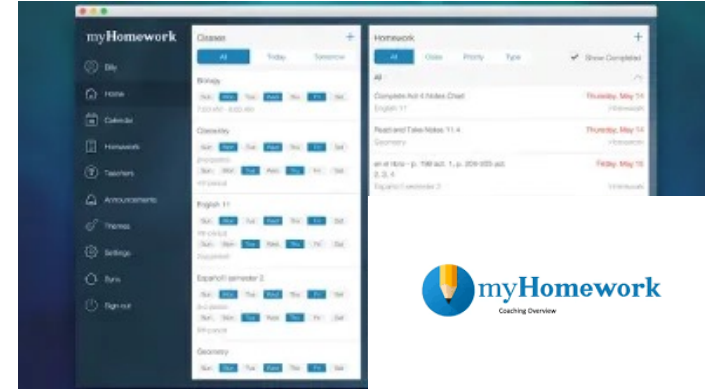
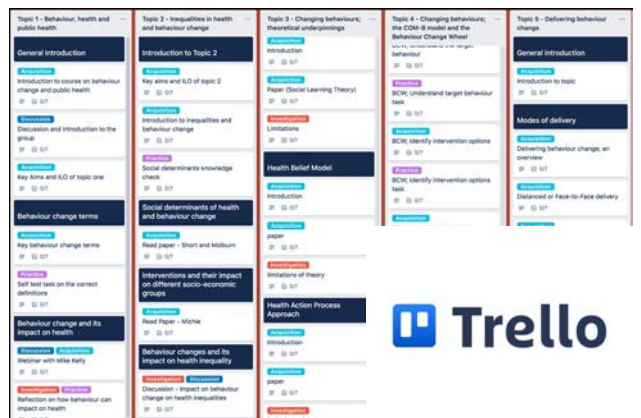
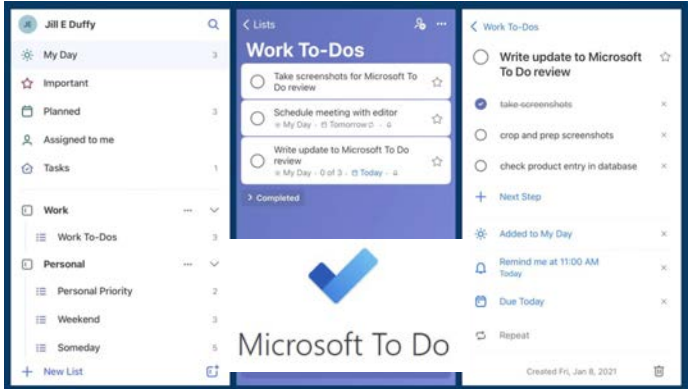
