



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

# Study Skills Worksheets

*Level 2*

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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	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	Practice 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



# 1

# Goals for the Year

*The start of the year is a great time to think about what you want to achieve this year.*

Imagine your teachers are describing what sort of student you were last year. What would they say about you?

.....

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.....

Ideally, what would you LIKE them to say at the end of THIS year?

.....

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.....

## Qualities of effective students

*Some examples of things a good student might do are: listens in class, doesn't talk while the teacher is talking, brings the correct books to school...*

Can you think of another 3 things an effective student would do:

- 1.
- 2.
- 3.

*Some examples of things a poor student might do are: sits next to people who talk all the time, doesn't finish homework, copies answers from other students....*

Can you think of another 3 things a poor student would do:

- 1.
- 2.
- 3.

## **SWOT analysis**

Have you ever heard of a 'SWOT' Analysis? SWOT stands for Strengths, Weaknesses, Opportunities and Threats, and is used in business for many different things. Today we are going to do a SWOT Analysis on ourselves as students. In the boxes below, write down your STRENGTHS and WEAKNESSES. Look at the list from the previous page and also think about yourself in each of your subjects. Write a list of at least 5 points in each box.

### **MY STRENGTHS**

(things I do well as a student or good qualities that I have)

### **MY WEAKNESSES**

(things I do not do well as a student or poor qualities that I have)

- Opportunities are things that might happen this year or have happened to help you become a better student. Some of your opportunities might be things like: being in a different class from the person you usually sit with, having a new teacher, starting the year with folders at home so you are organised, a new plan to write your homework in your diary, a better study environment at home.....
- Threats are the things that might stop you from becoming a better student this year. They are the things you need to watch out for or do something about. For example, your threats might be: sitting next to a certain person in class, having a teacher you haven't responded well to in the past, being lazy at times, having too many extracurricular activities....

### **MY OPPORTUNITIES**

### **MY THREATS**

What is your main goal as a student this year? What is the main thing you would like to achieve or improve? Write it in the space below:

Now discuss your answers on this worksheet with your parents.

## 2 Scheduling Work

### Breaking down tasks

Many students do not use their diary as effectively as they could. For example, when students are given an assignment, they will just turn to the due date 3 weeks ahead in their diary and write 'assignment due'. But there is no plan as to how to complete this assignment.

What are the steps involved in completing an assignment or studying for a topic test? Your teacher will ask the class for ideas and write these on the board. Record these ideas in the boxes below.

STEPS FOR COMPLETING AN ASSIGNMENT	STEPS FOR STUDYING FOR A TOPIC TEST

### Scheduling work in a diary

Following is an example of an effective use of a school diary. Each time the student is given a piece of work, they write in their diary when they are going to actually do these pieces of work.

M Make flashcards of rules for Maths	M Check English Assignment Work on History Project - research	M
T Start English assignment	T HAND IN ENGLISH ASSIGN.	T Do last parts of History Project Practise French vocab
W Do Practice questions for Maths	W Read pages 16-26 in Science text	W
T Review formulas Maths	T Read pages 27-40 in Science text	T HISTORY PROJECT DUE
F MATHS TEST TODAY Work on English Assignment	F SCIENCE HOMEWORK DUE Type up History Project	F Start new assignment Geography
S Finish English Assignment	S BASKETBALL GAME	S Work on Geography Assignment
S Start History Project -organise notes	S Finish History Project	S

Time for you to practise this skill of scheduling work into a diary. Your task is to take each piece of information you are given below, one at a time, break that work down and schedule the pieces into the sample diary at the bottom of the page.

We will not include small pieces of homework that you do the same night you are given it. We are talking about any assignment, test or homework that will take more than a night to complete.

