Integrating Study Skills Success into your curriculum

Study Skills Success is designed to be a supplementary resource to be integrated into a teacher-led course. The individual units can be designated for self access or homework use, or can be used in the classroom.

In order to integrate the program into your own curriculum, start by looking at the syllabus, which can be found on the Clarity Support Site. This gives details of the language areas and skills covered in the units. For example, these are some (abbreviated) details from the Listening unit:

**Listening**
- Presentation of learning objectives
- The importance of prediction
- Using ‘signpost words’ to help prediction
- How to approach a listening exam
- Listening for detail: a telephone conversation
- Listening for detail: names and numbers
- Elements involved in the skill of listening
- Picking out the main points in a lecture

Look at your own syllabus, or the contents of your course book. From there, you can cross-reference the two resources. For example, if Unit 2 of your course book includes exercises on listening for detail, you may wish to use the relevant parts of the Listening unit as a homework activity. Alternatively, if you have access to computers, a smart board or a data projector, you could use some or all of the activities in class. This is effective as a motivating change of focus in a lesson.

Note that there are also downloadable, paper-based worksheets available for some of the units at the Study Skills Success website.

Editing your copy of Study Skills Success

Most institutions use the standard version of Study Skills Success. However, it is possible to rearrange the units and exercises in Study Skills Success and to edit the content of most of the activities, creating your own customised version of the program. You may wish to do this because you want to introduce materials that your learners have been working on in class, or to edit the texts to be more appropriate to the exact language level or to the cultural or academic expectations of your learners. In order to edit Study Skills Success, you need a copy of Author Plus and Results Manager. For more details, see www.ClarityEnglish.com/AuthorPlus.

Clarity Support

Clarity provides extensive support for teachers, technicians and administrators. To explore this, go to www.ClaritySupport.com.

Teacher Support
Click into the Study Skills Success section for the syllabus, a worksheet to help teachers get to know the program, transcripts of the units, and a link to the resources on the main Study Skills Success website.

Technical Support
This offers guidance on installation, and answers common technical questions.

If you have queries that are not answered on the site, please email support@clarity.com.hk or phone Clarity.

Installation instructions
For installation instructions, please see the installation guide in the box (network version) or your welcome email (online version). There are also copies of the installation instructions on the Clarity Support site at www.ClaritySupport.com.

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What is Study Skills Success?

Study Skills Success is a complete study skills course aimed at learners in the final years of secondary education or at any stage of higher education. The program tackles key areas of competence, such as listening to lectures, note-taking, essay writing and research, and in these areas is as useful for native speakers as for ESL learners. It additionally helps ESL learners with grammar and vocabulary strategies. Study Skills Success complements IELTS and TOEFL and other higher level English exams and sits comfortably within the remit of GCSE.

Study Skills Success is available in International English and North American English versions.

How to start?

To start Study Skills Success double-click on the icon on the Desktop (or choose Study Skills Success from the Start menu). The first screen shows the eight units in the program. The units are free standing and do not have to be tackled in sequence.

Navigation

Navigation is very straightforward. To move to the next or previous exercise, click on the Back, Forward and Menu buttons at the top of the screen.

Marking

When you have finished an exercise, click on the Marking button at the top of the screen. In some exercises, next to the Marking button there is a choice between Instant and Delayed. Click on Instant for questions to be marked as you do them; click on Delayed for marking when you have completed all the questions.

Progress

Each time an exercise is marked, progress details are saved. These include the time the activity was started, how long the learner spent on it and the score achieved, as well as the name and location of the exercise itself. Learners can view this information, which is saved across sessions, by clicking on the Progress button. Study Skills Success also integrates with Results Manager (see below).

Listening button

Many exercises have an audio component. Click the play button to listen. Sometimes the audio is only available after marking.

Audio Recording

Study Skills Success includes a sound recording button. Learners can click on this and record and play back their voices. The first time Study Skills Success is opened, the program will have a button with a picture of a microphone on it. To set up the recording software, click on this and follow the instructions. Thereafter, provided the Clarity Recorder is running on the computer, the microphone button will be replaced by a red recording button. If the microphone button is still visible, go to the Start menu and start up the Clarity Recorder.

Scratch Pad

The Scratch Pad is an electronic notepad learners can use to make notes, jot down questions they want to ask the teacher or do extended writing activities. The contents of the Scratch Pad are automatically saved for each learner under their login name.

Dictionary

Study Skills Success has a link to the Cambridge Dictionaries Online. You can look up a word by holding down the Ctrl key and clicking on it. Provided your system does not block pop-ups, this will open a browser and take you to the correct entry in the dictionary. Note that it will not work on words which form part of a question (e.g., gaps, drags or multiple choice items).

Printing

You can print out any of the texts and exercises by clicking on the Print icon on the right hand side of the screen.

Weblink

The Internet enables learners to enter an authentic English environment, boosting confidence and providing an almost unlimited range of texts in English. Study Skills Success includes a link to its own website from every screen, and from there further links take learners to a range of live third-party websites. As these sites are authentic, there is a risk of slow connection or even failure. Should this happen, we would be grateful if you could send a quick email to Clarity alerting us to the problem.

Integration with Results Manager

Study Skills Success works with Results Manager which enables teachers to input learner details, sort learners into groups and to generate reports. For more details on Results Manager, please visit the Clarity website.

www.ClarityEnglish.com/ResultsManager