

Tutor2You

One-on-one In-Home Tutoring

Increase Confidence | Build Motivation | Improve Results



THE ULTIMATE WEEKLY GUIDE TO SUCCESSFUL STUDENTS





INTRODUCTION

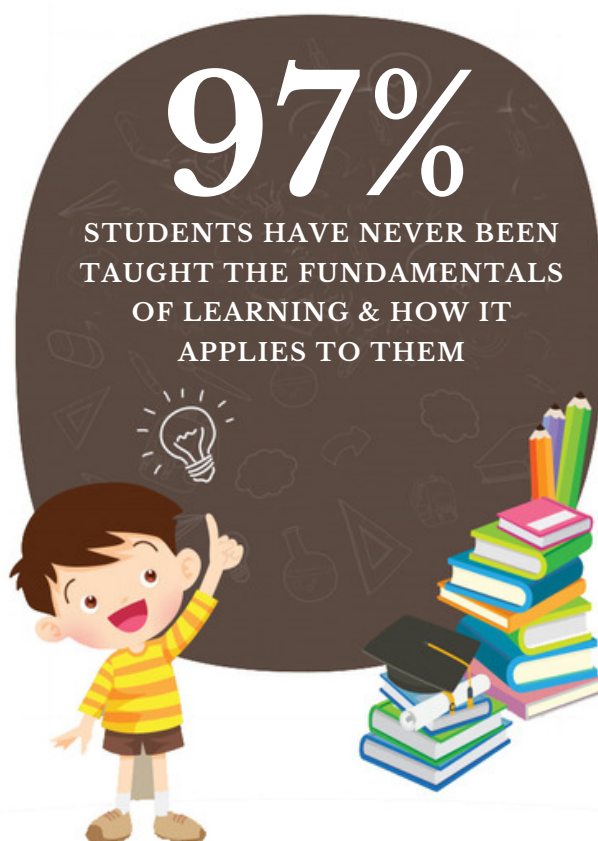
Have you ever realised that students spend years learning complex maths equations, modern history facts, how to analyse abstract poetry, and the important life skill of how to dissect a frog, yet much of these skills are quickly forgotten once they walk out of those school gates for the final time?

Excellent study skills set your children up for success. They develop a positive attitude about themselves, and they feel confident and competent. They'll take these skills and apply them through the rest of their lives as they graduate.

Tutor2you approaches education with a proactive philosophy, to give each and every student the opportunity to discover how they learn best and the skills they need to succeed.

Using a broad range of scientifically based learning strategies and techniques, students can absorb information more efficiently and effectively. Using these techniques, your child can reinforce their fundamental understanding, which is needed to grasp more advanced concepts.

Research has shown;





“Every student deserves to learn the necessary skills they need to succeed at school and beyond, with the knowledge, focus and motivation to put these skills into action”

Founder - Tutor2you

This guide is a simple to use tool to help get your child on track, become more focused, more disciplined and ultimately, become a better student. It focuses on 6 ultimate chapters to successful study, which if implemented, will unlock the key to success.

- **CHAPTER 1: Planning and Organisation – Get Ready!**
- **CHAPTER 2: Goal Setting – Be SMART**
- **CHAPTER 3: Time Management – Study Smarter, Not Longer**
- **CHAPTER 4: Healthy Habits – Work this out**
- **CHAPTER 5: Study Tips and Tricks - Make Learning Fun**
- **CHAPTER 6: Note-Taking – Write it Right**
- **CHAPTER 7: Homework and Examination – Ace it!**

Each chapter is composed of:



**COMPREHENSIVE
CONTENT**



**TIPS AND
STRATEGIES FOR
STUDENTS**



**ULTIMATE
PARENTING
TIPS**



WORKSHEETS



These 7 chapters are compiled to form the **Ultimate Weekly Assessment** and **Ultimate Weekly Planner** to set up for a productive week.

ULTIMATE TIP: Whatever it is, whatever strategy you come up with, when you find something that works for you, put it into practice and go for it!



CHAPTER 1: PLANNING AND ORGANISATION

Get Ready!

Improving your focus is as much about giving yourself the best opportunity to improve using the right environment and constraints, as it is about actually having the will power to focus.

Did you know?



Planning increases students chance to achieve their academic goal to become better.

When there are so many other things going on during studies, it can be challenging to keep pace. There will be times when you will lack the motivation to study – this is when your solid study plan will be most valuable. The first step to effective studying is to get organised. When you're organised and aware of what you need to do, you're more likely to be cool, calm and collected when challenges arise.

Where to Study: Setting Up A Study Area

Find a suitable place to study. You may consider for some time in a school facility like a library that is conducive to learning and with quiet ambience. However, most students prefer to study mainly at home. In any way, neat and organised study space is essential and will help you to learn best.

Guide questions in setting up a right study area. You should be able to answer YES to all these questions.

1. Is the study space quiet, clean, and free from all distractions?
2. Is it a place that you can concentrate for extended periods?
3. Is your chair comfortable that I can sit for a long time?
4. Is your desk free from mess and clutter?
5. Is the area well-lit which make you able to see the study materials?
6. Does the study space contain all the study materials you need?
7. Does the study place have a comfortable temperature?



Some can only concentrate in a tidy and organised environment while others can work in a more cluttered one. Think about what works for you.



There are several online tools or extensions we recommend to help stay focused when studying on or around computers, including:

StayFocusd – Google Chrome web store
Freedom - <https://freedom.to/>

These can reduce online distractions, disable access to the internet and certain websites.

What to Prepare: Gathering the Learning Resources

Gather all the resources that you may need while studying. These are the tools which will help you to learn best.

List of printed and digital learning resources that you may need:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Textbooks | <input checked="" type="checkbox"/> Past exams |
| <input checked="" type="checkbox"/> Calculator and other tools | <input checked="" type="checkbox"/> Activity books |
| <input checked="" type="checkbox"/> Lecture Notes | <input checked="" type="checkbox"/> Reference books |

Prepare also the necessary supplies like papers, pens, highlighters, and markers.

Tutor2you has a range of resources that guarantee to help you boost your studying.

Weekly Planners



Worksheets



Study Guides



Summative Assessment



Guide questions to check whether you have prepared the learning resources. You should be able to answer YES to all these questions.

1. Have you prepared only the materials you need for the whole day?
2. Have you opened only websites that can be a help to you for studying?
3. Have you prepared the supplies you can use in studying?

Here is the adapted approach to keep your materials compiled using an accordion folder and binder.

The first step in compiling is to get an accordion folder (expandable folders with lots of pockets) specifically for use during school, with two sections for each subject. Name the first by the subject name and the second with homework.

LET'S
COMPILE!

At home, it is recommended to have a ring binder 1 for each learning area. Use dividers or plastic sleeves to split up your ring binders into relevant sections for each learning area for example

- ✓ Notes
- ✓ Exams
- ✓ Assignments
- ✓ Worksheets

At least once a week spend 5-10 minutes filing all your notes from your daily folder to your subject folders. If your daily folder is getting full, you may need to file a couple of times a week



When to Study: Finding the best time

Find the time that you feel comfortable.

Some students prefer to study in the morning when the brain is refreshed and ready for the information, and natural light keeps them alert, while others prefer in the night-time when it's quiet and has fewer distractions and interruptions.

Everyone's different, develop a study routine that works for you. If you study better in the morning, start early before taking a break at lunchtime. Or, if you're more productive at night-time, take a larger break earlier on so you're ready to settle down come evening.



As a parent, encourage your child to keep track of their schedule. One of the essential skills that your child can learn at primary is knowing how to organise their study. There are several ways you can do to monitor progress.



- Help your child to create a study space at home and make sure that they have all the resources they need.
- Keep on track with your child's progress by checking the filing folder and weekly planner every night.
- Find the time of the day that works best for your child. Whatever time that is, make sure your child will get the right amount of sleep every night. Lack of sleep can cause kids to not able to focus on the study sessions

Developing excellent organisational skills is a crucial ingredient for success in school and life. Tutor2you will help the students to keep things in order – ensuring effective study routines and systems in place to help each child to get ready for learning.

Name: _____ Date: _____

ULTIMATE WORKSHEET 1.1 GET READY CHECKLIST FOR KIDS AND TEENS

Use this checklist to get ready for study. Check YES if the items have been prepared. Otherwise, check NO.

	YES	NO
1. Quiet study space		
2. Organised desk		
3. Comfortable chair		
4. Well-lighted study area		
5. Distraction-free area		
6. Enough Supplies		
Pens		
Papers		
Others: _____		
7. Calculator and other tools		
8. Books to be used for the week		
9. Homework booklet		
10. Filled out Ultimate Weekly Planner		

LET'S COMPILE!

Check the box if you have transferred your notes, homework booklet, exam papers and worksheets to your subject folders.

- | | |
|---|---|
| <input type="checkbox"/> Subject 1: Maths
<input type="checkbox"/> Subject 2: Science
<input type="checkbox"/> Subject 3: English | <input type="checkbox"/> Subject 4: _____
<input type="checkbox"/> Subject 5: _____
<input type="checkbox"/> Subject 6: _____ |
|---|---|



CHAPTER 2: GOAL-SETTING

Be S.M.A.R.T

By setting sharp and clearly defined goals, you can measure and take pride in the achievement of those goals.

You'll see forward progress in what might previously have seemed a long pointless grind.

You will also build self-confidence as you recognise your ability in achieving the goals that you've set.

Setting goals gives you long-term vision and short-term motivation. It focuses on the acquisition of knowledge and helps you to organise your time and resources so that you can make the most out of your life. After you have prepared all the materials needed for the study, it is now time to create and write down realistic study goals and making study time a part of your routine. Tutor2you follows the SMART goal guidelines to set effective goals.

Did you know?



Setting goals gives you long-term vision and short-term motivation.

How to Set Goals

The SMART is an acronym that identifies the areas of focus in goal-setting. It will help you determine whether the goal is framed correctly.



Are your Goals SMART?

