



Enhanced Learning
Educational Services
"the study skills specialist"

Study Skills Worksheets

Level 6

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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	Where Are You Heading?
	2	Why Bother?
	3	Your Study Habits
	4	Simple Success Tip
	5	Organise Your Resources
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1 Where Are You Heading?

*One of the worst things about your final year of high school is everyone is always saying:
"What are you going to do next year? What are you going to do with your life?"
How should you know???????*

Self-Evaluation:

Here are some questions to get you thinking about life after school.

1. When are you happiest? When you are.....
2. What activities do you absolutely LOVE doing?
3. If you won the lotto and you never had to worry about money again, how do you think you would spend your life?
4. What are you good at? What skills or abilities do you have?
5. What is important to you? Helping people, money, travel, success, power, job satisfaction.....?

Based on your self-evaluation, do you have any areas of interest, courses you might be thinking about, jobs or careers you might investigate? Jot down any ideas below.

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Read and highlight key points:

If you have absolutely no idea - don't worry. Most students don't. In fact, it is quite unfair to expect you to know what you want to do with your life at this stage.

Knowing what you really want to do is not easy. You have to think carefully about what your passions are, what you love doing, how you enjoy spending your time and then find ways to arrange your life so you spend the majority of your time doing these things. Take the time to really think about what you enjoy rather than just choosing a career out of a book. But don't get fixated on the idea of the 'ultimate' job as it is likely you will actually change careers many times in your life. The reality is, as you change, so do your ideas. Life is not a fixed path aiming towards an ultimate destination.

If you spend your whole life saying 'when I have this job and this car and this house and this relationship and this achievement, then I'll be happy', then happiness will be very difficult to find. Instead of focusing on a single destination for life, enjoy the journey. Enjoy the people you meet along the way, the amazing places you travel to, the experiences you have, the love you find and the things you achieve.

Remember too that there are many paths to get to where you want to go. Doing well at school can certainly fast track the process for you and give you a wider range of options to begin with, but the reality is that not everyone is academically inclined. Many students have a rotten time at school because their gifts and talents lie in other areas, and it is only after leaving school that they really work out where their skills are and start to feel good about themselves and their lives. The reality is, if you want something hard enough, you will find a way to make it happen.

Ultimately, you need to recognise that you have the power to determine and shape the future paths you will walk. It is much better if you actively design your life the way you want it to be rather than just let life happen to you. The best way to predict the future is to create it.

Write down the most relevant point for you and why it relates to you:

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Your To Do List:

1. Stop stressing about what you will do after school. Ideas will come to you.
2. Start to be conscious of the things you enjoy and the passions you have.
3. Remember that your ideas will change and that life is a journey not a destination.

2 Why Bother?

The last year of high school can be a time when you get fed up with everything and just want to throw in the towel.

Self-Evaluation:

What is your current level of motivation?

For each of the following tick either YES, SOMETIMES, or NO.

	Yes	Some	No
1. I feel like this year is so long and never going to end.			
2. I get depressed about school quite often.			
3. I find it difficult to listen in class and stay focused.			
4. I often don't feel like doing any schoolwork at all.			
5. I often have the 'I can't be bothered' feeling.			
6. I know what I should be doing but I just don't do it.			
7. I find it hard to feel motivated about school or final exams.			
8. I don't have any idea what I want to do or any interest in anything.			
9. My teachers and parents constantly nag me to do more work.			
10. I don't even want to be motivated.			
11. I just don't care.			
12. I am sick of this year already.			

Based on your self-evaluation, how would you describe your current level of motivation?

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Read and highlight key points:

Motivation is a very difficult issue. If only there was some magic pill you could pop that would make you motivated and keen to study and do your best. Unfortunately there isn't. Some students say 'well why do I need to be motivated anyway? After all, if I am not going to uni, or I only need a certain mark then I'll just find another way to do what I want to do.'

These things may or may not be true. There are alternate paths to get to where you want to go. But there are still three good reasons to really try and do your best this year and give 100% to your studies.

1. The better you do, the more options you have open to you.

Doing well at school can certainly smooth the path to where you want to go. It increases your choices and opens up more possibilities for you. If you don't do as well as you could, you are closing doors that later on may have looked like quite an attractive proposition. Do your absolute best and you'll keep as many doors open as possible. This is even more important if you are not sure what you want to do after school.

2. The harder you work, the more habits of success you will develop.

Think about some of the habits you have in place. Maybe you come late to class or forget books or hand in assignments late. Imagine if you did this in the workplace - you'd be fired pretty quickly. Some students say 'but when I start work then I'll do things differently'. Well, have you ever tried to break a bad habit like biting your nails or smoking? It can be really hard to do. It is the same with the habits you develop at school. Focus on changing your approach to school so that you have good work habits - not just for the sake of improving your marks, but for the sake of the habits themselves and the fact that they help you to become a more productive, efficient and commercially valuable person.

