy. Sheets are pasted in or filed at home. Your exercise books or notes are complete and show everything you have done so far this year at school. You hardly ever lose worksheets or handouts.

*If this is you, **SECTION C** on the next page is the most important for you.*

### SECTION A

If you aren't very organised, the trick is to not try and fix everything at once. Focus on developing good habits in a few areas at a time and once you have these under control, then move onto new areas. Write down a list of the three most important things you need to work on and what you can do to fix these organisational problems:

- 1.
- 2.
- 3.

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### SECTION B

What is the main thing you could improve? Look at the list at the beginning of this handout and think about what things you could improve with respect to your organisational skills:

Why do you think you have a problem with this?

What can you do to fix this?

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### SECTION C

Have a look at the list at the beginning of this handout.

Can you think of *anything else* at all you could do to improve the way you organise your schoolwork?

Your second task is to now imagine you are a really disorganised person. Write down some practical tips you would give to such a student on how they can get themselves organised.

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### Your family

Ask your family about different methods of organising or filing and any good tips your family members can come up with.

Now discuss your answers on this worksheet with your parents.



**This resource continues for another 27 pages**

SAMPLE