

10

Unit Ten

Study Skills

Ages 9-12

Total Time: 2 Hours

PART 1: Ice Breaker

PART 2: Why Study Skills Are Important

PART 3: Motivating Yourself to Study

PART 4: Managing Your Study Time

PART 5: Setting SMART Academic Goals

PART 6: Follow-Up Activities

ANNEXURE 1: Sample Motivational Banners

ANNEXURE 2: Daily Schedule

ANNEXURE 3: A Letter to Myself

ANNEXURE 4: Evaluation

ANNEXURE 5: Test Taking Bingo

ANNEXURE 6: Test Taking Bingo (For Trainer)

Part 1: Ice Breaker

Time:

10-15 Minutes

Objective:

Participants will take part in an activity designed to give them an opportunity to get to know each other

Materials:

(Depending on option chosen)

Option One: Ball

Option Two: Paper, pens

Techniques:

Ice Breaker

TRAINER INSTRUCTIONS:

1. Welcome the participants and tell them that we want everyone to feel energized and ready to learn so we are going to take do a fun activity to get things started. Lead an ice breaker activity from the options below:

Option One: When I Grow Up – Begin by asking the group to stand in a big circle. Explain that we all have goals for what we would like to be when we grow up. Tell them you will be starting the activity by throwing the ball to someone in the group and the person with the ball must say their name and what they would like to be when they grow up. Then they throw the ball to someone else in the group. The activity continues until everyone has had a turn.

Option Two: Quick Change - Ask children to pair off into teams of two. Give each pair two minutes to look at each other very carefully. Next, ask the pairs to stand back to back and give them 1 minute to change two things about their appearance (ex: roll their sleeves up or

down, change hairstyle, move bindi, move earrings, change buttons, etc.). Then ask the partners to turn around to face each other and give them 1 minute to try to guess the things that have been changed.

Now, ask the partners to stand back to back again. Give them 30 seconds to change two different things about their appearance. Then ask the partners to turn around to face each other and give them 30 seconds to try to guess the things that have been changed.

To conclude the activity, discuss if this activity was easy or difficult and what made them think so.

Part 2: Why Study Skills Are Important

Time:

10 Minutes

Objective:

Participants will understand why study skills are important.

Materials:

- None

Techniques:

- Presentation
- Group Discussion

TRAINER INSTRUCTIONS:

1. Explain that study skills are important because they allow you to learn well. They are a very valuable set of skills you can take with you over the course of your life. Some general key points to know about study skills are:
 - **You will develop your own personal approach to study and learning** – you have to study in a way that meets your own individual needs. You will discover what study techniques and skills work for you and what doesn't as you start to develop them. (Examples: some people are very visual and need to see whatever they are studying. Write out your notes and look at them, create graphs, charts, etc, or draw simple pictures to illustrate what you're learning, etc. Some people need to hear what they are learning. Read your notes to yourself or someone else aloud, create a song from what you are learning and sing it to yourself, etc. Some people do better with both – seeing and hearing.)

- Do a quick experiment: write a list of 5 words on the board, allow the kids to study them for a certain period of time, then remove it and ask them to write down what they saw. Next, just say 5 different words slowly 2-3 times, then ask the kids to write them down. Which way did they find easier? They might be able to identify what works best for them.
- **Study skills are not specific to just one subject** – they are generic and you can use them to study in any area. You will just have to understand the concepts, theories and ideas relating to the specific subject area you are studying.
- **You need to practice and develop your study skills** – just like every other skill, study skills also take practice. This will help you understand how you study and will make you more confident about mastering good study skills. This is something that will benefit you throughout your life.
- **Study skills are not just for academics and students** – these skills are transferable. You will take them beyond your education and into new situations and areas such as your professional or personal life. Study skills include organization, managing time well, learning to analyze, problem solving, and discipline. These concepts can be beneficial in every area of your life.

Part 3: Motivating Yourself to Study

Time:

20-30 Minutes

Objective:

Participants will learn techniques to stay motivated.