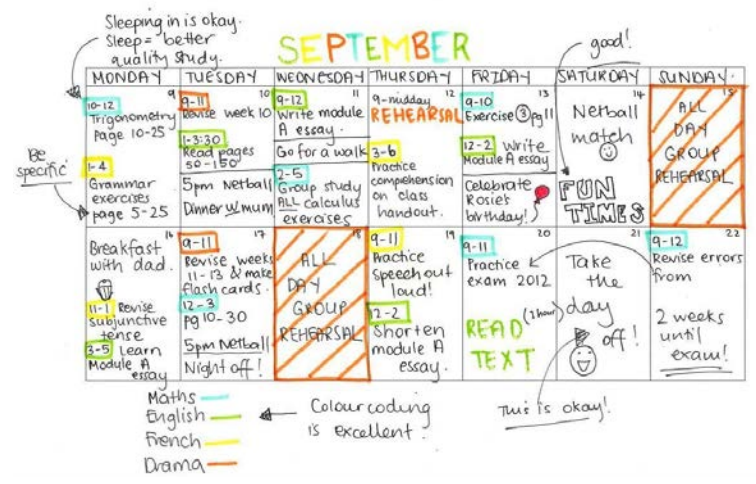
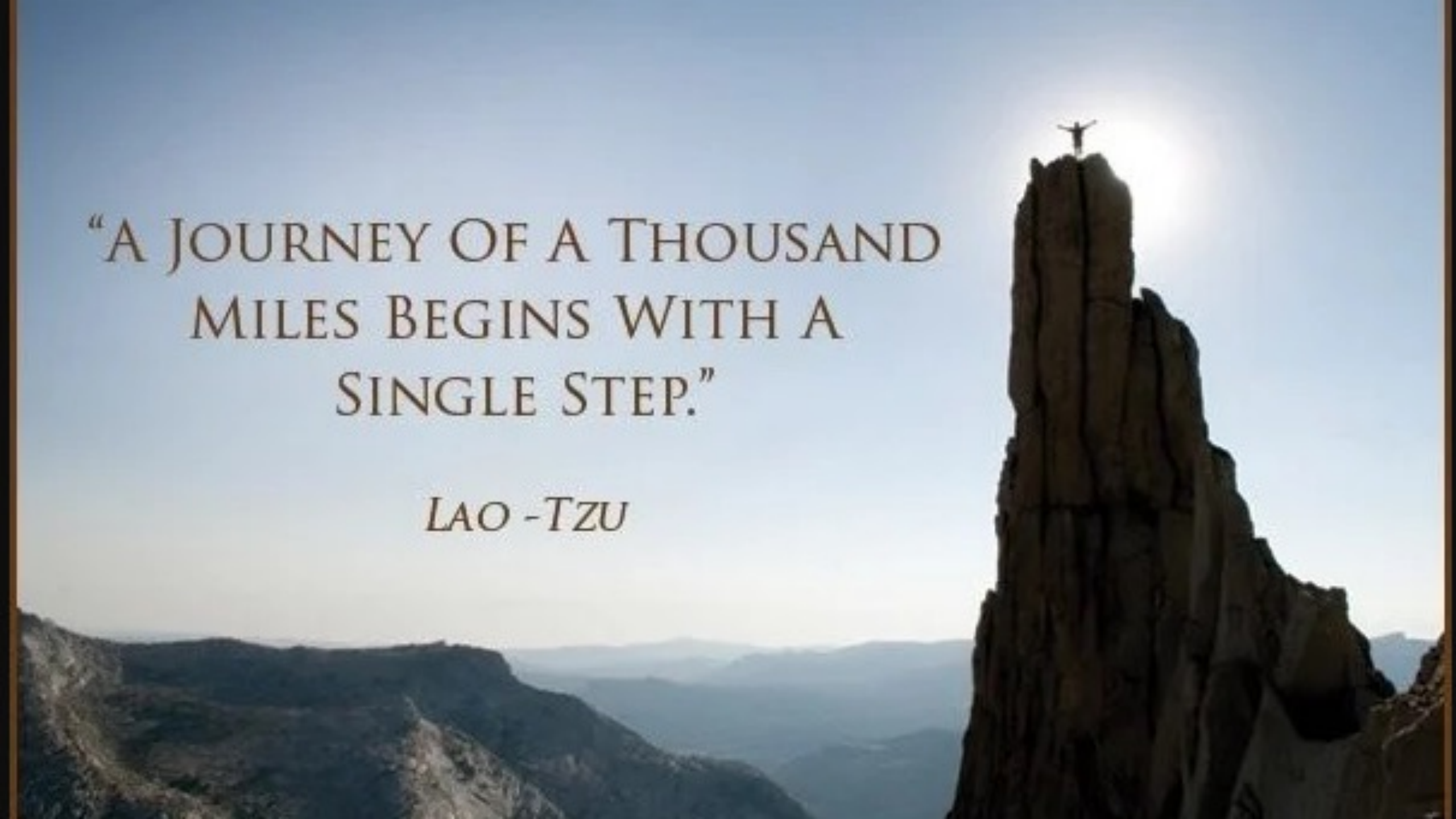