3. The more you achieve, the better you can feel in yourself.

There is a sense of satisfaction in looking back and feeling proud of your achievements and of your efforts. Plus it saves you being hassled by parents and teachers!

Write down the most relevant point for you and describe how it relates to you or your situation:

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Your To Do List:

1. Think about your motivation levels and how they are affecting your life.
2. Find someone to talk to if you are really depressed and unmotivated: family, friends, or a counsellor. Don't just let yourself spiral down.

3

Your Study Habits

The start of the year is a great time to think about the habits you have developed during your years of high school.

Self-Evaluation:

For each of the following, rank yourself on a scale of 1 (excellent) to 10 (poor).

	Rank
I arrive to school and class on time.	
I bring the correct books and equipment to class.	
I listen in class and pay attention to what the teacher is saying.	
I generally participate in class discussions and activities.	
I am on task, doing the allocated work for most of the lesson.	
I don't talk when I am supposed to be listening.	
I organise my folders and notes well.	
I complete homework regularly and on time.	
I start work on assignments well before they are due.	
I prepare for tests or assessments thoroughly.	
I make study notes for my subjects throughout the year.	
I ask questions about work I don't understand.	
I work through tests or essays when returned to learn from my mistakes.	
I spend time reviewing areas with which I have difficulty.	

Based on your self-evaluation, what are the main areas you need to work on improving?

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Read and highlight key points:

Just like most things in life, if you have the fundamentals under control, the rest falls more naturally into place. Think about the basic skills listed in the table above. They fall clearly into a few categories.

Classroom Skills.

Each of the following is relatively simple, but implementation of these can make a big difference in your effectiveness at school: being on time to class, showing up with the correct books and equipment, being ready to start work straight away, really listening and thinking about what is being said rather than daydreaming, thinking about what you copy down from the board as you write, participating in discussions, staying on task, not talking when you are supposed to be working or listening, asking questions when you do not understand. Think about which is the main subject where you need to work on improving your classroom skills. What changes could you make that would really have a big impact on your effectiveness in that classroom?

Organisation Skills

There is just so much paper in the senior years of high school. You need to learn to be very good at managing it. Having organised folders for your subjects, making use of dividers, sorting and labelling your notes, keeping work neat and tidy all help towards making it easier for you to manage your paper. Being organised in the way you approach your work is also important. A wall planner is a great way for you to see clearly when work is due and highlight areas where you have a number of tasks to be handed in. Using your diary to schedule work is also important. By breaking down assignments into manageable chunks of work and scheduling these over the period of the assignment, you can ensure your work will be completed on time.

Studying Skills

The way you prepare for tests, assessments and examinations is also important. The amount of study you do, the methods you use, and the timing of your preparation are all areas you need to examine in order to determine whether you are currently working as efficiently as possible.

Write down the most relevant point for you and describe how it relates to you or your situation:

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Your To Do List: What do YOU need to do now and what changes do you need to make?

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

4 Simple Success Tip

*It is very simple. Make study notes or summaries, AS YOU GO.
Don't just wait until examination time.*

Self-Evaluation:

Think about study notes you are making or have made in the past and answer the following:

1. Have you ever made study notes before? If so, when do you usually make them? If not, why not?
2. Which of the following do you think would work best for your study notes and why? Loose-leaf paper filed in display folders? An A4 exercise book for each subject? Something different?
3. What advantages can you see from the process of actually making study notes? List three.
4. Why do you think making study notes 'as you go' or as you finish a topic really gives you a great advantage?
5. List 5 words that would describe your style or type of study notes to someone else.

Based on your self-evaluation, what are the main areas you need to work on improving?

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Read and highlight key points:

Why make notes?

Taking notes in class improves your concentration. Rather than just sitting and listening in class, you become actively involved and really think about what is being said rather than daydreaming. It is also a valuable way to improve your comprehension skills and avoid skimming half-heartedly through a textbook or handout and not really absorbing any of the content. Note taking is a selective process that allows you to gain the main ideas and facts. Having your notes in a well-organised format gives you a great time advantage close to examinations.

What are notes?

Notes are your attempt to narrow down the information you need to learn to the essentials. Information that is not relevant is simply left out. You collect and arrange information from a number of sources in a logical and organised manner. Basically you are gathering everything you need to know and arranging it in a way that will make it easier to work with and to learn from.

How to make notes.