Materials:

- Study Skills Power Point 9-12
- Annexure 1: Sample Motivational Banners
- Paper, Pens/Pencils, Crayons, Markers

Techniques:

- Power Point Presentation
- Group Discussion
- Activity

TRAINER INSTRUCTIONS:

1. Ask the group what is meant by motivation (motivation is the general desire or willingness of someone to do something.)
 - Explain: A key part of doing well academically is to stay motivated. Going to school, studying, and trying to finish a lot of homework can be tiring and stressful. “Do any of you feel that way? There are times when I get tired too. I get overwhelmed looking at my daily task list and don’t know where to begin. Over the years, I’ve learned some techniques that helped me when I was in school and help me even today.”
2. Start the Power Point presentation with these tips to stay motivated, and ask the teens to follow along:

Slide #3 Establish goals for a study sessions - always schedule a time to do your work/studying rather than waiting until you feel like it. Hold yourself accountable to the schedule you have set for yourself. Refer to your SMART Academic goals. Remind yourself of your short-term and long-term goals on an ongoing basis. Envision your goal in your mind and think about the long-term impact of your actions. Write down the reasons you need to get this done.

Slide #4 Start easy or start hard – starting with the small easy tasks will help you gain momentum and feel accomplished which further leads to productivity. On the other hand, getting the hardest tasks done first will make the rest of your tasks seem easier. Find out which technique works for you.

Slide#5 Measure your progress - find a way to track all that you have accomplished so you can see your progress. Checking things off your list will help to keep you motivated and keep the momentum going. Celebrating your accomplishments will increase your motivation to do more in the future.

Slide #6 Find a partner – find someone who is working towards the same goal or studying the same thing and working together with them will keep you motivated. You will more likely let yourself down than you would a friend who is depending on you so this will hold you accountable. Surrounding yourself with motivated, energetic and positive people will help you get started, too.

Slide #7 Identify resources to help you – try to find help with the subjects you are having trouble with. Try to find tutors, a friend who is an expert at the subject or use the internet to find better explanations. This will cut down on the time you spend trying to understand the assignment.

Slide #8 Establish a comfortable environment – Set up your surroundings and schedule so you make good decisions. Get away from things that will distract you from your goals. Enlist the help of your friends or others to help you from becoming distracted. Find a place free from distraction where you can maximize your concentration and completely focus on studying.

Slide #9 Take breaks - Take a break so you can grab a snack, relax or otherwise refresh and re-energize yourself. Reward yourself for studying by going for a walk or talking to a friend or house parent. Try to schedule your study blocks when you are most productive.

Slide #10 Use a motivational poster - Develop a mantra. Find a statement, picture, poster or a quote that motivates you. Find ways to remind yourself of it. Write it down somewhere you can see it. Increase your positive self-talk and stop any negative self-talk like “you are not good enough,” or “you are not smart enough to do well in school.”

Slide #11 Just do it - Try and take that first step and get started on the task. Once you do, you will feel a lot better than if you are worried about getting it done. You won't know the details of an assignment until you get started. Also, don't dwell on doing an

assignment perfectly, just get started and focus on doing it well enough. There is a saying that “perfection is the enemy of good” and you don’t want to wait until you perfect something before you get started. What is keeping you from working on what you need to? Can you remove the problem by isolating the issue?

3. Distribute paper, pencils, crayons and markers. Using Annexure 1 as a guide, ask the group to design their own motivational banner that they can keep with them. Encourage them to place the banner where they can see it as they study. The banner should include positive words and a picture depicting success. Tell them to be creative with their banners and personalize them by coloring and illustrating as they wish.

Part 4: Managing Your Study Time

Time:

30 Minutes

Objective:

Participants will learn time management and goal setting techniques

Materials:

- Annexure 2: Daily Schedule

Techniques:

- Group Discussion
- Individual Activity

TRAINER INSTRUCTIONS:

1. Begin by saying, "There are only so many hours in a day, a week, a semester. You cannot change the number of hours, but you can decide how to best use them. To be successful in school, it is important to manage your study time carefully. Developing time management skills takes patience and practice."
2. Distribute Annexure 2, pencils, crayons and markers and ask the group to illustrate or write in their daily schedule. Ask them to include activities such as but not limited to: wake up, meals, school, study time, play time, free time and bedtime.
Note to Trainer: Walk around the room and help the children that may need help figuring out where the tasks go on the clock, especially study time.
3. Conclude the activity by telling participants to maintain a Daily Schedule in their notebook in order to effectively manage their study time.