USE THE FOLLOWING TO COMPLETE THE TABLE BELOW:

1. You play sport every Saturday and then do family activities Saturday night so you can never do any work Saturday. Cross out each Saturday.
2. You have a music lesson on every Wednesday afternoon until 6pm.
3. When you went to school on Monday 2<sup>nd</sup> you were given a big piece of Science homework due Thursday 5<sup>th</sup> where you have to answer 20 questions at the end of each of 2 chapters. It will take at least 2 nights to do it.
4. On Tuesday 3<sup>rd</sup> you were told about a piece of writing you have to do for English that is due on Thursday 12<sup>th</sup>. It is a creative writing task.
5. On Friday 6<sup>th</sup> you are given a huge piece of homework to do for Design and Technology. It will take you all Sunday 8<sup>th</sup>. Reschedule any work that you had planned for Sunday to next week.
6. On Monday 9<sup>th</sup> your teacher said you were finishing the topic on Algebra in Maths and would be having a test on Friday that week. She gives you 2 revision sheets to work on.
7. On Tuesday 10<sup>th</sup> you have History homework that is due Thursday 12<sup>th</sup> and you are given an assignment for Geography that is due Monday 23<sup>rd</sup>.
8. On Thursday 12<sup>th</sup> you find out there is a French vocab test next week on Friday 20<sup>th</sup>.
9. On Tuesday 17<sup>th</sup> and Wednesday 18<sup>th</sup> you get so much homework at school that you cannot do any assignment work or test preparation. Reschedule any work on those days.

Mon 2nd	M9	M16
Tues 3rd	T10	T17
Wed 4th	W11	W18
Thurs 5th	T12	T19
Fri 6th	F13	F20
S7	S14	S21
S8	S15	S22

Now discuss your answers on this worksheet with your parents.

# 3

## Effective Use of Classtime

### How much time do you spend in the classroom?

How many minutes per year do you think you spend in the classroom?

Don't work it out yet, just take a quick guess: .....

Now let's do the calculations. You may need to look up some information in your diary.

#### PART 1

- |  |                     |    |       |
|--|---------------------|----|-------|
| a) Number of weeks in Term 1           |                     | a) | _____ |
| b) Number of weeks in Term 2           |                     | b) | _____ |
| c) Number of weeks in Term 3           |                     | c) | _____ |
| d) Number of weeks in Term 4           |                     | d) | _____ |
| e) Total number of weeks               | (add a+b+c+d)       | e) | _____ |
| f) Total number of days at school      | (multiply e by 5)   | f) | _____ |
| g) Number of sports days, holidays etc |                     | g) | _____ |
| h) New total number of days            | (subtract g from f) | h) | _____ |

#### PART 2

- |   |  |    |       |
|---|--|----|-------|
| i) Number of lessons per day                              |  | i) | _____ |
| j) Average length of lesson time in minutes               |  | j) | _____ |
| k) Total time in the classroom per day (multiply i and j) |  | k) | _____ |

#### PART 3

Multiply h and k together to get the total number of minutes per year:  
(If you want to know how many hours it is, divide by 60)

I think you'll agree that is a lot of time spent in the classroom each year.

If you do an hour's homework a night and 2 hours on the weekend you are doing about 280 hours a year (16800 minutes) which is nowhere near the amount of time you spend in the classroom. So what is the point of this?

*If you are not using your classtime wisely, if you are wasting time in class, of course your results will suffer in some way. Not only that, but you'll be forced to spend some of your valuable (and scarce!) outside-of-school-time to catch up on work you should have done in class instead of having fun with your friends. This is not a sensible thing to do. It makes sense instead for you to use your classtime as effectively as possible.*

So let's see how well you use your classtime now.

**Why is it important to use classtime effectively?**

List the top five reasons why it is important to use classtime effectively:

In the space below, draw a picture of a student in a classroom using their classtime effectively. Draw arrows and label the things they are doing that make them an effective student. For example - you could draw an arrow to their eyes and write 'looking at the teacher' and their ears and write 'listening to the teacher' and their textbook and write 'textbook open to correct page'. See how many characteristics of an effective student you can come up with.

**Analysing your use of classtime**

For each of your subjects, write down ONE big thing you could do in those lessons to use your classtime more effectively (eg. stop talking, change seats, be on time, listen and take notes).