One of the main reasons why a study plan fails is having no goals or pursuing the wrong goals. When setting your goals, it is important to make sure you're setting them correctly. **Here's how the SMART framework could help you.**

	DESCRIPTION	GUIDE QUESTIONS
SPECIFIC	<p>Clear and concise</p> <p>State what is to be achieved, by whom, where, and when it is to be achieved.</p>	<p>Who is involved?</p> <p>What do you want to accomplish exactly?</p> <p>When will the goal be achieved? *</p> <p>Where are you going to be working to achieve the goal?</p> <p>Why do you want to accomplish the goal?</p>
MEASURABLE	<p>Include time and quantity to check whether the goal has been achieved</p>	<p>How will you know when you have accomplished your goal?</p>
ATTAINABLE	<p>Set goals that are possible to achieve through their abilities or in a specific time frame</p>	<p>Is achieving this goal realistic with effort and commitment?</p> <p>Will the resources achieve this goal?</p>
RELEVANT	<p>State the main purpose of why you're trying to achieve the goal</p>	<p>Why is this goal significant to your life?</p>
TIMELY	<p>Include a target date</p> <p>Ensure that a time frame is on the goals to keep motivated and reduce procrastination</p>	<p>When will the goal be achieved? *</p>

EXAMPLE

POOR: I will solve maths problems.

GOOD: *I will solve ten maths problems on multiplication of two-digit numbers for 15 minutes every day for five days to pass the exam next week.*

Learning to set goals is an essential part of teaching your child to be responsible early in life. Recognising the importance of setting goals will help prepare your child for success. Setting goals will increase awareness of strengths and weaknesses.



Whether your child struggles in a particular learning area or wants to improve his or her grades further, setting goals for kids in school teaches your child how positive work ethic can make a difference in achieving what he or she wants. These goals lead to a better work ethic, stronger study habits, and an understanding of the steps it takes to achieve better.

Tutor2you will make sure that students are heading in the right direction to achieve their long-term and short-term goals.

Reference:

Personal Goal Setting - How To Set Smart Goals (n.d.).

Retrieved from <https://www.mindtools.com/page6.html>

Name: _____ Date: _____

WORKSHEET 2.1

S.M.A.R.T. GOAL ASSESSMENT FOR TEENS

Are your goals SMART?

A SMART goal can answer YES to all these questions.

		YES	NO
SPECIFIC	1. Does your goal specify what needs to be accomplished?	<input type="checkbox"/>	<input type="checkbox"/>
	2. Does the goal statement include how it should be accomplished?	<input type="checkbox"/>	<input type="checkbox"/>
MEASURABLE	3. Do you know when your goal can be considered done?	<input type="checkbox"/>	<input type="checkbox"/>
	4. Does your goal answer to the question how much, often, and many?	<input type="checkbox"/>	<input type="checkbox"/>
ATTAINABLE	5. Do you possess the appropriate knowledge, skills, abilities needed to achieve the goal	<input type="checkbox"/>	<input type="checkbox"/>
	6. Considering the external conditions is this goal realistic?	<input type="checkbox"/>	<input type="checkbox"/>
RELEVANT	7. Does it make a difference to your overall objectives if this goal is met?	<input type="checkbox"/>	<input type="checkbox"/>
	8. Does your goal statement include why it should be accomplished?	<input type="checkbox"/>	<input type="checkbox"/>
TIMELY	9. Does your goal include a target date or time?	<input type="checkbox"/>	<input type="checkbox"/>
	10. Have you explained when the goal needs to be reached?	<input type="checkbox"/>	<input type="checkbox"/>

Name: _____ Date: _____

WORKSHEET 2.2 BE S.M.A.R.T. WORKSHEET FOR KIDS

Use the format below to write your SMART goals for this week.

I want to (What do you want to accomplish?) by (When do you want to accomplish it?) so I will (How are you going to get there?) to (Why do you want to accomplish it?).

Example:

I want to solve a total of 10 maths problems on multiplication of two-digit numbers by May 31, so I will solve two maths problems every day for five days to pass the exam next week.

SUBJECT-BASED GOALS

Subject-based goals will guide your child to improve on his/her academic performance.

MATHS	I want to _____ by _____ so I will _____ to _____
ENGLISH	I want to _____ by _____ so I will _____ to _____
SCIENCE	I want to _____ by _____ so I will _____ to _____

HABIT-BASED GOAL

Habit-based goals will guide your child to practice a healthy habit. This includes everything about improving habits such as eating the right food, exercising regularly, staying active in class discussion, interacting with other people.

SLEEP AND REST	I want to _____ by _____ so I will _____ to _____
EAT, DRINK, EXERCISE	I want to _____ by _____ so I will _____ to _____

Name: _____ Date: _____

WORKSHEET 2.3

S.M.A.R.T GOAL-SETTING FOR TEENS

Use this guide to write your SMART goal.

SPECIFIC	What do you want to accomplish exactly?	
MEASURABLE	How will you know when you have accomplished your goal? How are you going to monitor your progress?	
ATTAINABLE	Is achieving this goal realistic with effort and commitment? Will the resources achieve this goal?	
RELEVANT	Why is this goal significant to your life?	
TIMELY	What is the timeline for achieving this goal?	

S.M.A.R.T. GOAL

Rewrite your goal based on your answers above.



CHAPTER 3: TIME MANAGEMENT

STUDY SMARTER, NOT LONGER

It is essential to maintain an overall perspective of where you are at any given point in the term. You need to be aware of what deadlines and milestones are coming up.

Just as it's important to have a long-term view, it's also important to chunk out time. This is a highly effective time management strategy.

If you want real productivity and your study to stick in your mind, block out time to focus on one thing at a time, as part of your bigger plan.

These are some of the activities that you might consider when managing your time.

- ✓ Preparing for an exam
- ✓ Doing a school project
- ✓ Organising notes
- ✓ Doing homework
- ✓ Going to family events
- ✓ Social gatherings
- ✓ Playing sports
- ✓ Exercising
- ✓ Eating

Did you know?



Just as it's important to have a long-term view, it's also important to chunk out time.

Give it a time to wrap up the personal and social activities you have for the week. Use the **Ultimate Weekly Planner designed by Tutor2you** to plan for the coming weeks visually.

The calendar should contain all significant dates, including exam dates, homework, project deadlines, term breaks, holidays etc. It is important to build strong habits over time, so it is advisable to review what you have written on the planner every end of the day or regularly.

Take note of these tips to improve your time management.

1. Manage your tasks

A human brain learns academic material faster and better if done in short blocks of time spread out over a more extended period. If you were training for a marathon, you wouldn't try and run 24 hours a day. This means that you'll perform better on the exam if you spend one hour studying each day for twenty days than if you spend ten hours studying for two days before an exam. Therefore, break down major tasks into small parts.

Aside from following your teacher's deadline, you need also to set a deadline for yourself. Manage how long the task is likely to take you to plan the week around. Always check your calendar and ensure that you have scheduled everything.

2. Allow contingency time

Plan for a small amount of contingency time before and after each task. It also allows for short breaks, which can be very helpful for refreshing your mind and boosting productivity.

3. Know your limits

Make sure to be clear on what you need to achieve each week. Do urgent and important tasks first and reprioritise others that you can't commit to. Do not focus on tasks that are not possible for you to finish within the given day or week. Make necessary adjustments as much as possible. After all, you can only do what is humanly possible.



SAMPLE ROUTINE CHART FOR KIDS

ROUTINE CHART

MORNING



WAKE UP
7:30 AM



BATH TIME
8:00 AM



DRESS UP
8:30 AM



BREAKFAST
9:00 AM

AFTERNOON



WASH HANDS
12:00 NN



LUNCH
12:10 PM



HOMEWORK
2:00 PM



GAMES
4:00 PM

EVENING



DINNER
6:00 PM



BATH TIME
6:30 PM



READ BOOK
7:00 PM



BEDTIME
8:00 PM



Breaking down a study time into smaller chunks will help your child retain information better.

Do the hard stuff first. It's natural for kids to procrastinate on difficult tasks, but encouraging them to tackle the hard stuff first will make the rest of their studying more enjoyable.

Name: _____ Date: _____

WORKSHEET 3.1 STUDY SMARTER FOR TEENS

List your weekly tasks and assigned target date. Review this after a week of setting it to check whether you have achieved the target. Remember to follow the **SMART** way of writing your task. Refer to the legend below the table and rate the task from 1 to 3.

TASK	TARGET TIME & DATE	ACTUAL TIME AND DATE COMPLETED
EXAMPLE : (1) Maths exam on 28th of May: to review about addition and subtraction of decimals by answering five items each day for five days	May 20-24; 4:00PM-5:00PM	May 20-24; 4:00PM-5:00PM

Legend

1. Urgent and important. These activities are important Because they fulfil your key responsibilities and are also urgent because a deadline is attached.
2. Important but not urgent. These are items that fit into your long-range plan. They may be put off for a time but should reappear later as a 1.
3. Not urgent or important. These may be quick and easy items that give you a sense of accomplishment.