Part 5: Setting SMART Academic Goals

Time:

20 Minutes

Objective:

Participants will learn the importance of goal setting and how to set SMART academic goals.

Materials:

- Annexure 3: A Letter to Myself
- Pens/Pencils
- Envelopes

Techniques:

- Presentation
- Group Discussion
- Group Activity

TRAINER INSTRUCTIONS:

1. Explain that goal setting is a very important thing to do in life and it is something we all naturally already do. It is important for us to set personal goals and academic goals. Remind them they have learned about SMART goals in the Goal Setting Unit. The key is to set effective SMART goals that can help maximize your academic goals. SMART goals are effective because they are realistic and practical so you will be more likely to take the actions to achieve these goals.
2. Review the **SMART** acronym with the group. Have them refer to their notes from the Goal Setting Unit, if needed.

S – Specific (simple, sensible, significant) - your goal should be clear and specific, otherwise you won't be able to truly focus on the goal or feel motivated.

M – Measurable (meaningful, motivating) – it is important to have measurable goals so you can track your progress and stay motivated; this allows you to feel excitement about getting closer to your goals, stay focused and meet deadlines.

A – Achievable (agreed, attainable) - your goal needs to be realistic and attainable to be successful. It has to be possible.

R – Relevant (reasonable, realistic and resourced, results-based) - ensure that your goal matters to you and aligns with your overall vision of what you want to achieve. You have to retain control of your own goals and remain responsible for achieving them.

T – Time bound (time-based, time limited, time/cost limited, timely) – every goal needs a deadline so you have a time line to focus on. This part of goal setting helps you prevent everyday tasks from taking priority over what needs to be done for your goals.

3. Explain that they will be writing a letter or drawing a picture to their future self which will be opened at the end of the school year. They will be able to look back to see how much they have grown and what they have been able to accomplish throughout the school year.
4. Distribute Annexure 3 and pens/pencils and give the participants some time to work on the activity. Participants can use the guidelines in the annexure to write their letter. At the end of the activity, if anyone wants to share their goal action plan with the rest of the group, allow them to do so.
5. After the activity is finished, tell the group to fold their letter/picture and place it in a sealed envelope. At the end of the school year the social worker or trainer can remind the participants to open and read the letter they wrote to themselves.
6. Distribute Annexure 4 and invite the group to complete the evaluation form regarding this unit.
 - Explain that they are to give a score from 1-5 (5 being the highest) for each part of the Unit, as well as a score for the Unit overall.
 - Then they should write comments under the happy face for items they liked/learned, and under the sad face for items they didn't like or are confused about.
 - Briefly recap what was covered in each part so their memory is fresh when evaluating.
 - Instruct them to be as specific as possible in their comments.

- Items to consider include:
 - Did you understand the topics covered? If not, what was confusing?
 - Was there enough time to cover the material?
 - Did the presentation keep your interest?
 - Were the handouts/power points/videos helpful?
 - Add any comments that would be helpful for future programs

- Gather the completed evaluations and include them in your trainer report.

Part 6: Follow Up Activities

Time:

Varies by activity

Objective:

Participants will have the opportunity to practice the skills learned in this session.

Materials:

Option One: Paper, pencils, crayons, markers

Option Two: Annexure 5: Bingo, Annexure 6: Bingo Slips, cut into squares, beans (25 per participant), Stickers as a prize

Option Three: Video “The Little Engine That Could”
<https://www.youtube.com/watch?v=5TPUwrURo6M>

Techniques:

- Applying learning to daily life
-

TRAINER INSTRUCTIONS:

1. Explain that participants will have the opportunity to review the material learned today throughout the next few weeks, and take part in activities designed to put the learning into action. They will take part in follow-up sessions to discuss the activities.

