

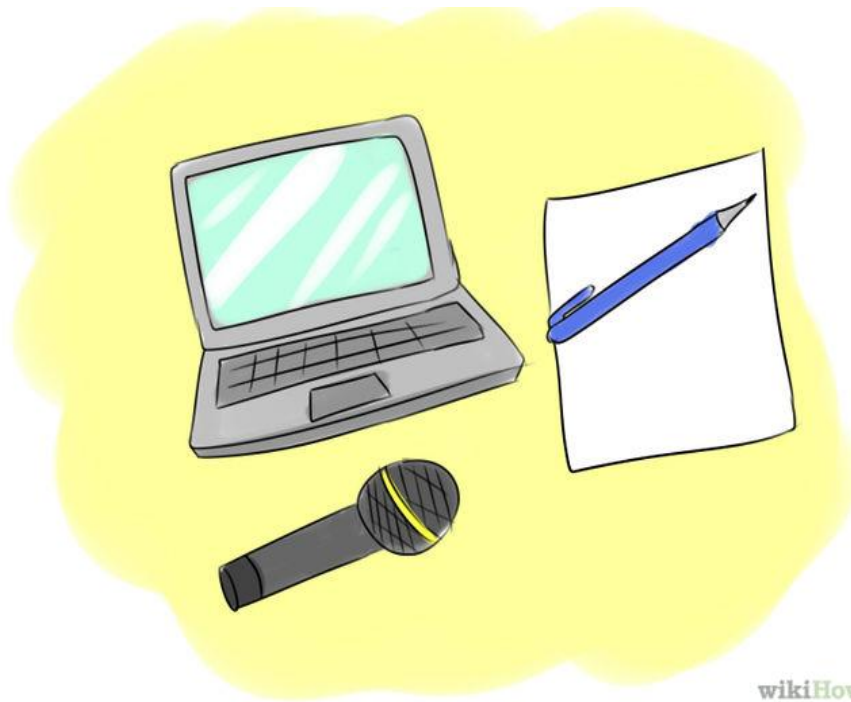
## First task battery – organizing of learning

1. The pace of the learning should be planned - time/brain breaks.
2. Avoid multi-tasking. Tasks should be clearly demarcated as looking, listening, reading and writing.
3. Objectives are clear. See the big picture.



## Second task battery - organizing the environment

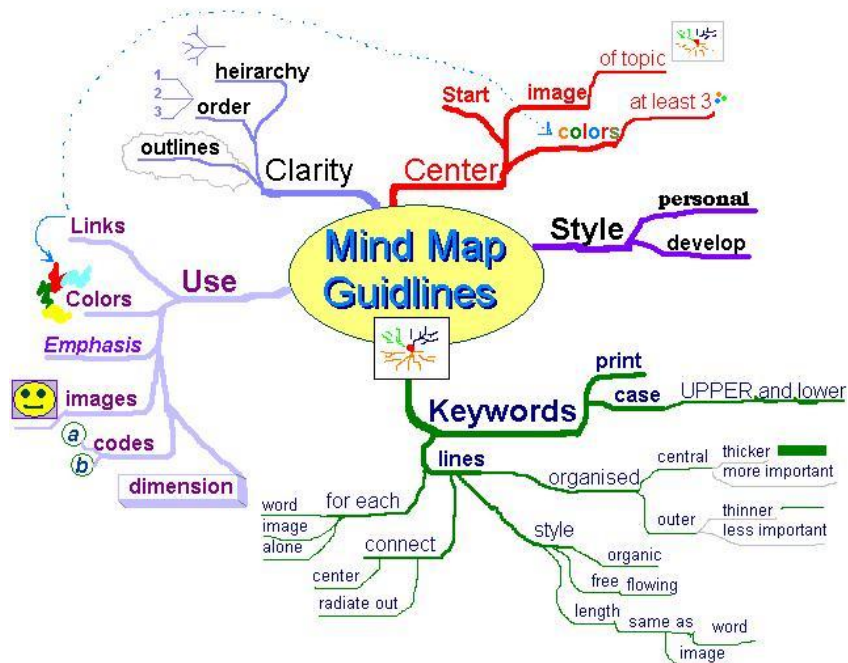
4. Your place is well ventilated and at an appropriate temperature
5. Your place is well lit ideally with natural light.
6. Your place is as quiet as needed to avoid noise disturbance.
7. IT and other assistive technology aids are available.



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### Third task battery - organizing the learning material

8. Make effective use of colour, visual aids, etc. within information to highlight key points, mind maps in use.
9. Segment instructions and information into small steps with no more than 3 clear pieces of information being given at one time.
10. Check of understanding after each stage.



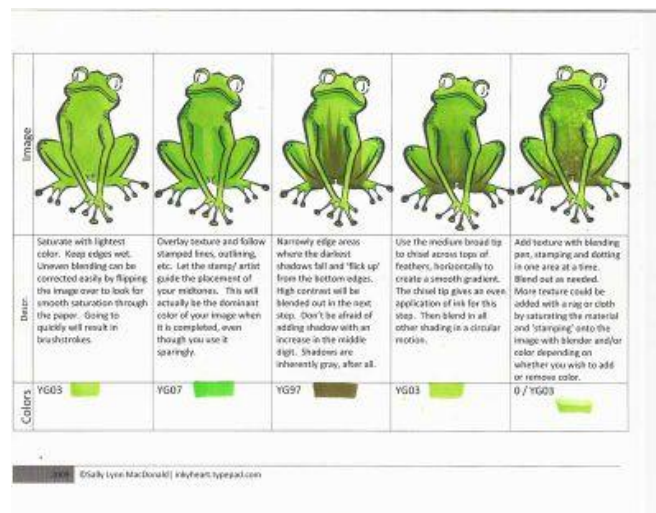
#### **Fourth task battery – individual needs**

11. A multi-sensory approach for all learning points taking into account own learning style.
12. Convert materials to your own friendly form and style.
13. Get positive and constructive feedback in appropriate intervals.



## Fifth task battery – support of the processing

14. Links to previous learning are made.
15. Priority points and/or new/key vocabulary are given, explained and recorded clearly
16. Record information in a variety of ways, e.g. mind maps, diagrams, bullet points, pictures, etc.



## Sixth task battery – support of the processing

17. Key points are highlighted visually.
18. Frequent and effective use of questioning both open & closed questions to check understanding.
19. Reminders, such as notebooks, personal checklists, etc. are used to help remember specific items/equipment for future lessons.
20. Do juggling, play strategy games, enjoy music, drama and art.

