

## **STUDY SKILLS**

Have you been frustrated with your inability to retain what you have read a few hours ago? Do you get distracted easily whilst you are studying? Do you find yourself studying in a haphazard and disorganised manner? Perhaps it is time to analyse your study skills.

### **Our Objectives**

We aim to equip you with the skills to

- analyse individual study techniques
- use basic skills in mind mapping, note-taking and speed reading
- draw up a study plan that promotes better time management

### **Your Profile**

This course is suitable for secondary school students who need to acquire more effective study skills.

### **Your Results**

At the end of this course, you will learn to

- set realistic study goals
- draw up a study plan with short-term, intermediate and long-term goals
- understand how to mind-map, note-take and speed read
- create a conducive study environment

### **Our Methods**

We believe in making the course interactive and fun by using a variety of methods. These include:

- Individual and group work
- Class discussions
- Role plays

### **Our Trainers**

Our trainers are all qualified and highly experienced lecturers from Singapore Polytechnic.

Please note that we only specialise in customising courses for organisations; public courses for individuals are not available.

**SINGAPORE POLYTECHNIC  
BUSINESS COMMUNICATION CENTRE**

**Course Enquiry**

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