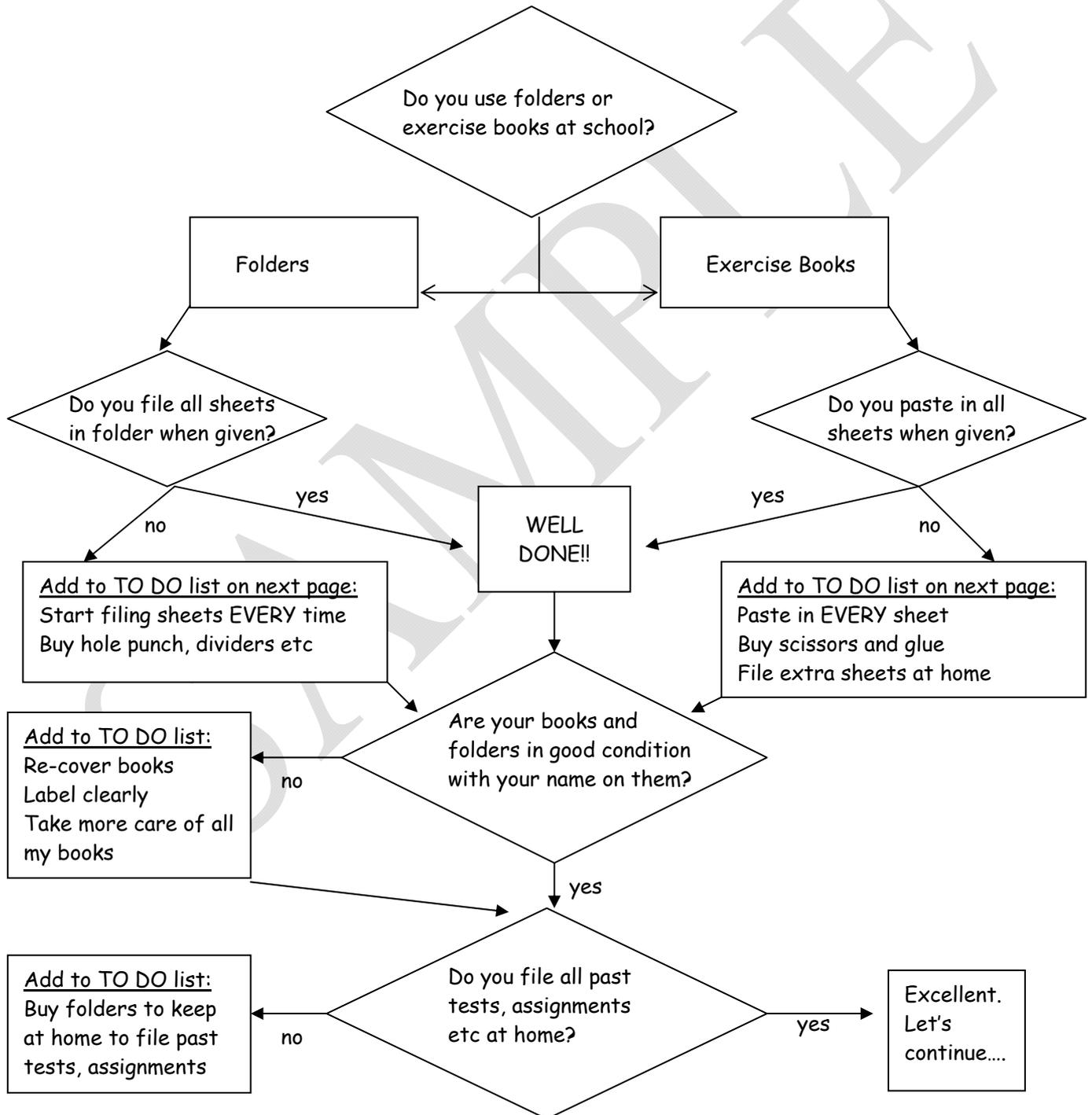
English:	Mathematics:
Science:	

Now discuss your answers on this worksheet with your parents.

# 4 Organisational Skills

## Organising papers

Highlight your path through the flowchart as you select from the choices. Fill in any 'TO DOs' as you encounter them in the space on the next page.