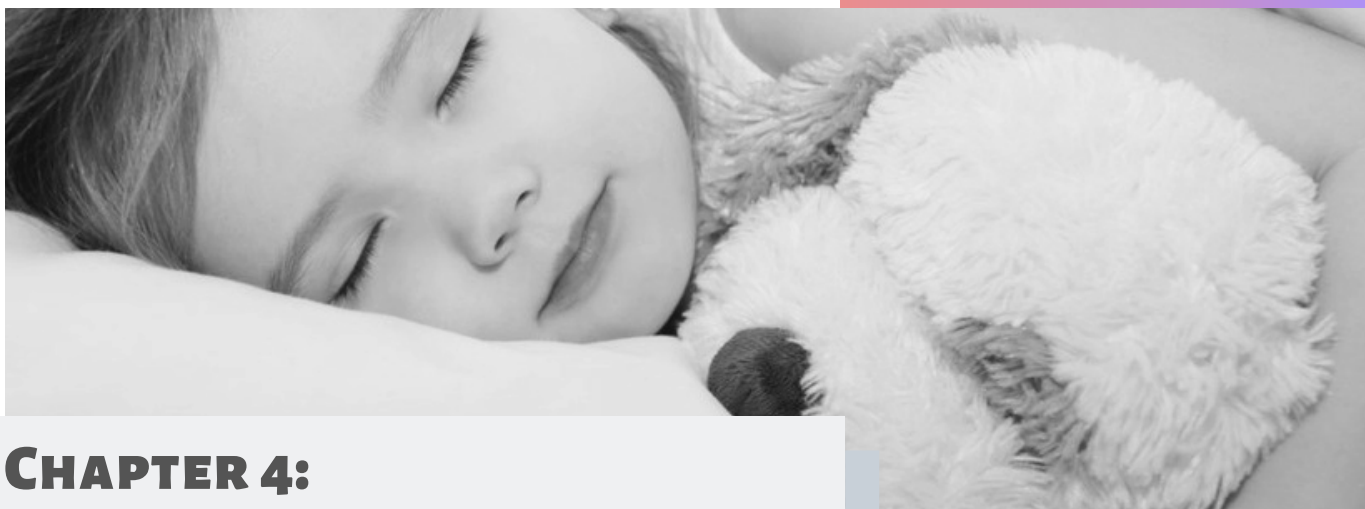
Name: _____ Date: _____

WORKSHEET 3.2 COUNT THEM ALL FOR KIDS AND TEENS

Check how much you have achieved at the end of the week.

Three slots are added for your own academic and extracurricular activities.

	TARGET	ACTUAL
How many worksheets did I answer?		
How many subjects did I summarise?		
How many hours did I revise my notes?		
How many hours did I review for my exams?		
How many hours did I spend doing my homework?		
How many hours did I spend doing my school project?		
How many hours did I sleep?		



CHAPTER 4: HEALTHY HABITS

WORK THIS OUT

Health is critical to our mental performance. Improving the effectiveness of our study habits is just as critical to improving how we study.

Improving concentration is an important aspect of studying. Always be reminded of your reasons for working hard to stay motivated. If you can't concentrate, observe yourself and find time to figure out the things that are distracting you.

It is great to have a talk with your family and friends about the practices you need to improve your concentration. This chapter of the study skills discusses the approaches and techniques that you may need to adapt to your study routine. Keep healthy and find balance in your academic and social life through these tips.

Did you know?



Improve concentration is not only needed in doing assignments and undertaking exams, But it is needed in most classroom activities.



There are things that parents can do to improve their concentration. If you notice that your child has a hard time focusing, it is important to consider a healthy lifestyle. Consider the tips in this chapter to improve your child's concentration and increase productivity.

1. Have a good night's sleep

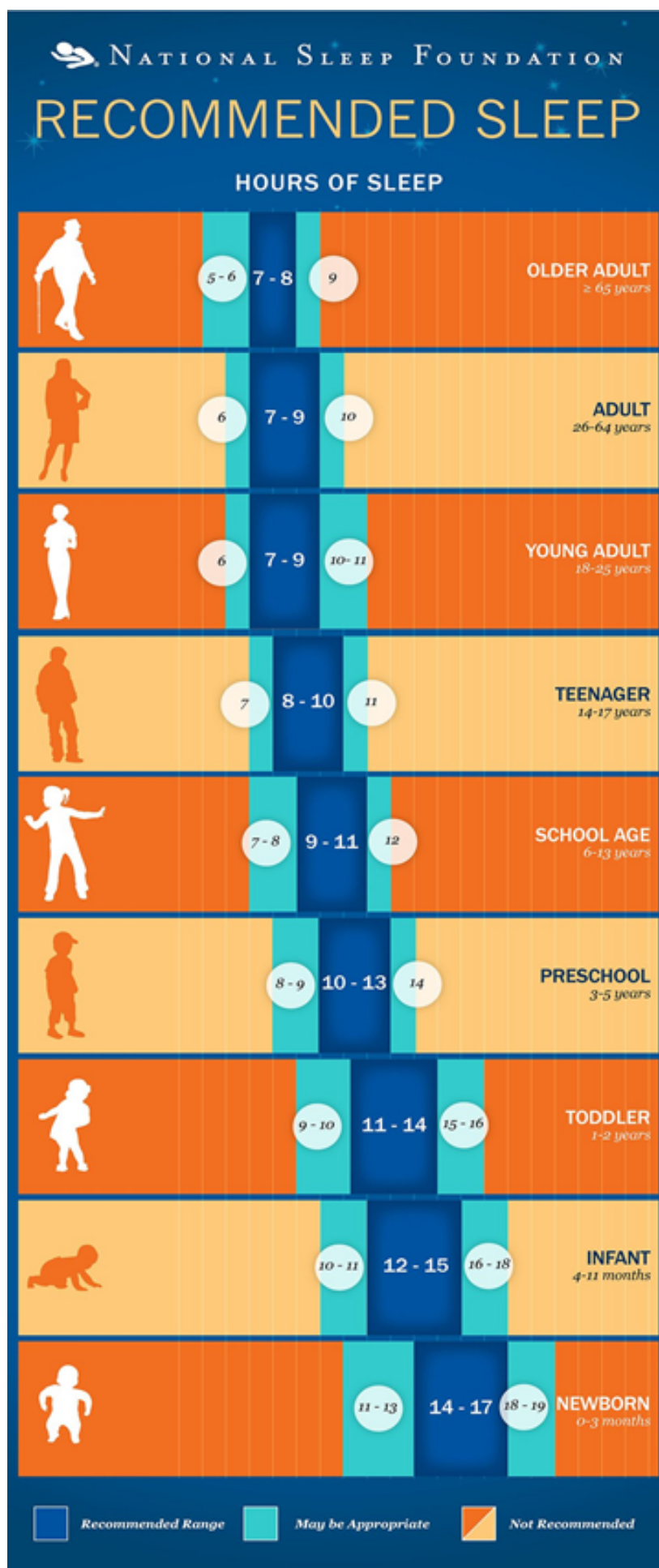
The first thing that you have to do is make sleep a priority. Our mind will work best when it is well-rested every day. Studying when you're tired and sleepy is not healthy for you, as it tends to affect your mood and be less productive.

What's a normal amount of sleep?

Lack of sleep can cause difficulty in concentrating throughout the day. Getting the right amount of sleep is essential for restoring energy to your body and brain. Most people would say that you need to sleep for at least 8 hours every night.

However, this is not always the case since it varies for everyone. Take a look at the recommendations of the National Sleep Foundation for appropriate sleep duration.

Most school-aged children require 9-10 hours of sleep while teens need about 8 to 10 hours to sleep each night to function best. Take into consideration the bedtime and wake-up time. Decide on an appropriate time to go to bed and keep in mind any early morning starts.



How to get a good night's sleep?

- ✓ Create a sleep schedule. Waking up and going to sleep at the same time every morning and night puts you in control of your sleep habits.
- ✓ Use your bed only for sleeping. Don't use it when studying or eating.
- ✓ Avoid eating heavy meals and exercising within a few hours of your bedtime.
- ✓ Take a hot bath before bed. Avoid cold shower as it may wake you up.
- ✓ Turn off bright lights at least 30 minutes before bed. The light from computer and phone screens keeps your brain active and awake, preventing it from starting to shut down for the evening.
- ✓ Avoid taking naps that are too long and too close to bedtime.



Sleep is not only required for optimal brain function; it has a powerful relationship with the generation of neural pathways and memory. Think of sleep like giving your brain the chance to file all the information gathered throughout the day in the relevant folder within a filing cabinet.



If you have an android phone, install the twilight app or with an iPhone, you can activate 'Night Shift'.

For a computer, you can install f.lux . These apps reduce the blue backlight, which acts to keep your brain awake.

2. Use breaks to optimise productivity

Do you find it hard to concentrate on your studies for prolonged periods?

If you're experiencing burnout and can't stay focused, taking scheduled short breaks could help you to renew your energy. It's important to regularly take breaks while you're studying, especially if you're feeling tired or frustrated. Give yourself a break from all the brain activity. Research shows that pausing for a moment to relax, and a reboot is essential for achieving productivity.



What to do during short breaks

- Stay away from your study area.
- Talk to your family or friends. Avoid talking about studies.
- Eat a healthy meal. Avoid eating junk food or anything that is not nutritious.
- Move your body. Go for a walk outside the study area.

Working too long on a task can decrease your performance. The suggested study sessions should have 5- to 10-minute break per 45-90 minutes of studying. You know what works best for you so plan how often you will take a break and how long would it be. Don't take too long breaks to avoid procrastination. The purpose of taking breaks is to ensure that you don't burn out and allow your brain to relax and be more productive when you return.

3. Eat brain food and exercise regularly

Eating healthy and exercising regularly is an essential part of a healthy lifestyle and advisable to be taught at an early age. Research shows that children who embrace healthy eating and exercise habits during middle childhood will have a much easier time maintaining a healthy lifestyle through adolescence and adulthood than individuals who try to make the shift later in life.



Eat healthy food

The food you eat can have a large impact on your brain activity. Healthy eating helps maintain energy and improve concentration.

IN	OUT
Three healthy meals a day	Junk food which can only provide a temporary boost in energy.
Food provides a special boost for concentration such as green leafy vegetables, nuts, whole grain bread, and fruits like blueberries and apples	Heavy meals that could make you feel sleepy
Fresh or dried fruits for snacks	Candies and sugar-loaded desserts
Protein-rich foods that help stabilise your brain energy	Processed foods which may cause moods to fluctuate.

Eating the right foods can help you gain more energy, improve your mood, and more mental sharpness, which is a recipe for success in every area of your life.

Stay Hydrated

Drinking water has a large impact on maintaining concentration and improving mental performance. Hydration helps you maintain energy levels and flushes toxins from your system. Ensure that you have a water bottle on your desk while studying.



Install the **Hydro Coach** (hydrocoach.com) app on your android phone. This app will help you monitor your water consumption to stay hydrated throughout the day.