1. Gather all material relevant to the subject / topic.
2. Skim through all your resources to gain an overall impression of the headings and sub-headings that are involved in this topic.
3. Write out a list of headings and sub-headings to cover and decide what is related and in what order the topics should be covered.
4. Write the topic heading you are starting with clearly - perhaps in another colour.
5. Read through all the material on that particular heading and see if there are any sub-headings that can be used to further divide the material.
6. Start making notes on that heading. Where possible, use lists, numbering, diagrams, point form, and your own words.

Write down the most relevant point for you and describe how it relates to you or your situation:

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Your To Do List:

1. Find some time to make study notes on the topics you have covered so far.
2. Start making study notes EVERY time you finish a topic - or maybe even start during the topic. Don't just wait until examination time.

5 Organise Your Resources

*Do you have a good system in place for managing your papers and digital resources?
Try the True/False quiz below to find out.*

Self-Evaluation:

For each of the following circle either TRUE or FALSE

I rarely lose any of my sheets or notes.	T / F
I have separate folders or sections for all of my subjects.	T / F
I keep all my notes and sheets in the correct sections.	T / F
My notes for my subjects are ordered rather than random.	T / F
I file and organise completed topics for my subjects.	T / F
I always know where to find all of my notes.	T / F
My work is clearly set out and easy to read.	T / F
When I start to study, I can easily find everything I need.	T / F
I make an effort to keep my writing neat.	T / F
I have folders set up so I can find all of my digital resources easily.	T / F
I use descriptive names for my digital files so I always know what is in the file (i.e. names like 'hamlet_essay.doc' not 'english.doc')	T / F

Based on your self-evaluation, what are the main areas you need to work on improving?

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Read and highlight key points:

It is important that you take the time to get yourself organised right from the start of the year. This means ensuring you have folders or files at home for each subject where you can file completed topics, assignments or test papers.

One of the most effective systems is to have a main folder that you work from at school with dividers in it for each topic. In this folder you keep the work on the current topics you are studying in each subject. As you finish a topic, you remove the topic from your school folder and file it into the subject folder at home. There are two main advantages of this system. Firstly, you need only bring one folder to school each day and it means you don't end up bringing the wrong folder on the wrong day. It also means that if you leave your folder on the bus, you don't lose an entire year's work in one subject, you just lose a little of the most recent work from each subject. You can minimise potential work lost by splitting your subjects into two groups and having two current work folders - although it means you then have to think about which one you need each day. Of course, if you have a different system and it works well for you, then that is fine. Just think about the suggestions here to see if there is any way you can improve or refine the way you organise your papers.

Try to organise as you go, taking the time in class to set your work out clearly and filing sheets appropriately. Ensure you have all the equipment you need (like hole punch, glue, scissors etc) to keep your notes tidy. Set aside 5-10 minutes each day at home to keep your notes organised and check that you have everything under control.

In your folders at home, ensure you have dividers for each topic. An index at the front of the folder listing the topics you have covered so far is also a good idea. You may like to think of further sorting your notes within each topic into three more sections:

1. Things you need to learn: material you will need to make study notes from.
2. Things you need to practise: good sets of questions, past essays, past tests.
3. Things you don't need to use again: supporting material that will not be relevant for the examinations or may rarely need to be referred to again.

Write down the most relevant point for you and describe how it relates to you or your situation:

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Your To Do List: What do you need to do to organise your papers?

1. Take the time to assess the organisation of your notes.
- 2.
- 3.
- 4.
- 5.

6 Improving Your Notes

Hopefully you have started work on your study notes, completing them as you go throughout the year.

Self-Evaluation:

For each of the following mark a cross on the scale.

	No	sort of	Yes
1. Your study notes are very visual - lots of colour, diagrams and tables. You photocopy and include good diagrams from textbooks.			
2. Your headings are clear and easily identified in your notes. At a glance, you are able to see the main sections of each topic.			
3. You redo sections of your notes that are hard to understand or not organised logically.			
4. You incorporate good handouts into your study notes and check your textbook to ensure you have included everything you need to know.			
5. Your study notes are neat and legible even if you are normally a messy writer - you make the effort to have clear, well-written study notes.			
6. Key points or formulas are highlighted or boxed so that they stand out and are memorable.			
7. After tests or examinations, you add to your study notes based on what you got wrong or what you learnt in the exam.			
8. You are confident that your study notes are comprehensive, memorable and effective.			

Based on your self-evaluation, what are the main areas you need to work on improving?