Option One: Many Occupations

Begin by asking the group what occupation they would like to have when they grow up. Discuss with the kids about their ambitions and dreams. Then, pass out paper, pencils, crayons and markers and let the participants draw themselves doing their dream occupation and the steps (school, good grades, etc.) it would take for them to achieve their dream. Have them share with the rest of the group when they are finished. While each participant is presenting their drawing ask them what they think they have to do now in order to achieve their occupational goals in the future.

Option Two: Test Taking Bingo

Distribute Annexure 5 to all students along with beans that will be used as markers. Their goal is to cover five squares in a vertical, horizontal, diagonal row, or the whole board. When a participant covers 5 squares or the whole board they should yell, "Bingo". Give the winners a sticker each time they yell "Bingo". Remember to talk about each test taking step from time to time to ensure students learn about good test taking skills while playing.

Option Three: "The Little Engine That Could"

Show the children the following video -
<https://www.youtube.com/watch?v=5TPUwrURo6M>

You can mute the sound (it's in English) and dictate the story over the video in the language children understand well. Remember to use different voices for the characters, tones, etc.

Then discuss the message in the story with them. Ask children to share about a situation in which they kept trying their hardest and overcame something difficult or found success.

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Unit Ten Annexures

Study Skills

Ages 9-12

ANNEXURE 1: Sample Motivational Banners

ANNEXURE 2: Daily Schedule

ANNEXURE 3: A Letter to Myself

ANNEXURE 4: Evaluation

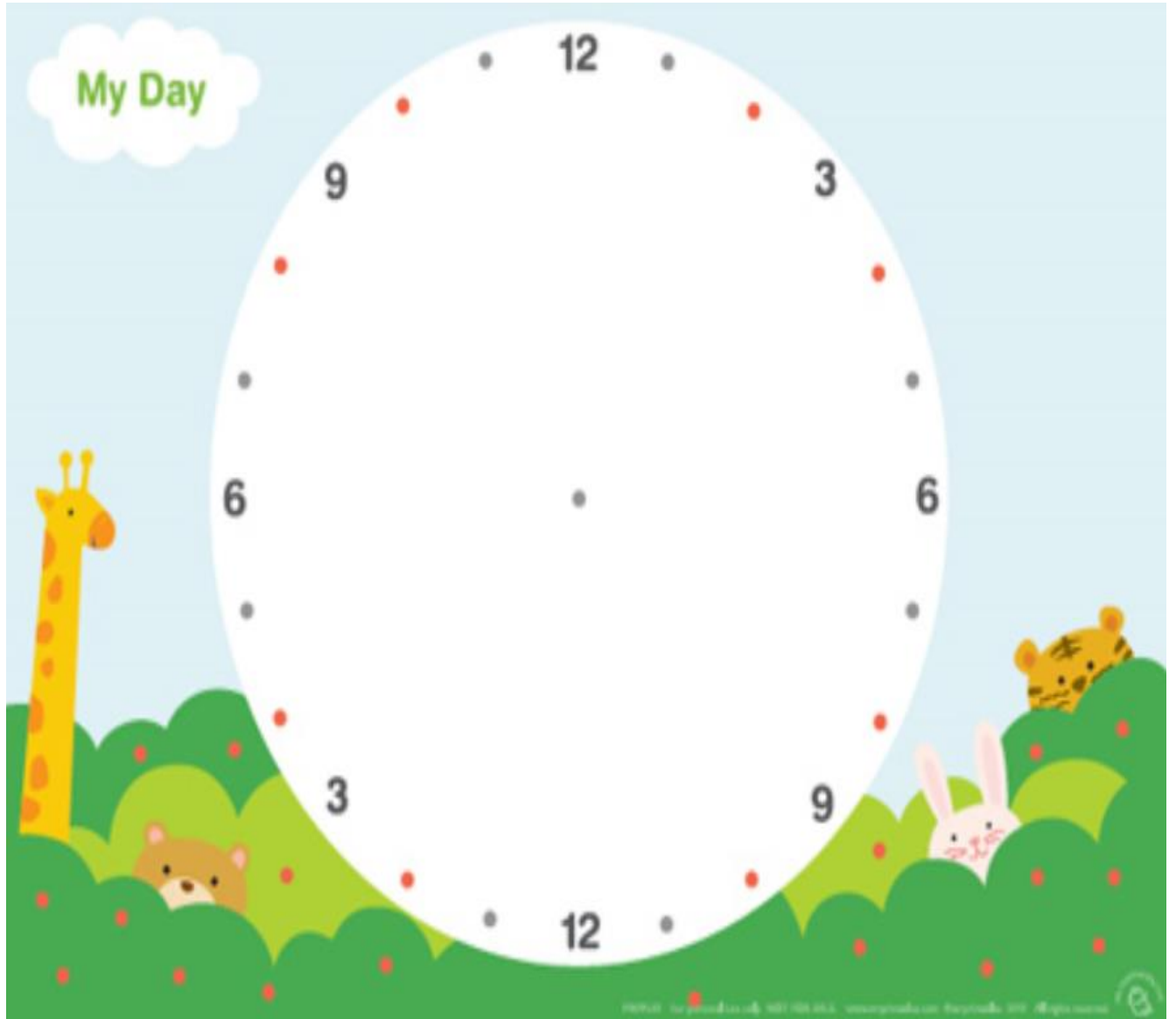
ANNEXURE 5: Test Taking Bingo

ANNEXURE 6: Test Taking Bingo Chits (for Trainer)

Annexure 1: Sample Motivational Banners



Annxure 2: Daily Schedule



Annexure 4: A Letter To Myself



A LETTER TO MYSELF

Directions: Write a letter or draw a picture to your future self, to be opened and read at the end of the school year. Use the guidelines below to help you compose your work. During the last week of school, you will lookback to see how much you have grown throughout the school year!