Exercise regularly

Exercise is beneficial in increasing your focus and concentration. Regular exercise is important to kids and teens because it helps maintain their physical and mental health. Parents can be a good example for their children by engaging themselves and staying active in physical activities.

Children and even teens shift their attention when they get bored. Playing with your electronic devices is not only the option for your spare time. So, keep away phones, tablets and computers, and start doing activities to condition your mind and body.

1. Full-body exercise

Doing full-body exercises have a great impact on your physical and mental health. They help build endurance and coordination to strengthen the whole body. Squats, pull ups, push ups, split jacks, and star jumps are just a few of full-body exercises that you can do with your parents and friends. They keep your body physically active, reduces stress and depression, and improve self-confidence.



2. Yoga

Yoga has a lot of positive benefits on mental health. It has been shown to enhance social well-being through a sense of belonging to others, and improve the symptoms of depression, attention deficit and hyperactivity, and sleep disorders (Yoga and Mental Health, Huffington Post 2013).



3. Walking

Physical activities don't have to be intense to provide benefits. Walking is good exercise. Research shows that 30 minutes of walking every day reduces depression and improves quality of life. It also shows higher academic achievement and better cognitive performance.

There is a wide range of physical and mental activities for kids and teens. You just have to take into considerations which are suitable and work for you.



Make sure your child is eating the right food, getting enough sleep and physical exercise, and drinking adequate water.

Surprisingly the act of taking time out of studying to get moving and active will help to de-stress and declutter your thoughts. Consider it free thinking time where you can let your mind wander. These are only some of the things you may consider to get the most out of studying.



Remember to start small and at a slow pace until you make it a habit to do this.

Name: _____ Date: _____

WORKSHEET 4.1 THE HEALTHY PLANNER FOR KIDS AND TEENS

	M	T	W	TH	F	SA	SU
What time did you sleep last night?							
What time did you wake up this morning?							
How long did you sleep?							
How good had you slept? Excellent 😊 Fair 😐 Bad 😞							
How long did you study? (in minutes)							
How long did you have your break while studying? (in minutes)							
How many glasses of water did you drink?							
What are the good foods that you ate?							
What are the bad foods that you ate?							
How long did you spend exercising? (in minutes)							
How would you describe your mood at the end of the day? Happy 😊 Sad 😞							

I WANT TO SHARE

Write anything about your good and bad habits that you want to share.

Name: _____ Date: _____

WORKSHEET 4.2 HEALTHY HABITS ASSESSMENT FOR KIDS AND TEENS

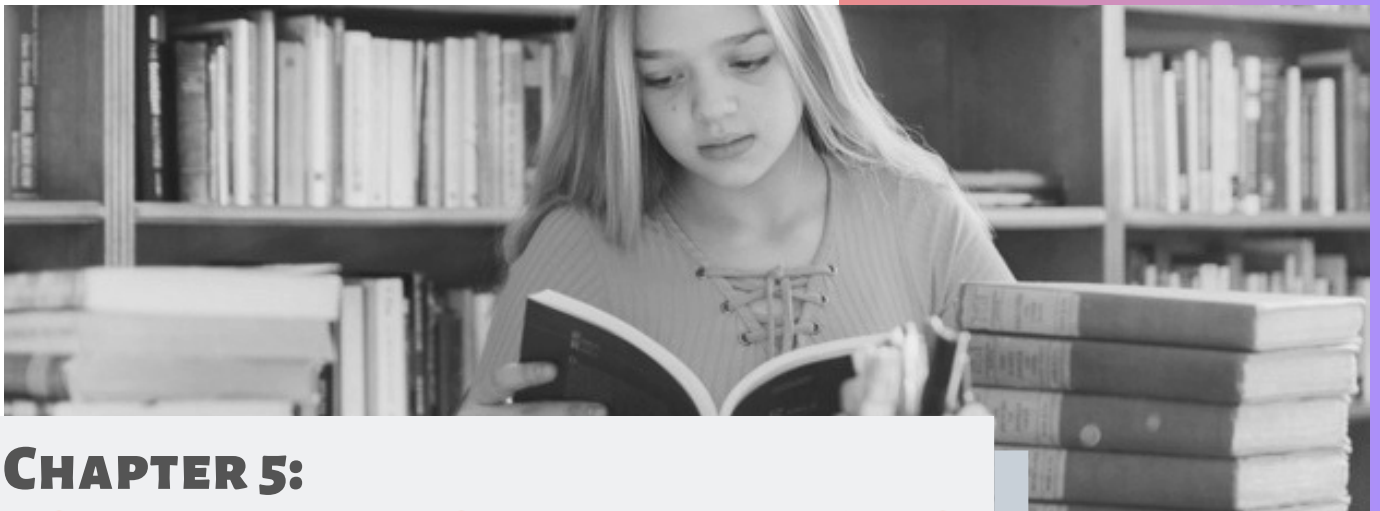
Evaluate this week's healthy habits.

	YES 	NO 
I slept well every night.		
I used my bed only for sleeping and not studying or eating.		
I turned off bright lights at least 30 minutes before bed.		
I didn't take naps when studying.		
I took enough short breaks.		
I ate healthy meals every day		
I ate healthy snacks like fruits and vegetables.		
I seldom ate sweets.		
I made sure to stay hydrated		
I had enough energy throughout the day		
I didn't forget things easily		
I exercised regularly		

If your answer is YES, you will earn 2 points. If NO, you will get 1 point.

Add all your points. If the total is more than 18 points, that means you're doing a **GOOD JOB**.

Lower than 18 points mean that you can still work on it. We recommend you to do **Worksheet 2.2 Habit-based Goal** section.



CHAPTER 5: STUDY TIPS AND TRICKS

MAKE LEARNING FUN

Are you looking for ways to study better and faster while having fun? This chapter discusses the most effective study tips and tricks for different learning styles.

1. MEMORY TRICK - USE MNEMONIC DEVICES

Mnemonic devices or simply mnemonics are memory techniques that help you to remember information in an interesting way. They help you improve your ability to remember easily by associating the information with images, objects, words, or place.

The Method of Loci (for Visual-Spatial and Kinaesthetic Learners)

The method of Loci or mind palace is one of the oldest memory techniques. The TV series Sherlock featured this technique, where the famous detective, Sherlock Holmes, uses mind palace to solve problems.

Did you know?

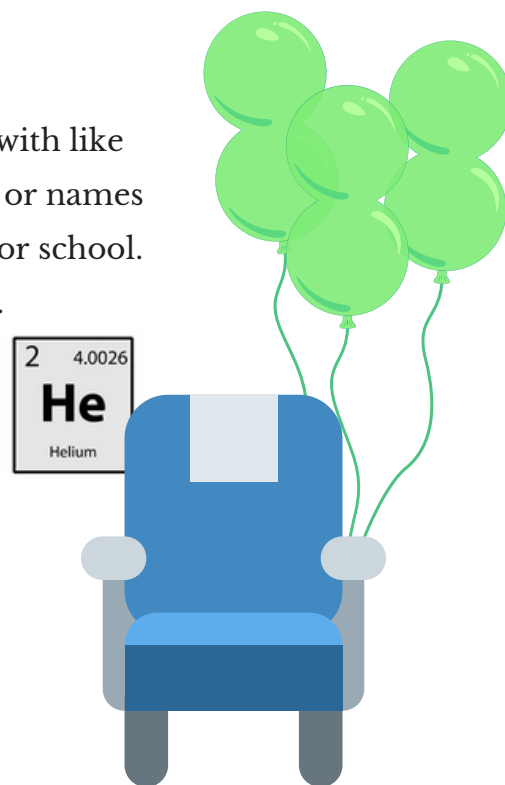


The most effective mnemonic devices are the method of Loci, acronyms, acrostics, and music mnemonics. They are proven to be effective that you can still recall them several years after.



How does it work? Imagine a place that you are familiar with like your house, classroom or school. Then, assign the words or names that you want to memorise to each object in your house or school. It helps to make the association as interesting as possible.

Let's say you need to memorise the noble gases in the periodic table of elements. The objects in your classroom are the teacher's chair, window etc. The first noble gas is helium, so we'll imagine the teacher's chair having balloons with helium. Next is the window with neon lights to remember the second noble gas, which is neon. Then pick another object and assign it to the third noble gas.



The process continues until you assign all noble gases to specific objects in the classroom. So, when you need to recall the noble gases, look at the teacher's chair then you remember helium, the window for neon etc.

This technique is also useful when dealing with a series of events.

Acronyms

(for Linguistic Learners)

An acronym is a word formed by taking the first letter of each item to be remembered. You probably have heard of "Roy G Biv" and certainly know that it is not the name of a famous person. **ROY G BIV** stands for the seven colours of the rainbow, which are **red**, **orange**, **yellow**, **green**, **blue**, **indigo** and **violet**.

Examples

Parts of Speech Pronouns, Adjectives, Verbs, Prepositions,
PAVPANIC Adverbs, Nouns, Interjections and
 Conjunctions



Order of Operations Parentheses, Exponents, Multiplication/Division,
PEMDAS Addition/Subtraction

Coordinating Conjunctions For, And, Nor, But, Or, Yet, So
FANBOYS

Trigonometric Functions Sine=Opposite/ Hypotenuse, Cosine=Adjacent/Hypotenuse,
SOH CAH TOA Tangent=Opposite/Adjacent

Acrostics
(for Linguistic Learners)

An acrostic is a phrase or sentence in which the first letter of each line spells out a word.