# Creating an English Study Plan





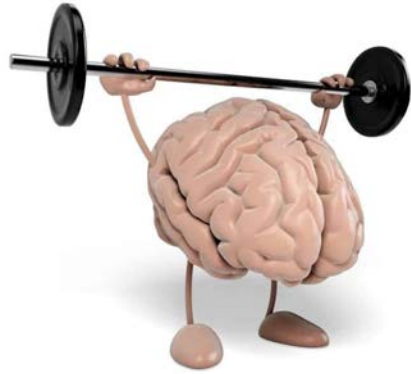
“A JOURNEY OF A THOUSAND  
MILES BEGINS WITH A  
SINGLE STEP.”

*LAO -TZU*





*Achieve your goals*



*Improve memory*



*Save time (& money)*



*Measure your progress*

# Why make a study plan?



*Learn at a speed that suits you*

*Gain confidence*



*Reduce stress*



# What are your goals? Why do you want to learn English?

*I want to study in the UK.*



I want to work for an English-speaking company



I want to speak clearly and fluently



I want to travel

I have to give presentations in English. I want to be confident doing this.



I need to write reports in English

I need to pass my school exams

I love learning languages



*I need to read English texts*



## How do you learn best?

Are you a morning person or an evening person? When do you concentrate better?

Are you a social or a solitary learner?

Do you prefer to listen, speak, write or read when learning? Do pictures help you learn?

Think about times you learned something successfully. Why were you successful?

Think about any times you've been unsuccessful in learning. Why do you think you were unsuccessful?

STEP  
3



English novels

Songs



Voice recorder



### What resources do you have?

Classes

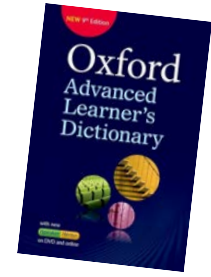
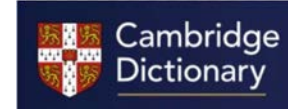


Apps



Practice tests

Dictionary



TV / Films

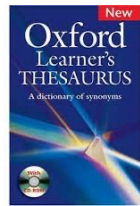


Social media



### What resources do you need?

Thesaurus



Highlighters



Vocabulary notebooks



Post-it notes





**How much time do you have?**



Even 10 to 30 minutes a day can help to build a study habit. Short, spaced, regular study periods have been proven to aid memory retention.

If you want to plan longer study sessions, make sure you plan breaks so you can maintain focus.

Studies have shown that on average it takes students preparing for IELTS about 3 months of intensive study to improve their band score by 1.0.

Do you have any 'dead time' during the day?

On your commute

When driving

Walking

Waiting in queues



## Set up your study environment

Find a space which minimises distractions and promotes focus and concentration

Ensure your space is comfortable and clutter-free. Organise your resources so you don't have to search for them.

Natural light is ideal but if that's not possible, opt for a well-lit space to reduce eye strain and promote alertness.

Create a space that minimises distractions. Avoid noisy places. Silence your phone or use apps to block distracting websites.

Keep a clock or timer visible and take breaks at intervals.

Some people find instrumental music or white noise to aid focus.





## Build your plan

What's your primary goal?

e.g. *I want to give English presentations at work with confidence.*

Break it down into smaller, manageable steps

e.g. *I need to learn suitable words and phrases. I need to improve my pronunciation. I need to become confident speaking to large groups.*

Your steps may simply be to follow the syllabus and do homework from your classes.

Create a schedule. Draw it on paper or use an app like Evernote, My Study Life, iStudiez, Trello, My Homework. Be specific and realistic. Set milestones and deadlines to see your progress. Prioritize difficult tasks during the times you feel most alert and focused.

Be flexible and adaptable, allow room for unexpected changes. You can always change your study plan.

