

High School English Learning Skills

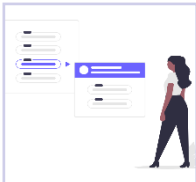
To be able to efficiently work with the demanding course load in high school, we recommend doing the following:



COURSE OUTLINE

1. Giving your tutor the print-out/electronic copy of the course outline.

It could be found on your Google Classroom and your teacher has uploaded it there. Take the initiative to use laptops found at the Centre and show your tutor the Google Classroom.



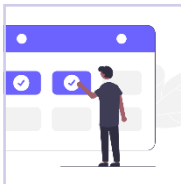
LIST OF ASSIGNMENTS

2. Writing out a list of all assignments, tests, and dates.

As the course progresses, you can check off the work that has been complete. See below for an example.

Tasks/Assignments/Tests:	Due Date:	Completed:
1. Novel: Brave New World, Thematic Essay	Apr. 21, 2020	Y/N
2. Test: Shakespeare's Hamlet	May 5, 2020	Y/N
3.		

OR



CALENDAR

3. Printing out a monthly calendar.

Write down all the dates on the calendar. You can plan out your time with your tutor to aid you in keeping on top of your work.

Appendix: Planning for Essays

Step 1: PREPARATION

- Complete all work necessary to being assignment
 - Finish reading the novel;
 - Conducting research, etc.
 - Bring in the **assignment instruction sheet and rubric**
 - Inform tutors to help them understand schoolteacher's style and expectations
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Step 2: TUTORING SESSION

- Brainstorm ideas together with tutor
- Review format of essay
- Come up with thesis statement and outline alongside tutor
- Write the introductory paragraph for the essay

With these steps completed, you have a firmer foundation to continue writing at home.

Step 3: THE ROUGH DRAFT

- Discuss outline made during tutoring session with schoolteacher for feedback
 - Rough draft to be completed within the next weeks (according to your time plan)
 - If your rough draft was done electronically, print and have it prepared for the next class so your tutor can proofread it and explain any errors
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Step 4: REVISIONS

- Discuss edited essay with schoolteacher
- If there are more lessons before the deadline, you can revise the essay with your tutor again before it is due

Following these steps will ensure you complete the good copy effectively before the due date.