Examples

Planets in the Solar System in Order from the Sun

My Very Educated Mother Just Served Us Nachos
 Mercury, Venus, Earth, Mars, Jupiter, Saturn, Uranus, Neptune
 Or
 My Very Educated Mother Just Served Us Nine Pizzas
 (including Pluto)

Points of the Compass

Never Eat Soggy Weetbix
 North, East, South, West

Notes on the Lines of the Treble Clef

Every Good Boy Does Fine
 EGBDF

Order of Sharps for Music Keys

Father Charles Goes Down and Ends Battle
 F#, C#, G#, D#, E#, B#

Seven Major Levels of Classification

Kids Prefer Cheese Over Fried Green Spinach
 Kingdom, Phylum, Class, Order, Family, Genus, Species

Order of Operations

Please Excuse My Dear Aunt Sally
 Parentheses, Exponents, Multiply, Divide, Add, Subtract



Rhymes and Songs (for Auditory-Musical Learners)

Music can also help you to remember information. It is the rhythm which makes it easier to recall details. Teachers often use music to attract and help students to remember key points. You can also make your songs or jingles by putting the information into a tune. The most popular is the ABC song which is based on the tune of the nursery rhyme: “Twinkle, Twinkle Little Star”.

Example

The number of days in the months of the calendar.

30 Days Has September,
April, June and November,
All the rest have thirty-one,
But I think February’s great,
It’s the one with twenty-eight,
And to make it crystal clear,
Twenty-nine in a leap year

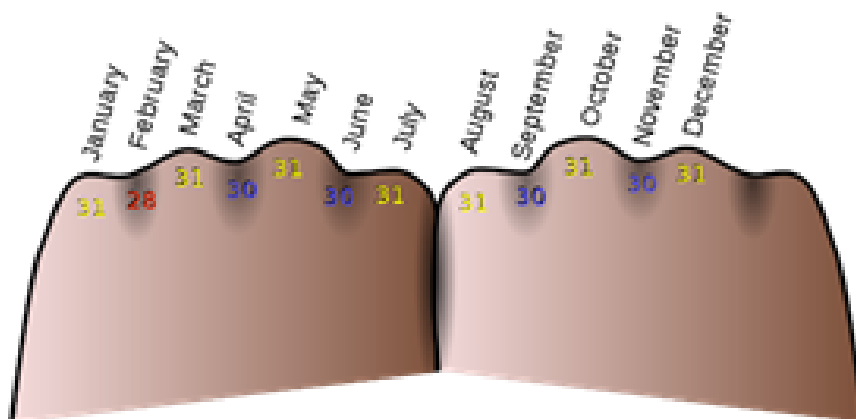


You can check the tune made by Easy Peasy Plays:

<https://www.youtube.com/watch?v=BYshA2ybFdY>

Did you know?

You can use the knuckles of your hand to distinguish which month has 31 days? We call it “Knuckle Mnemonic”. Each knuckle represents a 31-day month.

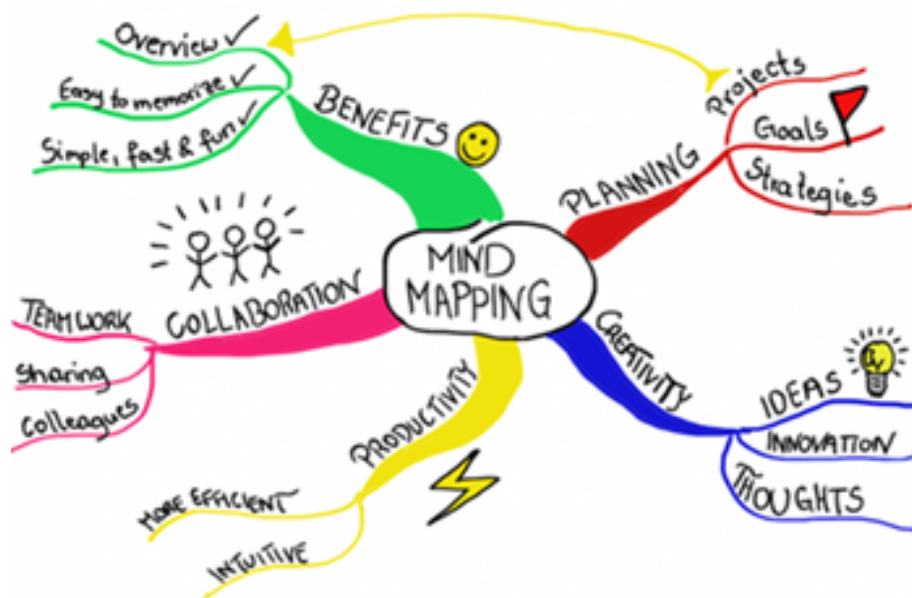


Develop a technique that will help you remember the things you have learned. You can either create your mnemonics or discover existing mnemonics that works for you. There are tons of mnemonics available on the internet.

2. CREATE A MIND MAP (for Visual-Spatial Learners)

Do you want to make your notes available on one page? Then, mind mapping is for you.

Mind mapping applies to all kinds of activities and all subjects. Mind maps are visual representations of concepts on any topic. They are most useful when taking notes during class and brainstorming for a presentation. Mind map works like the brain works. It combines words, images, lines and colours to organise and summarise complex information on only one page – the reason why this method is popular among professionals. It is a great tool to improve your memory and retention effectively.



Source: www.mindmeister.com/blog/why-mind-mapaping

Students need to understand the concept of mind mapping to be able to appreciate its benefits. So, here's how to do it.

1. Take a piece of paper.
2. Write down the main topic in the centre.
3. Identify sections of the topic. Sub-topics radiates from the centre.
4. Write down the keywords and key phrases associated with the topic which will serve as the branches of the map.
5. Establish the connections between these words, phrases or images.
6. Remember to use colourful lines to connect one idea from the other.

Making a mind map enhances creativity and productivity. It is not merely writing for the sake of having notes - as you make your map, you are already analysing information. We all learn differently, so your map differs from another person's map even if it's from the same topic. Start mind mapping, and you'll be surprised how great this would help you.

3. PREPARE YOUR OWN FLASHCARDS (for Visual and Auditory Learners)



Flashcards are for everyone!

Flashcards apply to all ages and all types of learners. They are great tools to practice vocabulary, remember historical dates, test arithmetic skills, learn a foreign language and anything that involves memory. Visual learners can include pictures, and auditory learners can say the question and answer aloud to help them remember the information. Also, flashcards are flexible tools that can be studied alone or with a group by both children and adults.

There are a variety of ways to make your flashcards. The basic format for flashcards is the two-sided: one side asking the question and the other side for the answer. Vocabulary flashcards contain a keyword side and a definition on the other. The basic materials are index cards and markers. You don't have to spend a lot of money to make them.



The benefits of using flashcards

- ✓ They are a tool to memorise and understand concepts.
- ✓ They help increase children's attention span.
- ✓ They help build concentration among kids.
- ✓ They are a playful means to engage children to concepts.
- ✓ They help discover your weaknesses on a particular topic.
- ✓ They are useful for a quick study session.
- ✓ They are available in either physical or digital. Physical flashcards are easy to make, and digital flashcards are readily available on the internet.



If you prefer digital flashcards, you can check out these sites to create or find decks of flashcards for all your classes.

- **Brainscape** www.brainscape.com

It has an advanced editor where you can insert pictures, sound and other features to your cards.

- **Cram.com** www.cram.com

It provides different ways to study with the flashcards such as quiz yourself and play a game. Also, it has apps for both Android and iOS for free.

- **Flashcard Machine** www.flashcardmachine.com

It gives you the option to print, export and review your deck. It also offers apps for both Android and iOS so you can study wherever you go.

Play “Flip and Reveal” with two-sided flashcards.

- Spread the flashcards on a table.
- Start on whichever card you want to answer first.
- Read the question or describe the image before flipping and revealing the correct answer.
- Say your answers out loud.
- Have two boxes and label them as correct and wrong answers.
- Take a break, then review the incorrectly answered cards.



Engage kids to play games with flashcards like Flip and Reveal. When playing the Flip and Reveal game, let your kids flip the cards on their own and encourage them to read the question and answer out loud to remember the information better. Draw two thumbs up on the correct answer box and one thumb up for the wrong one, instead of writing “correct” and “wrong” on the box.

Use flashcards effectively by following these tips.

- ✓ Use the Leitner system when reviewing with flashcards. It is a method which uses the concept of spaced repetition.
- ✓ Don't put several facts in one flash card.
- ✓ Use one flashcard for each question.
- ✓ Add (or draw) pictures on the cards to make it more memorable
- ✓ Review them with a buddy

4. QUICK TRICKS

Here are tricks that you should know to boost your productivity.



- o **Say things out loud**

Research has shown that reading information out loud helps students to learn faster than by reading silently.

- o **Teach what you've learned**

A better way to test what you know is to teach someone what you have learned. Teaching shows a better understanding and knowledge retention.

- o **Use the Times New Roman font**

The fastest font to read is the Times New Roman

- o **Use scents**

Research has shown that smells trigger memories better than sound. Spray a perfume with an unfamiliar scent while memorising a piece of information, then respray it on the day of your exam to help you recall the information

- o **Chew gum**

Chewing gum has the same effect as spraying perfume. Also, chewing gum makes reading faster.



WolframAlpha - www.wolframalpha.com

If you would like to know other ways of solving math problems, use WolframAlpha. It shows step-by-step solutions to any maths problems. It also has a section for Science & Technology, Society & Culture, and Everyday Life.

Forest – www.forestapp.cc

If you want to limit the use of your phone, download the Forest app. Forest is an app helping you stay away from your smartphone and stay focused on your work. Whenever you want to focus, plant a tree. Anytime you leave the app; it will tell you to go back to Forest immediately to prevent the tree from dying.

5. GOOGLE SEARCH TRICKS

Google is a powerful learning tool available to students today. Everyone uses Google. However, only a few know how to use it efficiently. If you want to find the exact information that you’re looking for, then use these tricks.

	EXAMPLE	DESCRIPTION
Asterisk *	An Aussie Year: Twelve months in the * of * Kids by * McCartney	If you would like to search for a book or song title, but you can’t remember that specific word on the title, that’s the time you can use an asterisk. It is a placeholder for any unknown or wildcard terms .
“Quotation Marks”	“parent-teacher interviews”	When you put a word or phrase in quotation marks, the search results will only include the same words in the same order as what you typed in the quotation marks.
~Tilde	study ~tips	When you use a tilde before a word, it will search for words that are related to the keyword.