How will you measure your success?

e.g. *I will use practice tests.*

# Weekly Study Plan

Date:

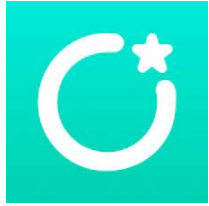
Most important task of the week:

	Reading	Listening	Writing	Speaking	Grammar	Vocabulary
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Weekend						

**Homework due this week:**

**Work to review this week:**

**My reward for achieving my goals:**



### **Todait – Smart Study Planner**

A free study planner for Android.

The app allows users to enter how much they want to study and how many hours they want to spend each week. The app determines daily study goals, automatic plan adjustments and a stopwatch to measure and manage study time. It also provides feedback on study habits and progress with study trend graphs, timetables, calendars and alarms.

## **Free Study Plan Apps**



### **Evernote**

A free study planner for Android, iPhones and tablets.

Write and collect ideas as searchable notes, notebooks and to-do lists. Clip interesting articles and web pages to read later. Add text, docs, PDFs, sketches, photos, audio and web clippings. Use your camera to scan. Set due dates and reminders.



### **Egenda – School Planner and Assi**

A free study planner for Android, iPhones and tablets.

Manage homework, projects, quizzes and tests in one place. Daily reminders about what is due the next day. Great reviews.



### **MyStudyLife**

A free study planner for Android, iPhones and tablets.

Supports weekly schedules and rotation schedules. Tracks every single task. Gives notifications of classes, assignments, exams and incomplete tasks.



**STEP  
7**

### Keep motivated

Make your study interesting and enjoyable

Reading	Listening	Writing	Speaking	Grammar	Vocabulary
Graded Readers (in print or online) Newspaper articles Magazine articles Social Media	Songs Radio TV & Film (with or without subtitles) Podcasts Audio books YouTube Pi.ai BBC Learning English Real-English.com	Read widely Keep a journal / diary Write a blog Social Media Discussion boards Emails ChatGPT Keep a language notebook	Soliloquizing Record yourself speaking Singing with songs Read aloud Transcription apps Watch films and TV shows. Practice tongue twisters	Keep a journal Grammar exercises Listen attentively Read extensively Keep a grammar notebook	Vocab Notebook Word box Flashcard apps Read widely ChatGPT Play word games Learn word roots and affixes

Reading is a key skill. Reading introduces new words, phrases and grammatical structures in context which can help you internalise vocabulary and grammar rules. Seeing grammar and vocabulary in use and getting to know the conventions of different texts can help you in your own writing. Listening to audiobooks while you read helps develop your listening and pronunciation. Also, try reading aloud to improve your pronunciation. Speaking about your reading can give you practice in using the new words and grammar – try recording yourself giving a summary of what you’ve read. Overall, reading helps develop a deeper understanding of English and improves your ability to communicate effectively.



### **If you study on a computer, laptop or mobile...**

the Royal National Institute of Blind People (RNIB) recommends you take frequent breaks from your screen.

Follow the **20, 20, 20** rule:

Every **20** minutes take a **20** second break and look at least **20** feet away.





## Reward yourself

According to Lally et al.'s 2009 study published in the European Journal of Social Psychology (2010) it takes, on average, 66 days for new behaviour to become automatic. In the meantime, you may need a little incentive. How can you reward yourself for a good study session? a week of sticking to your plan? a month? How will you reward yourself for reaching your goal?





## Reflect

At the end of a week, or month, take some time to reflect on your work.

Did you follow your study plan?  
Do you feel you've progressed?  
How did studying (or not studying) make you feel?  
What was good or bad about it?  
Why do you think that was?  
Do you need to change the time you given yourself?  
Do you need to change the place or time you study?  
Are your goals the same?  
What else could you do?  
How can you change your plan to make it more effective?



Graham Gibbs, 1988

Reflection models like this are widely used in education and professional development. There are a number of studies that show using such models empower you as a learner and help you develop a deeper understanding of the subject.



## Track your Progress

Keeping a journal in English and / or recording yourself speaking are great activities. Not only do they provide a lot of personalised practice, you can look back over your earlier work to see how you've improved. Your journal doesn't need to be very personal, you could read articles or listen to broadcasts and then summarise them by writing or speaking or discuss your reaction, you could write or speak about books you've read, films you've watched or music you've listen to.