*It is really fairly simple to keep your papers organised.*

- 1. File all sheets and pieces of paper as you are given them.*
- 2. Keep your workbooks, folders and textbooks in good condition.*
- 3. File all past tests, assignments and extra handouts.*

*It is a good idea to have a folder at home with dividers in it for each subject, or even a folder for each subject, where you can file extra sheets that won't fit in your book as well as any tests or assignments that are returned to you. These are useful to study from at examination time. If you use folders for school, once you have finished a topic take the notes out on that topic and file in your folder at home. You can also keep finished exercise books in your folder.*

### **Digital resources**

Do you manage digital resources effectively? YES/NO

Do you backup your files for school? YES/NO

Do you have folders set up for each subject on your computer? YES/NO

### **QUICK TIP**

One of the most effective things you can do to do well at school is to develop the following habit:

EVERY time you finish a topic at school spend a little time making some study notes on that topic. This is a great way to revise as you go and will give you a fantastic time advantage closer to exam time.



My TO DO list to get organised:

Now discuss your answers on this worksheet with your parents.

# 5 Optimising Study Conditions

## Your home study environment

In the space below, write down a description of what your study environment is like at home. Describe the good things about the place where you study, the distractions you face and the things that make it difficult to study in this space.

.....

.....

.....

.....

### ♪ BREAKING NEWS ♪

Research has shown that today's music which has about 140 beats per minute actually makes it harder for your memory to process, unlike baroque (classical) music which has 60 beats per minute and helps short term memory. Playing the radio while you study may help you relax but it means you have to study harder to remember.

## How could you improve your home study environment?

Write your ideas in the space below.

.....

.....

.....

## Game

You will need to ask a family member to be your partner in this game. You and your partner each need to find a counter you can use for the 'Snakes and Ladders' game on the next page. A small sharpener, a bit of paper, be creative! If you don't have a dice, you can cut 6 small squares, write the numbers 1-6 on them and put them face down. Instead of throwing a dice you will choose a square of paper to see how many moves forward you go. If you land on the start of a ladder, well done, you follow the ladder up! If you land on a snake's head, that is not so good as you follow the snake down to the end of its tail. Look for the tips along the way of do's and don'ts for optimising your study environment.

Good luck!

40 FINISH!	39 You don't have a desk or clear private place to study at home.	38	37	36 You listen to the radio or have the TV on while you are studying.
31	32	33	34	35
30 You keep your work space clear and uncluttered and remove distractions.	29	28 Your room is well ventilated and you have fresh air while studying.	27	26
21	22 You mostly do your homework in front of the TV.	23	24 You keep checking email or sending sms or messages while studying.	25
20 Your study space at home is noisy, messy and uncomfortable.	19	18	17	16
11	12 You have shelves and space to store your study material.	13	14	15
10	9	8	7	6 You have a supportive chair at your desk at home.
1 START	2	3	4 You have a nice big clear desk at home to use for your study.	5

Now discuss your answers on this worksheet with your parents.

# 6 Reflection/Thinking Ahead

## Reflecting on your approach

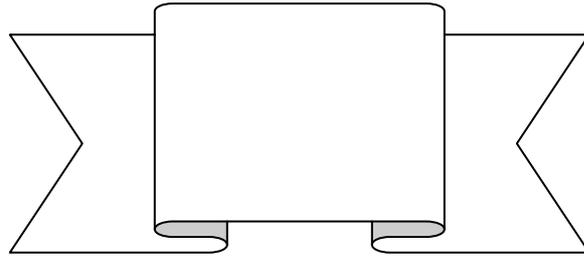
Have you been implementing the study skills you have been discussing and thinking about?

If you did this activity last year, see if you have managed to improve this year.