	EXAMPLE	DESCRIPTION
-Dashes	Jaguar -car	If you want to exclude a term from your search results, put a dash before that word.
vertical bar	study tips tricks hacks	Use (vertical bar) to search websites that have any one, two, or all of the terms.
site:	SMART Goals site:tutor2you.com.au	Use 'site:' to search for something within a specific website
filetype:	Functions and their Graphs filetype:pdf	Use 'filetype:' to help you find studies that you can download for offline use.

You can combine two or more of these tricks to find more relevant results. For example, "site:edu essential mathematics exam filetype:pdf" if you're looking for downloadable Essential Mathematics practice exams.



Kids should be excited about learning. Here are ways to make learning fun for your kids

- Kids love playing so turn every review time into a game.
- Know their interest to incorporate them in the study time. If they enjoy singing, use rhymes and songs.
- Kids like hands-on activities
- Let your child lead the learning

It is challenging to stay engaged and motivated in studying. The good thing is that we can improve our capacity to use our mind. If you find yourself having struggles, practice these tricks to discover which are both fun and effective for you. Explore learning strategies to find something that would suit your learning style and preference for maximum learning effectiveness.

Contact Tutor2you to get in-home tutors to prepare personalised instructions that match up with the student's learning style and needs.

Name: _____ Date: _____

WORKSHEET 5.1 MNEMONICS GAME FOR KIDS AND TEENS

Practice makes progress. Invite your classmates and friends to practice mnemonics. There are four examples provided to start the game. If you are studying a particular subject, then the template is provided for you.

How to play:

- Each member of the game will get a paper and write a topic that he/she wants the other members to create a mnemonic for.
- Put all the papers in a box so all members could pick one from it.
- Create your mnemonic based on the topic you picked.
- Use any of the mnemonics discussed in this chapter.
- Set the timer.
- Each member has to discuss their mnemonic to other members.

<p>Order of the planets from the sun Mercury, Venus, Earth, Mars, Jupiter, Saturn, Uranus, Neptune, Pluto</p> <p>_____</p> <p>_____</p>	<p>General Properties of Matter Mass, weight, volume, and density</p> <p>_____</p> <p>_____</p>
<p>Parts of Speech Noun, Pronoun, Adjective, Verb, Adverb, Preposition, Conjunction, Interjection</p> <p>_____</p> <p>_____</p>	<p>Measures of Central Tendency Mean, Median, Mode</p> <p>_____</p> <p>_____</p>
<p>Topic:</p> <p>_____</p> <p>_____</p> <p>Mnemonic:</p> <p>_____</p> <p>_____</p>	<p>Topic:</p> <p>_____</p> <p>_____</p> <p>Mnemonic:</p> <p>_____</p> <p>_____</p>
<p>Topic:</p> <p>_____</p> <p>_____</p> <p>Mnemonic:</p> <p>_____</p> <p>_____</p>	<p>Topic:</p> <p>_____</p> <p>_____</p> <p>Mnemonic:</p> <p>_____</p> <p>_____</p>

Name: _____ Date: _____

WORKSHEET 5.2

READY SET REMEMBER FOR KIDS AND TEENS

Tested your memory lately?

When it comes to our memories, we are our harshest critics, focusing not on many facts recalled every day but on the forgotten few. This quiz offers a rough guide to how your memory stacks up against the norm.

1 point Not within the last six months

2 points Once or twice in the last six months

3 points About once a month

4 points About once a week

5 points Daily

6 points More than once a day

	How often do you fail to recognise the places you've been before?
	How often do you forget whether you did something, such as lock the door or turn off the lights or the oven?
	How often do you forget when something happened—wondering whether it was yesterday or last week?
	How often do you forget where you put items like your phone or wallet?
	How often do you forget something you were told recently and had to be reminded of it?
	How often are you unable to remember a word or name, even though it's "on the tip of your tongue"?
	In conversation, how often do you forget what you were talking about?

TOTAL POINTS: _____

Score:

7-14 = better than average memory

15-25 = average

26 or higher = below average

Name: _____ Date: _____

WORKSHEET 5.3

STUDY TIPS AND TRICKS ASSESSMENT

Check which statement applies to you.

	YES	NO
1. I use mnemonics like acronyms, acrostics and songs to help me remember new material.		
2. I can breakdown a topic into parts and devise a structure to follow.		
3. I can recall what I have read when I reach the end of the chapter.		
4. I create my flashcards and use them to review a particular topic.		
5. I can connect newly learned information to previously learned concepts		
6. I use mind maps when brainstorming for a presentation.		
7. I find ways to make learning fun for me.		
8. I can think of my technique to learn new materials.		
9. I recite items from my notes and the text in my own words when I am reading or reviewing class material.		
10. I use Google search operators to get precise search results.		



CHAPTER 6: NOTE-TAKING

WRITE IT RIGHT

One of the essential study skills that kids and teens have to learn is writing good notes. Note taking is a skill that students can use in many aspects of life.

However, most students do not take appropriate notes and therefore, haven't developed this skill.

Note taking provides benefits such as recording information in a class discussion that students use to review for exams, prepare assignments or complete projects. Its benefit extends to keeping the body and mind active by listening carefully, understanding the important details and organising the content.

This chapter discusses everything you need to learn before, during, and after a class discussion to ensure effective notes.

Before Class

Here are the things you can do before the class starts to improve the quality of your notes.

1. REVIEW THE CONTENT

Prepare for note taking by reviewing the content before the week begins. It is important to read or skim over the assigned material before you go to class.

Did you know?



Even if you have a good memory, you will not be able to remember everything from the class discussion if you don't take notes.

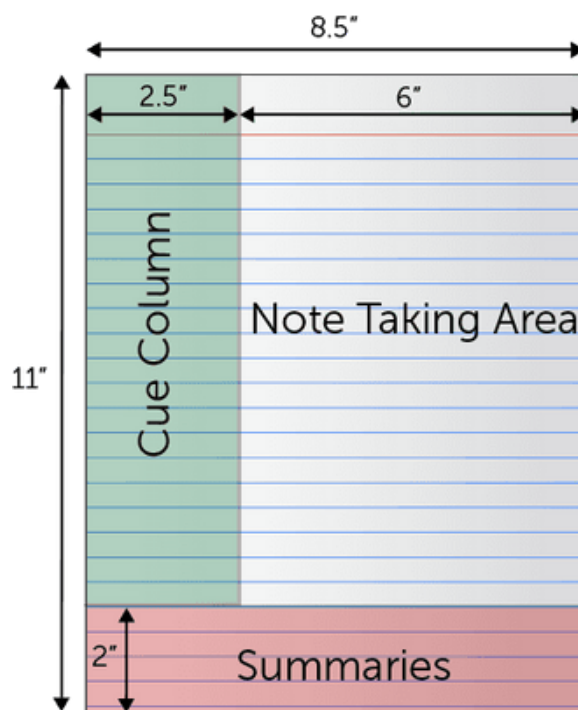
2. USE A NOTE-TAKING SYSTEM

Follow a note-taking system that is suitable for you. The Split-Page Method or Cornell Method is the most recommended system of note-taking.

The Cornell note has three basic parts:

Cues for keywords and questions (column on the left), Notes for writing the content (column on the right), and Summary for generalising ideas (bottom part).

Apart from writing notes quickly, another advantage is that you may not need to rewrite your notes after class. There are several note-taking systems that are designed for different learning areas. Discover that note-taking system that works best for the class.



3. PREPARE THE MATERIALS

Prepare the materials you need while taking notes such as pens, highlighters, papers, and books.



4. SIT IN FRONT

Sit in front of the classroom. Sitting in front helps you avoid distractions and helps you to become a better listener. Research has shown that students who sit towards the front of a classroom achieve better results.

During Class

Here are the key points to remember once you are ready to take great notes.

1. WRITE THE DATE AND MAIN TOPIC.

Write down the date and main topic or title on each page. It helps you to look for that specific detail when reviewing and keeps your notes organised.

2. CREATE AN OUTLINE

The teacher may provide the lesson outline for the day, be sure to take note of it. If not, create your own outline of the lesson by identifying the main points and knowing how the lesson is structured. Use it to guide you to understand the topic better.

3. DON'T WRITE DOWN EVERY WORD THAT THE TEACHER SAYS

Do not attempt to write every word that the teacher says. Pay attention to key points. Trying to write down every word results in missing important details and getting behind the lesson. The whole point of notetaking is to be able to summarise information in a different, shorter form to use later.



4. KNOW WHAT IS IMPORTANT



Write down everything that the teacher writes on the board. It indicates that such details are important in the discussion. Be sure to copy examples the teacher provided, draw graphs or diagrams the teacher used to illustrate a certain detail and write all relevant questions asked during the lesson.

5. BE AN ACTIVE LISTENER

Record when the instructor emphasises the main ideas or details. There is a high chance that you should start writing when the teacher says, “This is important”, “You need to know this” or “This will be included in the test”. Listen carefully when the teacher starts to speak loudly or with emphasis. It implies that you should write down that important part.

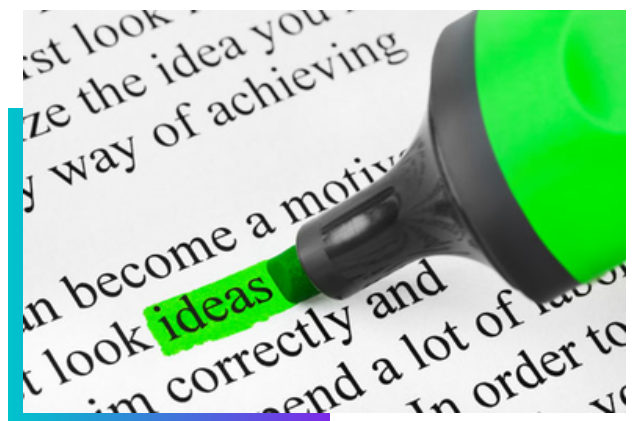


6. WRITE LEGIBLY

You should be able to read your own writing. In addition to that, it would take too much time to review notes when its scribbled down. If you always practice writing, your handwriting will eventually improve.