Guidelines:

- Remember to use proper letter format (include the date, a greeting, and a closing)
- Be mindful of spelling, grammar, punctuation, and capitalization.
- Your letter should address all of the following questions:
 1. What do you like and dislike about school?
 2. What is your favorite and least favorite subject:
 3. What are you good at? What is difficult for you?
 4. What are you looking forward to this year?
 5. What would you like to learn?
 6. What are your goals for the year?
 7. How will you reach your goals?
- Ask someone to help you edit and revise before publishing a final draft.
- Place the letter in an envelope to read at the end of the year!

Annexure 5: Evaluation

Unit 10 Study Skills	Score (Circle a number, 5 is the Best)	 What I Liked/Learned	 What I Didn't Like or Things I'm Confused About
Part 1 Icebreaker	1 2 3 4 5	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>
Part 2 Why Study Skills Are Important	1 2 3 4 5	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>
Part 3 Motivating Yourself to Study	1 2 3 4 5	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>
Part 4 Managing Your Study Time	1 2 3 4 5	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>
Part 5 Setting SMART Academic Goals	1 2 3 4 5	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>
Overall Score	1 2 3 4 5		

Annexure 6: Test Taking Bingo

Distribute one board to each participant. Note, each of the 15 boards are different. If there are more than 15 participants, you may have multiple winners in a round.

Study Skills				
Answer all the questions	Skip hard questions until the end	Have a positive attitude	Eat a good breakfast	Create a study routine
Relax before the test	Read all possible answer choices	Work at your own pace	Participate in class	Wear comfortable clothing
Read all the directions carefully	Study in a quiet spot	Free Space Free Space	Take 3 deep breaths	Don't rush
Do your best work	Write the answers neatly	Be alert	Do your homework	Cross out wrong answers
Stay organized	Keep track of important dates	Get a good night's sleep	Have your test supplies	Reread your answer