Let's see how you have been going. Put one tick for each question:

	YES	sometimes	NO
1. I write my homework into my diary.			
2. I check my diary each day to see what work I need to do.			
3. I actually do my homework each day.			
4. I have a set time to do work at home each day.			
5. In this set time I do homework, assignments and revision.			
6. Before I start work, I plan exactly what needs to be done.			
7. If I am absent, I find out the work I have missed.			
8. I use my classtime effectively.			
9. I listen in class and don't daydream or talk.			
10. I think about what I am copying from the board.			
11. I participate and am involved in my classes.			
12. I bring the correct books and equipment to class.			
13. I arrive at school on time.			
14. I look after my notebooks and textbooks.			
15. I file and organise my papers and handouts.			
16. I ask for help if I don't understand.			
17. I make summaries or study notes as I finish a topic.			
18. I have a wall calendar where I can see all that is due.			
19. I plan out my assignments and start them early.			
20. I have a good study environment at home			
TOTAL:			
Now multiply the number of ticks by the given number:	X 2	X 1	X 0
Add these up to get your total score for the next page:			

Your total study skills score was:



- 
- |       |  |
|-------|--|
| 40    | Total study skills legend!   |
| 31-39 | You are doing really well, only a few things you need to work on. Well done.   |
| 21-30 | OK to good. You are on the right track but have some areas you could improve in order to achieve better results and make life at school easier.  |
| 11-20 | You need to really start to make some changes. There are many areas you need to focus on in order to ensure you are ready for the next years of high school.   |
| 0-10  | Either you didn't do the quiz seriously or you really need to spend some time with a teacher planning out how you could improve your study skills. It is really important that you work on these areas now before the workload gets heavier and harder! You can do it, just take it piece by piece, work on one thing at a time and once you have established a new good habit, move on to the next thing. |
- 

### **What could you do to improve?**

What are the three most important things are that you need to do to improve? Write these below:

- 1.
- 2.
- 3.

*The study habits you develop now are very important. If you have any bad habits, like biting your nails or leaving lights on or any of the other things your parents might nag you about, you probably already know how hard it is to change a habit. Study habits are like that too. The longer you leave them until you do something about it, the harder they are to fix. So start working on your study habits now while you are still in the early days of high school.*

Now discuss your answers on this worksheet with your parents.

# 7

## Making Study Notes

When do you make study notes? How do you do it? Do you write them into an exercise book or onto paper? Do you type them? How do you file and organise them? Do you think they are useful? Write your answers to the questions in the space below:

.....

.....

.....

If you only followed ONE suggestion in all of these worksheets, this would be the most important one to do:

**EVERY TIME YOU FINISH A TOPIC  
IN ONE OF YOUR SUBJECTS  
START YOUR STUDY NOTES FOR THAT TOPIC**

Most students aren't this organised or motivated. But it is amazing the difference it can make if you just make this little effort and start making this an automatic habit. Your study notes don't have to be perfect to start with, but just getting them started has so many advantages.

### Advantages of making study notes at the end of each topic

Here are some advantages of starting study notes every time you finish a topic:

- It means you are revising as you go throughout the year.
- When making a summary you will find out if there are things you do not understand and you will have plenty of time to ask your teacher for help.
- It will give you a fantastic advantage when you get closer to the exams as you have already organised and summarised your notes and while everyone else is starting this you can start studying.
- 
- 

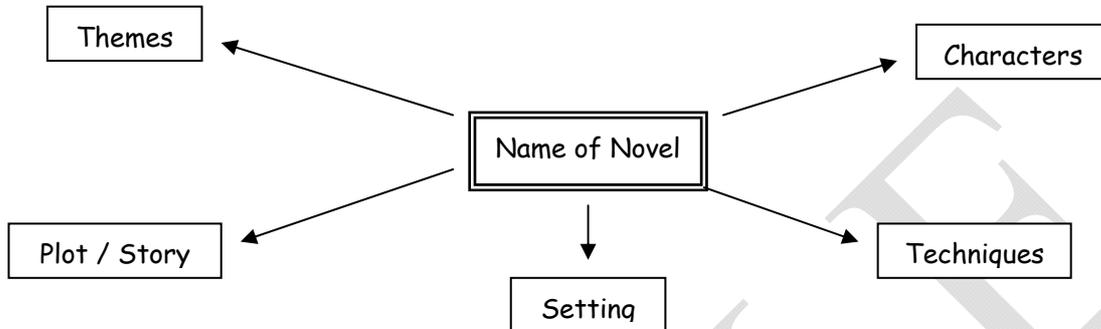
*See if you can come up with two other advantages of making study notes as you go and write these in the spaces above.*