7. HIGHLIGHT KEYWORDS OR PHRASES

Use coloured pens and highlighters to emphasise the main parts of the lesson. If you don't have the materials, mark an important word or phrase with a star (★).



8. USE SYMBOLS AND ABBREVIATIONS

There are times that the information comes too fast that you cannot write the full words. Increase the speed of your writing by using symbols and abbreviations. Examples are w/ for with, w/out for without, # for number and vs for versus. You may also make your own symbols and abbreviations but be sure to be consistent, so you would understand it when you review your notes again.

9. ASK WHEN YOU DON'T UNDERSTAND

If there's a part of the lesson that you don't understand, be sure to clarify it by asking questions in the class or after the discussion with the teacher.

After Class

Here are three tips to do with your notes immediately after class.

1. COMPARE NOTES

Compare your notes with your classmates to know if you have written the correct information

2. REWRITE NOTES

Write down the lesson summary. Check if you have written all relevant details and fill in any missing details. Ensure a well-organised note for active learning.



3. REVIEW NOTES

Review your notes while the information is still fresh in your mind. Avoid reviewing your notes before the exam day, instead review regularly to avoid cramming.

Good notes should be accurate, clear and concise. They should show the organisation of the content and the relationship between ideas. Research has shown that students who do a good job of taking notes could see a one or two letter grade improvement in most of their classes.



Encouraging your child to read his/her written notes aloud into a voice recorder can help them remember important information.

Name: _____ Date: _____

WORKSHEET 6.1 NOTE-TAKING CHECKLIST FOR YEAR 5 AND ABOVE

Use this checklist to evaluate the quality of your notes. Check YES if the items are included in your notes. Otherwise, check NO.

1. Date and title on each page		
2. Outline of the lesson		
3. Quality Neat notes Legible handwriting		
4. Accuracy Correct spelling and punctuations Well-labelled diagrams and graphs		
5. Completeness Record of teacher's hints Record of teacher's writings on the board Drawn required graphs and diagrams		
6. Mark key points		
7. Use of symbols and abbreviations		
8. Record of questions to be asked		
9. Record of teacher's questions and answers		
10. Summary of the topic		



CHAPTER 7: HOMEWORK AND EXAMINATION

ACE IT!

Assessments enhance learning. They are conducted to inform and improve learning. They provide teachers with a student's background and learning styles to assess and see how learning could be lifted.

Exams and homework should not be considered a burden. These tools help students to keep learning goals of their mind, so they have a clear target to work towards, and teachers can help clear up misunderstandings. In this way, they learn more.

This chapter discusses the strategies and approaches that students and parents should keep in mind when preparing for homework and exams.

*'Study isn't just for the night before an assignment's due or
the night before an exam'*

HOMEWORK

It is a common practice for students to be assessed by giving different types of homework. Homework allows students to apply what they have learned in class activity to their home to acknowledge the areas they need to work on.



Examples of homework:

- Answering maths worksheets
- Reading a chapter of a book
- Writing a book review
- Doing a science project
- Practising an instrument
- Practising spelling words



Here are general tips for students and parents to manage the homework load.

1. Create a plan

Planning includes everything you need to consider from reviewing the homework concerning the deadline to deciding how much time is available.

- Make sure to understand the task instructions. Identify what the students are instructed to do. Organise what you have to do by gathering relevant resources.
 - Prepare the materials and supplies needed. Ensure that the study area is not prone to distractions. For more tips on how to set up a study area, review the first chapter of this module (**Chapter 1: Planning and Organization – Get Ready!**)
 - Check how much the assignment is worth and how would it affect the final grade. Ask which sections of the homework are worth the most marks. From that, you can decide how much effort to put into completing your homework and how long to do the task. Doing it may require a lot of time than you expect. It would be of help to create a SMART Goal for your major tasks (**Chapter 2: Goal-Setting – Be SMART**)
 - Many teachers would help students break down large projects by setting a series of deadlines. If the teacher didn't do this, then break the major task into a list of small tasks and set your deadline to each task. Create a schedule which includes short breaks to be written on the Ultimate Weekly Planner.
 - Be clear with the teacher about how the homework is to be submitted.
-

2. Get Help

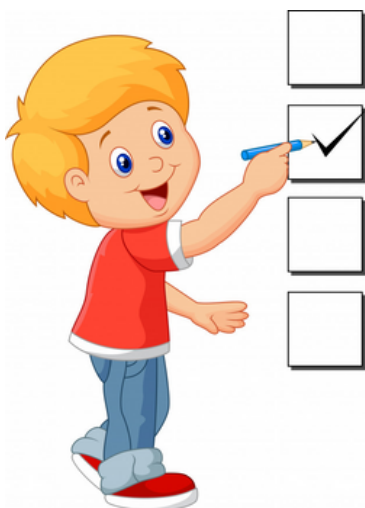
If there are problems with homework, ask for help. Asking for help doesn't mean that you are asking for someone to do the homework. It's still the student's responsibility to do the learning. Parents can make suggestions to produce a better output.

A professional tutor can also be hired to guide and monitor the student's learning progress. It is important to hire an expert on the learning area, especially when the parent will not be able to answer their child's question.



3. Make a Draft

Whether it is about solving a math problem, writing an essay or answering questions from a literary piece, don't expect to get it 100% right the first time that you will do it. Using one or more drafts gives students the chance to organise ideas and correct grammar.



4. Check before submitting

Check if everything that the teacher is asking for has been included. Follow the format required by the teacher, ensure correct grammar, punctuation marks, and mathematical symbols, and check the quality of the output.

EXAMINATIONS

Students acknowledge their strengths and weaknesses through exams. This kind of assessment provides great ways to get confident about what the students know and find out what they still need to learn.

Here are the general tips that students need to remember before and during an examination.

1. Identify the components of the exam

Find out as much as you can about the exam. These components include:

- Identifying the topics that will be covered on the exam.
- Asking how much each item is worth and how would it affect the final grade or overall mark
- Identifying the exam type e.g. multiple choice, essay and problem type of exam and developing or adapting an approach on how to answer them.

Multiple Choice Type

- ✓ Read and understand the question and choices
- ✓ Eliminate possible distractors (incorrect answers)

Essay type

- ✓ Check for the criteria sheet used to grade the answers
- ✓ Ensure that the written output has all the structure that the teacher required
- ✓ Split the question into parts. For example, if the essay is about explaining the difference between goals and habits. You might divide it into
 - (1) Explain – give reasons to clarify something
 - (2) The difference – characteristics that distinguish goals from habits and vice versa
 - (3) Goals – give the definition
 - (4) Habits – give the definition

Problem type

- ✓ Think about the processes involved in the problem and what the approach will be if put in a real-life situation

2. Avoid cramming

Gather all the notes and look for sample worksheets which are related to the exam topics. Reinforce understanding after learning the information and perfect it with enough preparation for the exam. Avoid studying only on the day before the exam because it increases the chance to re-learn the material. Lastly, preparation should start several weeks before the exam date.

3. Have a study buddy

In preparation for an exam, it is important that you spend adequate time both with friends and alone. Preparing for an exam with friends will allow you to articulate and justify answers to a group of like-minded people who are studying the same material. If you have misunderstood something, working through definitions with friends will likely help you to identify these areas and resolve them



4. Practice using past exam papers

Answer old questions to familiarise with the structure and important content of the lesson. Set time limits when practising for the test, e.g. 5 minutes to solve maths problem or 1 minute per multiple choice item.



5. Scan the actual exam papers

Upon receiving the exam paper, read all instructions before answering. Check for missing exam pages. And, spend more time answering items which have high marks.

6. Analyse the question

Break the questions down to make sure that you understand what you're asked. Look for the key points on each item on the exam. These will give you hints on how to answer it. Use techniques to remember what you have learned, such as mind mapping to help organise your thoughts in a logical way and mnemonic devices to improve your ability to remember important details.



7. Review your answers

If you finish the exam before the time is up it's a good idea to go back over everything, even answers you're confident you got right. Try to:

- review as many answers as you can
- decide if you will start with the questions you're least or most confident about
- make sure you've answered every question

8. Come up with your strategy

These tips are only the things that you can do to ace the exam. There might be other things that work for you. You can also find out how your classmates and friends prepare for exams and what techniques they use. Ask for recommendations from the teachers too.

Beat the Clock

A fun game to avoid procrastination when reviewing for exams and doing homework. Sometimes children need a jump-start. If that's true for yours, try Dolin's "Five Minutes of Fury": Set a timer for five minutes, shout "Go!" and have your child work as fast as she can until the timer goes off. At that point, they can take a short break or keep going — and many kids continue.

"Racing against a timer gives kids an external sense of urgency if they don't have an internal one," they note (besides, it's fun!). But it's not an excuse for sloppy work, so tell them to go over it before she puts it back in her folder.

Source: www.scholastic.com



At least once a week, you should go back over the things you've studied in class. Thinking things over can help you to understand the concepts and help you remember when you need them the most.

Here are four reminders of how parents can support their children.

✓ Attend the parent-teacher conference to know the expectations of your child's teacher. Ask about school and classroom policies and how you could help your child to perform better at school.

✓ Make yourself available whenever your child needs you, such as if he/she has questions and concerns.

✓ Ask your child if the teacher has given back the corrected homework. Use it to help your child in the future.

✓ Most importantly, remember to praise your child's work and effort. There are a lot of ways to show how proud you are to your child's achievement. Post on social media or post their output like an art project on the refrigerator.



Name: _____ Date: _____

WORKSHEET 7.1

PLANNING MY HOMEWORK AND EXAMINATION FOR KIDS AND TEENS

Use this checklist to evaluate the quality of your notes. Check YES if the items are included in your notes. Otherwise, check NO.

MY HOMEWORK	HOW LONG WILL I DO IT (in minutes)	WHEN TO DO IT (Put ☺ on the days that you will do it)						
		M	T	W	TH	F	SA	SU
1.								
2.								
3.								
4.								
5.								
6.								