Study Skills				
Answer all the questions	Skip hard questions until the end	Have a positive attitude	Eat a good breakfast	Create a study routine
Relax before the test	Read all possible answer choices	Work at your own pace	Participate in class	Wear comfortable clothing
Read all the directions carefully	Study in a quiet spot	Free Space Free Space	Take 3 deep breaths	Don't rush
Do your best work	Write the answers neatly	Be alert	Do your homework	Cross out wrong answers
Stay organized	Keep track of important dates	Get a good night's sleep	Have your test supplies	Reread your answer

Study Skills				
Get good night's sleep	Write the answers neatly	Stay organized	Don't rush	Keep track of important dates
Relax before the test	Answer all the questions	Work at your own pace	Reread your answer	Take 3 deep breaths
Cross out wrong answers	Read all possible answers choices	Free Space Free Space	Skip hard questions until the end	Have a positive attitude
Be alert	Do your best work	Wear comfortable clothing	Eat a good breakfast	Read all the directions carefully
Do your homework	Study in a quiet spot	Create a study routine	Participate in class	Have your test supplies

Study Skills				
Study in a quiet spot	Reread your answer	Work at your own pace	Have your test supplies ready	Have a positive attitude
Be alert	Write the answers neatly	Keep track of important dates	Do your homework	Read all possible answer choices
Participate in class	Don't rush	Free Space Free Space	Get good night's sleep	Wear comfortable clothing
Relax before the test	Eat a good breakfast	Read all directions carefully	Take 3 deep breaths	Skip hard questions until the end
Answer all the questions	Stay organized	Create a study routine	Cross out wrong answers	Do your best work

Study Skills				
Eat a good breakfast	Read all the directions carefully	Write the answers neatly	Create a study routine	Study in a quiet spot
Take 3 deep breaths	Wear comfortable clothing	Stay organized	Work at your own pace	Be alert
Keep track of important dates	Read all possible answer choices	Free Space Free Space	Participate in class	Cross out wrong answers
Do your homework	Do your best work	Reread your answer	Have a positive attitude	Get a good night's sleep
Have your test supplies ready	Relax before the test	Answer all the questions	Don't rush	Skip hard questions until the end

Study Skills				
Be alert	Get a good night's sleep	Skip hard questions until the end	Relax before the test	Read all the directions carefully
Study in a quiet spot	Stay organized	Eat a good breakfast	Reread your answer	Create a study routine
Wear comfortable clothing	Have your test supplies ready	Free Space Free Space	Cross out wrong answers	Participate in class
Do your best work	Read all possible answer choices	Do your best work	Keep track of important dates	Work at your own pace
Answer all the questions	Don't rush	Have a positive attitude	Take 3 deep breaths	Write the answers neatly

Study Skills

Take 3 deep breaths	Relax before the test	Have a positive attitude	Be alert	Read all the directions carefully
Stay organized	Get a good night's sleep	Study in a quiet spot	Don't rush	Write the answers neatly
Participate in class	Do your best work	Free Space Free Space	Wear comfortable clothing	Eat a good breakfast
Read all possible answer choices	Work at your own pace	Keep track of important dates	Skip hard questions until the end	Answer all the questions
Have your test supplies ready	Do your homework	Reread your answer	Cross out wrong answers	Create a study routine

Study Skills

Do your homework	Work at your own pace	Study in a quiet spot	Don't rush	Take 3 deep breaths
Cross out wrong answers	Stay organized	Answer all the questions	Wear comfortable clothing	Skip hard questions until the end
Get a good night's sleep	Write the answers neatly	Free Space Free Space	Be alert	Have your test supplies
Eat a good breakfast	Reread your answer	Relax before the test	Keep track of important dates	Read all the directions carefully
Create a study routine	Read all possible answer choices	Do your best work	Participate in class	Have a positive attitude

Study Skills

Do your homework	Relax before the test	Write the answers neatly	Reread your answer	Do your best work
Work at your own pace	Eat a good breakfast	Stay organized	Wear comfortable clothing	Keep track of important dates
Don't rush	Have a positive attitude	Free Space Free Space	Skip hard questions until the end	Participate in class
Create a study routine	Have your test supplies ready	Answer all the questions	Read all possible answer choices	Cross out wrong answers
Take 3 deep breaths	Study in a quiet spot	Be alert	Read all the directions carefully	Get a good night's sleep