## Steps to starting study notes

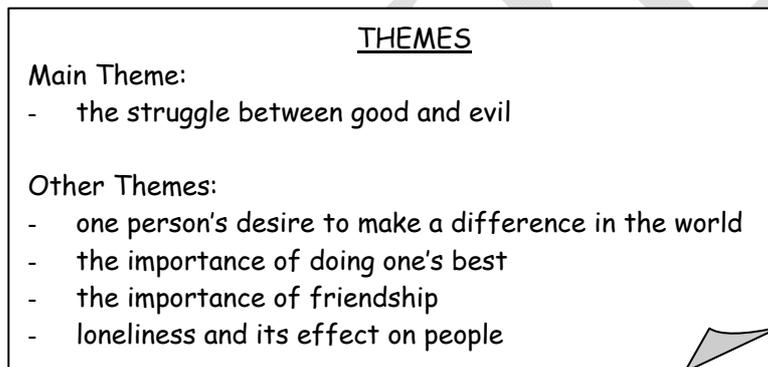
Read and highlight the following then follow these steps to starting study notes when you get home tonight:

- 1) Gather all material related to the topic: exercise books, textbooks, notes, sheets.
- 2) On a sheet of paper write down the topic in the middle of the page with a box around it.
- 3) Look through all the material and on your paper draw lines going out from the topic and write down all the main headings or sections that are in this topic.

Eg:



- 4) Now take a page for each of these headings and looking through your materials make notes on each of the headings. Make your notes in point form and pick out the important points that you would need to know for an examination. Eg:



For subjects like Maths, you might also include examples under each of the topic headings.

- 5) Later on, closer to the exams, you may want to rewrite each of these pages into a more organised form, collecting the information that goes together and grouping it in sub-headings. But for now, the fact that you have started, have a one page overview of the topic and notes on each of the main headings, puts you well ahead of most people.
- 6) Buy a display folder for each subject or use the folder you have at home for that subject and file your study notes neatly away till you need to refer to them again.

*How do the above steps compare to what you do to make study notes?*

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Now discuss your answers on this worksheet with your parents.

# 8

## Improving Study Notes

### Charting your progress with study notes

Have you started making your study notes? In the table below, write down the topics you have covered so far in each subject and put a tick if you have started study notes for that topic.

#### TOPICS COMPLETED THIS YEAR

Maths	English	Science	

If you haven't started making any study notes yet, set aside some time each day after finishing your homework to spend just 20 minutes or so working on your study notes. Do just a bit each day and eventually you will get through all of the topics and get caught up. From then on, each time you finish a topic, start the study notes for that topic.