If I finished all my homework for this week, my rewards are

MY EXAMS	HOW LONG WILL I DO IT (in minutes)	WHEN TO DO IT (Put ☺ on the days that you will do it)						
		M	T	W	TH	F	SA	SU
1.								
2.								
3.								
4.								

If I passed all my exams for this week, my rewards are

Name: _____ Date: _____

WORKSHEET 7.2 HOMEWORK CHECKLIST FOR PARENTS

- Provide a quiet, well-lit space, away from distractions and with all the right study materials -- paper, pens and pencils, books, a dictionary, a desk, etc.
- Check the Ultimate Weekly Planner, allowing for the adequate study and free time.
- Limit TV time, and do not allow it during homework.
- When possible, be available to answer questions. Try doing a problem or two together, and then watch as the child tries the next one.
- Avoid simply answering. Instead, ask questions that let your child see the problem in smaller, sequential steps.
- Provide your kids with an agenda for writing down assignments. When they're finished, compare the homework and the agenda to make sure everything is done.
- Review completed and graded assignments. Discuss errors to be sure your child understands the material.

QUESTIONS TO ASK YOUR CHILD

- What's your assignment today?
- Is the assignment clear? (If not, suggest calling a classmate or emailing the teacher.)
- When is it due?
- Do you need special resources (e.g., a trip to the library or access to a computer)?
- Do you need special supplies (e.g., graph paper or poster board)?
- Have you started today's assignment?
- Is this a long-term assignment? (e.g., a term paper or science project)
- For a major project, would it help to write out the steps or make a schedule?

Name: _____ Date: _____

WORKSHEET 7.3

EXAMINATION CHECKLIST FOR KIDS AND TEENS

DAYS BEFORE THE EXAM	ON THE DAY OF THE EXAM
<input type="checkbox"/> Identify the topics that will be covered on the exam.	<input type="checkbox"/> Eat healthy breakfast/meal.
<input type="checkbox"/> Identify the exam type.	<input type="checkbox"/> Arrive early in the exam place.
<input type="checkbox"/> Gather all notes.	<input type="checkbox"/> Avoid talking too much with other test-takers
<input type="checkbox"/> Look for sample worksheets (new resources).	<input type="checkbox"/> Read or listen to all instructions before answering the exam.
<input type="checkbox"/> Practice using past exam papers	<input type="checkbox"/> Be confident and relax in answering
<input type="checkbox"/> Get enough sleep	<input type="checkbox"/> Review answers before submitting.

The Ultimate Weekly Planner

WEEK

NAME _____

S.M.A.R.T. GOAL

Sleep: ____ hours Water: ____ glasses Exercise: ____ mins Mood: 😊 😐 😞		MONDAY	Reminders <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
Sleep: ____ hours Water: ____ glasses Exercise: ____ mins Mood: 😊 😐 😞		TUESDAY	
Sleep: ____ hours Water: ____ glasses Exercise: ____ mins Mood: 😊 😐 😞		WEDNESDAY	
Sleep: ____ hours Water: ____ glasses Exercise: ____ mins Mood: 😊 😐 😞		THURSDAY	
Sleep: ____ hours Water: ____ glasses Exercise: ____ mins Mood: 😊 😐 😞		FRIDAY	
Sleep: ____ hours Water: ____ glasses Exercise: ____ mins Mood: 😊 😐 😞		SATURDAY	
Sleep: ____ hours Water: ____ glasses Exercise: ____ mins Mood: 😊 😐 😞		SUNDAY	
			Resources & Supplies <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
			Meals IN <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ OUT <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____













Name: _____ Date: _____

The Ultimate Weekly Assessment For Kids

This assessment will help you gain a better understanding of your strengths and weaknesses in the seven study skills areas discussed in this module.

Please read each statement carefully. Start colouring the happy face if the item is TRUE for you.

STATEMENT	COLOUR HAPPY FACE
CHAPTER 1: GET READY	
COLOUR IT RED	
1. I study in a quiet area.	
2. I can focus when studying and don't get distracted with other things.	
3. I have all the resources and materials I need on my desk.	
CHAPTER 2: BE S.M.A.R.T.	
COLOUR IT ORANGE	
4. I write down at least three academic goals every week.	
5. I identify at least two habit-based goals every week.	
6. I achieve my goals.	
CHAPTER 3: STUDY SMARTER, NOT LONGER	
COLOUR IT YELLOW	
7. I follow an everyday routine.	
8. I balance playtime and study time.	
9. I finish my study task every day	

CHAPTER 4: WORK THIS OUT		COLOUR IT GREEN
10. I always have a good night's sleep.		
11. I eat three meals every day.		
12. I limit the use of tablets and other electronic devices for online games.		
CHAPTER 5: MAKE LEARNING FUN		COLOUR IT BLUE
13. I learn quickly when using materials like flashcards.		
14. I draw maps, diagram and graphs to remember a piece of information.		
15. I use rhymes and songs when recalling information.		
CHAPTER 6: WRITE IT RIGHT		COLOUR IT INDIGO
16. I listen to my teacher and write key points in my notebook.		
17. I review my notes regularly, not only before my exams.		
18. I ask for help from my teacher whenever I don't understand the lesson.		
CHAPTER 7: ACE IT!		COLOUR IT VIOLET
19. I can identify what the exam is all about.		
20. I read all the instructions or listen to my teacher for instructions before answering the exam.		
21. I always do my homework without other people reminding me.		

Now that you have determined how each statement applies to you.

- Count how many happy faces you have coloured. If you have coloured all three happy faces on each chapter, that means you're doing a GOOD JOB! KEEP UP THE GOOD WORK!
- For uncoloured happy faces, we recommend you go over the chapter's content of The Ultimate Weekly Guide to Successful Students and do the worksheets constructed for you to work on them.

MAKE SURE TO COLOUR ALL HAPPY FACES NEXT TIME 😊

Name: _____ Date: _____

The Ultimate Weekly Assessment For Teens

This assessment will help you gain a better understanding of your strengths and weaknesses in the seven study skills areas discussed in this module.

Please read each statement carefully. After you have thought about how the statement applies to you, check YES if the statement is true for you. Otherwise, check NO.

STATEMENT		YES	NO
1.	I know which time of the day I am productive, and I use that time to study efficiently.		
2.	I write down short-term and long-term goals then work towards the goals.		
3.	I use a calendar or the Ultimate Weekly Planner to write down homework deadlines, test dates, appointments, and other personal and academic activities.		
4.	I can balance my personal and academic activities successfully.		
5.	I can connect newly learned information to previously learned concepts.		
6.	I review my notes before the next class begins.		
7.	I can identify the exam type and coverage and study accordingly.		
8.	I ask for help from classmates, tutors and teachers when I don't understand the lesson.		
9.	I have well-structured SMART goals.		
10.	I make a to-do list of personal and academic activities then refer to it throughout the day.		
11.	I limit myself to no more than 90 minutes of continuous study on a single subject.		
12.	I can breakdown a topic into parts and devise a structure to follow.		
13.	I keep my notebooks neat and organised.		
14.	I turn in all homework on time.		

15.	I study in quiet areas to avoid distractions.		
16.	I consider external conditions that may affect my goals when I plan them.		
17.	I finish one task before moving on to the next.		
18.	I eat three healthy meals each day.		
19.	I read aloud a text to remember it better.		
20.	I check my notes and fill in missing words, phrases, and facts that I may have missed while taking notes after class.		
21.	I generate questions that allow me to recite and reflect on the material that will be on an upcoming exam.		
22.	I am familiar with what type of learner I am (kinetic, visual, auditory, etc.) and use that knowledge to my benefit.		
23.	I make sure to achieve my goals.		
24.	I allow contingency time before and after each task.		
25.	I maintain the same sleeping pattern by going to bed at the same time and waking up at the same time, even on weekends.		
26.	I use mnemonics like acronyms, acrostics, and songs to help me remember new material.		
27.	I use a note-taking system such as the Cornell Method when taking notes.		
28.	I look over the entire exam before I begin marking answers and review my answers before turning in my exam.		
29.	I have necessary supplies like pens, papers, etc. organised and available on my study desk before I begin studying.		
30.	I include a target date to accomplish my goals.		
31.	I know how to break down major tasks into smaller parts.		
32.	I make sure to stay hydrated throughout the day.		
33.	I use Google search operators to get precise search results.		
34.	I listen for the teacher's hints during lectures that indicate when a certain point is of high importance, and I mark the key points.		
35.	I prepare and adhere to a study plan before doing homework to avoid last minute cramming.		

The Ultimate Weekly Assessment Answer Sheet

Now that you have determined how each statement applies to you, you will transfer your answers to the columns below.

- Beside each number, write a “0” for all “YES” answers and write a “1” for all “NO” answers.
- Add all your scores for each study skills area.
- If you have a score of 0-2 in an area, that area is one of your strengths. On the other hand, if you have a score of 3-5 in a particular area, you may have some weaknesses in that area.
- For areas which have 3-5 points, we recommend you go over the chapter’s content of **The Ultimate Weekly Guide to Successful Students** and do the worksheets constructed for you to work on your weaknesses.

Let Tutor2You help you with your needs.

CHAPTER 1: PLANNING AND ORGANIZATION	CHAPTER 2: GOAL-SETTING	CHAPTER 3: TIME MANAGEMENT	CHAPTER 4: HEALTHY HABITS	CHAPTER 5: STUDY TIPS AND TRICKS	CHAPTER 6: NOTE-TAKING	CHAPTER 7: HOMEWORK AND EXAMINATION
1.	2.	3.	4.	5.	6.	7.
8.	9.	10.	11.	12.	13.	14.
15.	16.	17.	18.	19.	20.	21.
22.	23.	24.	25.	26.	27.	28.
29.	30.	31.	32.	33.	34.	35.
TOTAL:	TOTAL:	TOTAL:	TOTAL:	TOTAL:	TOTAL:	TOTAL:

Let us turn our weaknesses into strengths.