Study Skills

Reread your answer	Keep track of important dates	Don't rush	Participate in class	Have a positive attitude
Read all directions carefully	Study in a quiet spot	Read all possible answer choices	Work at your own pace	Write the answers neatly
Do your best work	Relax before the test	Free Space Free Space	Take 3 deep breaths	Be alert
Have our test supplies	Wear comfortable clothing	Answer all the questions	Cross out wrong answers	Skip hard questions until the end
Stay organized	Eat a good breakfast	Do your homework	Create a study routine	Get a good night's sleep

Study Skills

Answer all the questions	Don't rush	Do your homework	Read all the directions carefully	Stay organized
Eat a good breakfast	Do your best work	Keep track of important dates	Read all possible answer choices	Write the answers neatly
Study in a quiet spot	Have a positive attitude	Free Space Free Space	Reread your answer	Relax before the test
Have your test supplies ready	Participate in class	Work at your own pace	Take 3 deep breaths	Skip hard questions until the end
Create a study routine	Get a good night's sleep	Be alert	Cross out wrong answers	Wear comfortable clothing

Study Skills

Participate in class	Create a study routine	Have your test supplies ready	Do your homework	Relax before the test
Write answers neatly	Work at your own pace	Read all possible answer choices	Do your best work	Skip hard questions until the end
Have a positive attitude	Eat a good breakfast	Free Space Free Space	Don't rush	Wear comfortable clothing
Take 3 deep breaths	Keep track of important dates	Study in a quiet spot	Answer all the questions	Be alert
Stay organized	Reread your answer	Read all the directions carefully	Cross out wrong answers	Get a good night's sleep

Study Skills

Read all possible answer choices	Take 3 deep breaths	Participate in class	Do your homework	Create a study routine
Study in a quiet spot	Stay organized	Answer all the questions	Get a good night's sleep	Have your test supplies ready
Be alert	Wear comfortable clothing	Free Space Free Space	Eat a good breakfast	Skip hard questions until the end
Read all directions carefully	Cross out wrong answers	Write the answers neatly	Work at your own pace	Have a positive attitude
Relax before the test	Do your best work	Reread your answer	Keep track of important dates	Don't rush

Study Skills

Skip hard questions until the end	Wear comfortable clothing	Do your best work	Participate in class	Be alert
Read all possible answer choices	Read all directions carefully	Don't rush	Get a good night's sleep	Have your test supplies ready
Create a study routine	Cross out wrong answers	Free Space Free Space	Relax before the test	Take 3 deep breaths
Write the answers neatly	Reread your answer	Work at your own pace	Answer all the questions	Do your homework
Have a positive attitude	Keep track of important dates	Eat a good breakfast	Stay organized	Study in a quiet spot

Study Skills

Answer all the questions	Write the answers neatly	Skip hard questions until the end	Do your best work	Have a positive attitude
Stay organized	Do your homework	Cross out wrong answers	Wear comfortable clothing	Eat a good breakfast
Reread your answer	Read all possible answer choices	Free Space Free Space	Study in a quiet spot	Keep track of important dates
Work at your own pace	Don't rush	Read all the directions carefully	Create a study routine	Participate in class
Get a good night's sleep	Take 3 deep breaths	Relax before the test	Have your test supplies ready	Be alert

Annexure 7: Test Taking Bingo Chits (For Trainer)

Eat a good breakfast	Read all possible answer choices
Answer all questions	Reread your answer
Have your test supplies ready	Relax before the test
Get a good night's sleep	Have a positive attitude
Do your best work	Keep track of important dates
Don't rush	Cross out wrong answers
Write the answers neatly	Read all the directions carefully
Be alert	Participate in class
Work at your own pace	Study in a quiet spot
Do your homework	Create a study routine
Stay organized	Skip hard questions until the end
Take 3 deep breaths	Wear comfortable clothing