I use marking symbols on your written work to help you note and correct mistakes. Look back over these corrected pieces of writing every now and then. What kind of mistakes did you make? Would you make the same mistakes now? Can you look over your new writing and edit it yourself?

Graded readers are a great resource for learning English. To be most effective, you should choose readers of your level – you should already know around 90% of the words used in the text. Graded readers shouldn't be too challenging but when they get too easy, move up a grade.

Vocabulary cards (flashcards). When you're sure you know a word or phrase, move it into another pile or group which you review less frequently. Watch that pile grow.

### *I don't have time to study!*

- Do you have any 'dead time' in the day? (look at Step 4)
- Try small sessions, 10 – 30 minutes can be enough.
- Try doing your usual activities, but in English – explore recipes in English, watch a film in English, talk to yourself in English.
- What are your priorities right now?

### *It's too difficult to stick to my plan!*

- Start with short sessions, something is better than nothing.
- Make it interesting. What do you like doing?
- Think about rewards or penalties you can set yourself.
- Think about changing your plan.

## Problems?

### *I keep forgetting to study!*

- Set reminders on your phone
- Put your study plan where you can see it every day.
- Make sure your study space is organised and easy to access.
- Choose activities you're interested in.
- It will get easier as it becomes a habit.

### *There's too much to do, I'm overwhelmed!*

- Break it down into smaller chunks or repeat tasks.
- Are you using appropriate materials? You need to build up to the bigger things, you can't expect to read War and Peace straight away.
- Make sure you're getting enough sleep, good food and spending time with family and friends.

### *There are too many distractions.*

- Make dedicated time and space. Perhaps it's better to study at a library or café?
- Turn off your phone. Use a website blocker
- Make, or print out, a sign and put it up asking family and housemates not to interrupt you.

### *I don't know what to study*

- You can ask for more homework.
- Re-read the class materials
- Check out the optional work in your Google Classroom.
- Investigate some of the many apps suggested and choose one or two.

### *I'm doing everything but I don't think my English is improving.*

- Are you doing the right things? If your goal is to write better, listening to songs or watching films will be of limited benefit.
- Experiment with the way you study. Try vocabulary flashcards instead of a vocabulary notebook, or vice versa.
- Look back at Step 8. How can you track your progress?

### *I'm paying for classes, isn't that enough?*

It depends on you, your goals, how long you want to study for, how many classes you want to pay for.

## Studying for Exams

If you have an effective study plan and you've used it throughout your course, you shouldn't need to cram in the week before your exam. Remember – short, frequent, spaced study sessions are more effective than long, last minute revision sessions.

For IELTS, TOEFL and Cambridge exams it is important to build a wide range of vocabulary and awareness of a wide range of topics. Make sure you read and listen to a variety of materials – newspapers and podcasts are invaluable. Have a look at some of the graded resources available.

Make sure you stick to time limits when using practice materials and try to take at least one whole practice paper at least a week or so before your exam.

I use marking symbols on your written work throughout your course. When your work is returned to you, look closely at the kinds of mistakes you've made and see if you can correct and, if necessary, rewrite the work. You should make note of the types of mistakes you tend to make so you can look at those things specifically when you read over your work in the exam.

Try to recreate exam conditions as much as possible in your study sessions e.g. if your exam is computer-based try to use computer-based practice tests.

If you are taking a computer-based exam, make sure you practice using a QWERTY keyboard.

In the days and weeks leading up to an exam it is important to pay attention to your overall health. Make sure you sleep enough, exercise, eat well and spend some time relaxing.



**Quiet,  
Please ...**

**Important  
Work in  
Progress**





this person  
is studying

so please

do not  
disturb



**STUDYING  
IN PROGRESS**

**SO**

**DO NOT  
DISTURB**



**CAUTION**

**WORK IN  
PROGRESS**