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Read and highlight key points:

There are a number of techniques you can use to improve your study notes:

- always use a margin and space out work adequately (leave blank lines between sections) so it is clear and you can add in key points or extra notes
- it helps if you use loose leaf paper as you can then add notes into relevant sections or rewrite parts if they are unclear
- ensure topic headings are very clear and very noticeable (use another colour or make them larger or highlight them)
- underline or highlight key words or important points - use colour for emphasis
- keep your work neat by writing legibly, using the same style of handwriting and consistent pen colours for particular types of headings or notes
- develop a system of abbreviations for regular use and use point form and key phrases

QUALITY IS MORE IMPORTANT THAN QUANTITY

Types of Notes

- *Linear Notes:* Linear note taking is where you write the notes straight down the page using headings, sub-headings and where possible, lists and categories. This is how most students take notes. It is effective as it has the material logically organised where each section flows onto the next.
- *Thought Cluster:* In a box in the centre you put a topic or focus and you have lines going out to all the ideas or thoughts related to this particular topic. It gives you a visual image of the topic as a whole.
- *Mind Map:* A mind map is a more advanced version of a thought cluster. The topic need not be in the centre of the page, it could also start at the top and have branches coming down to the main heading and further branches leading to the sub-headings.
- *PMI Plan:* Draw up three columns and list the pluses, minuses and interesting points for a particular topic, argument or issue.
- *Comparison Chart:* List the similarities and differences between two concepts or aspects of a course.

Write down the most relevant point for you and describe how it relates to you or your situation:

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Your To Do List: What changes do you need to make to your study notes?

- 1.
- 2.
- 3.
- 4.

7 Managing the Mountainload

*You receive a mountainload of work in your final year at school.
Staying on top of it can be quite a challenge.*

Self-Evaluation:

Think about how you manage your workload:

1. Do you find it easy or difficult to manage the workload at school? Why?
2. What do you think is the hardest thing about trying to stay on top of all your work and get everything completed on time?
3. What could you do about this?
4. Do you leave preparation for assignments or tests until the last minute? If so, why? What changes could you make so this doesn't keep happening?
5. List 5 words that would describe to someone else the way you manage your workload.

Based on your self-evaluation, what are the main areas you need to work on improving?

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8 Improving Writing Skills

Good writing skills are important not only for the subjects you are now studying, but also for many aspects of your future life.

Self-Evaluation:

For each of the following characteristics of your writing, CROSS those which represent difficulties and TICK those you are OK with.

	Tick or Cross
1. Correctly interpreting the question.	
2. Remaining focused on answering the question and not side-tracking.	
3. Thinking of relevant ideas and content to include.	
4. Organising your content into a logical plan.	
5. Creating an initial draft of your work.	
6. Being able to express your ideas clearly and cohesively.	
7. Writing opening paragraphs or introductions.	
8. Writing closing paragraphs or conclusions.	
9. Writing with a varied and powerful vocabulary.	
10. Writing grammatically correct sentences.	
11. Writing using varied sentence types and lengths.	
12. Writing with flair.	
13. Writing sufficient length.	
14. Knowing how to improve a draft piece of work.	
15. Being open to suggestions, criticism and feedback.	

Based on your self-evaluation, what are the main areas you need to work on improving?

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Read and highlight key points:

Everyone has the potential to improve his or her writing skills. The hardest part is deciding to actually make the effort to do something about it. Improving your writing skills will benefit you across all subjects so it is definitely worth the effort.

The first thing to do is to find, develop or locate a list of the important words in essay questions. Words like: analyse, assess, compare, contrast, critically, demonstrate, explain, extrapolate, justify, propose, recount... the list goes on. Different humanities subjects will have different lists of key words that you need to be conscious of and look for when you are in the process of interpreting a question. Developing such a list and being clear on exactly what each word is asking you to do can certainly help you unpack the language of the question.

Then move onto targeting particular areas of your writing. Practise interpreting questions if this is your weakness. Spend time highlighting and analysing a question, do a rough plan of your ideas and how you would organise them, and take them to your teacher for feedback. Imagine how much you would improve if you sat down for an hour and did 5 plans and got some feedback on these.

Pinpoint what you need to practise then do it! Write 10 introductory paragraphs if this is where you need improvement. Speak with your teacher if you are unsure about what you need to focus on. In the end, it comes down to practice and feedback. A running loop of these two elements will definitely help you on the path to success.

Form a study group with other students. After an essay is returned, give each other copies so each can benefit from other people's styles, content and feedback. Having the opportunity to examine a number of pieces of work on a subject is a great way to look for tips to improve your own style.

Practice, practice and more practice. It is a commitment to improving your communication skills.

Write down the most relevant point for you and describe how it relates to you or your situation:

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Your To Do List: What do you need to do to improve your writing?

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This resource continues for another 24 pages

SAMPLE