### Improving study notes

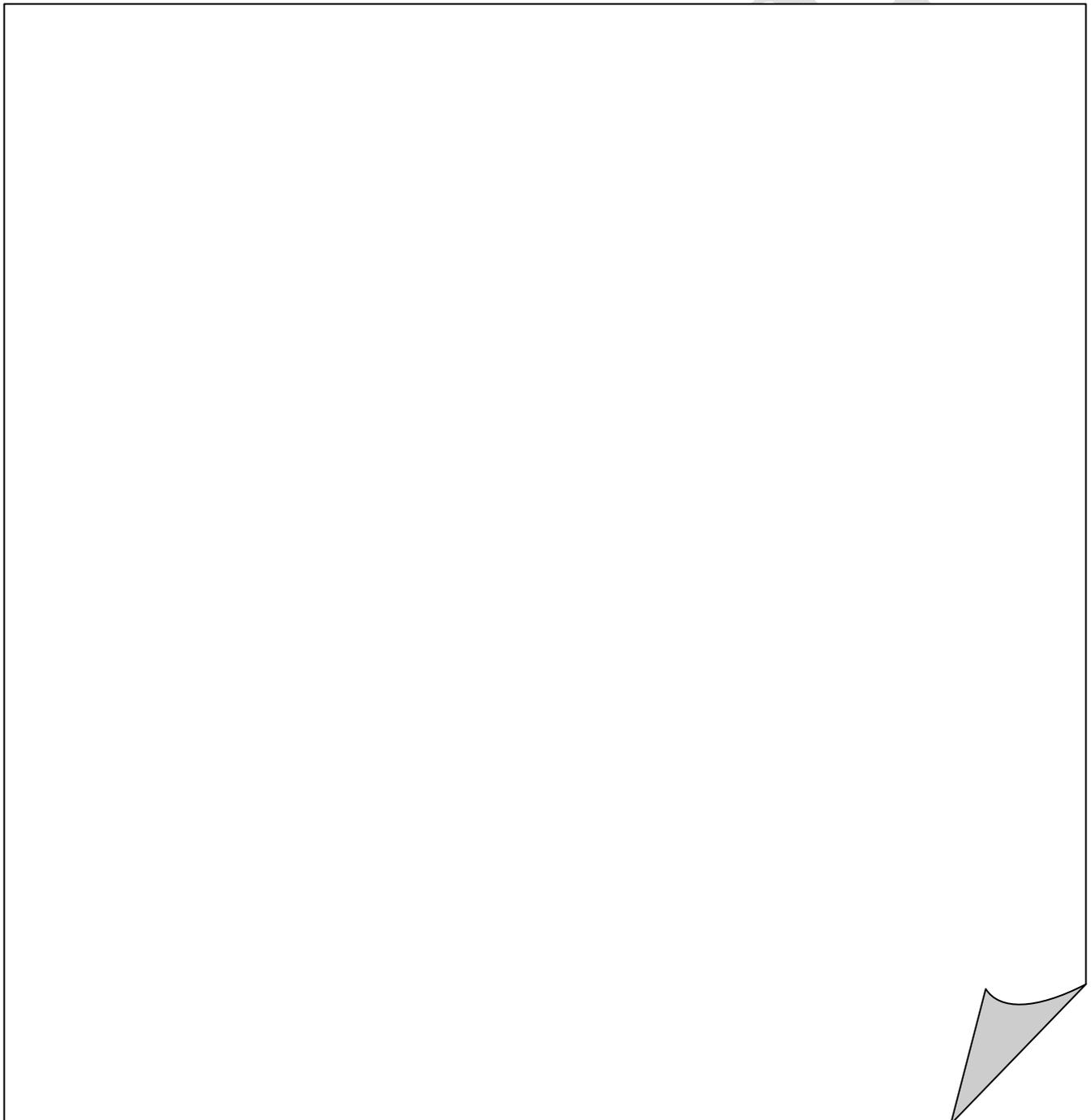
A student made a summary of part of a topic on the environment on the next page. You need to re-do the summary making it more effective by:

- Writing out the summary clearly and neatly.
- Spacing it out over the page, not bunching all the words together.
- Using headings for the different sections.
- Using point form, trying to only write down the key ideas or key points.
- Using colour or highlighting to make headings clearer.
- Putting boxes around key ideas or formulas or rules.
- Using lists or numbering where possible.
- Making the topic visually clear so you can see at a glance what it is all about.

Our Environment.

Environment means all the things that surround and affect an organism in its life. It is important as our environment is basic to our survival and is part of our heritage. There are many levels of life in an environment. An Organism is an individual in a species. A Population consists of the plants and animals that live in an area while a community is all living things of all types that live in an area. Within each ecosystem there are both biotic or living things or abiotic or non-living things. Food chains are also important. In food chains plants make or produce the food while animals eat or consume the food. They may be herbivores or plant eaters like kangaroos and koalas, carnivores or flesh eaters like eagles and sharks or omnivores which eat both like possums and foxes.

Use the space below to make a clearer summary.



Now discuss your answers on this worksheet with your parents.

This resource continues for another 25 pages

SAMPLE