



Learning Made Easier

A Guide for Learners with Learning Differences

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Introduction: Welcome to Your Study & Assignment Support Guide

This guide has been created especially for adult learners who think, learn, and process information in different ways. Whether you're returning to learning after a break, studying alongside work, or building new skills, this guide is here to help you feel supported, organised, and confident in your learning journey.



Learning can sometimes feel overwhelming, and it's completely normal to find some tasks harder than others. You are not alone in this. Everyone's brain works differently, and this guide is designed to help you **use your unique strengths** while finding practical ways to manage challenges.

Inside, you'll find:

- Step-by-step strategies for planning, reading, note-taking, and writing assignments.
- Practical templates and exercises you can fill in as you go.
- Tips for staying focused, motivated, and reducing stress.
- Resources, including UK-based support organisations and apps.

Remember: **it's okay to ask for help**. If you ever feel stuck, frustrated, or unsure about any part of your studies or assignments, **speak to your tutor or your workplace mentor** (*if you have one*). They are there to guide you, answer questions, and help you succeed.

Take your time, go at your own pace, and use this guide as a toolkit to support your learning. Celebrate your progress, however small it may feel, and remember that every step forward is a success.

You've got this – and we're here to help you every step of the way!

Section 1: Understanding Neurodiversity and Different Learning Styles

Neurodiversity describes the natural differences in how people think, learn, and process information. Everyone's brain works in its own way, and these differences are not "problems" – they are part of human diversity. Some people may find certain tasks harder, while excelling in other areas.



Common Examples of Different Learning Styles in the UK

- **Attention and Focus Differences:** Some learners may find it challenging to focus for long periods, start tasks, or manage time effectively. Strengths can include creativity, energy, and the ability to hyperfocus on topics of interest.
- **Autism / Autistic Spectrum Condition:** Affects social communication, sensory processing, and behaviour patterns. Some learners may prefer routines, experience sensory sensitivities, or find social cues challenging. Strengths can include attention to detail, strong memory, and specialist skills.
- **Dyslexia:** Affects reading, spelling, and sometimes writing. Some learners may find reading long texts tiring or struggle with written organisation. Strengths often include problem-solving, creativity, and strong verbal or visual thinking.
- **Dyspraxia (Developmental Coordination Disorder):** Affects motor coordination, organisation, and planning. Some learners may struggle with handwriting, physical coordination, or organising tasks. Strengths often include strategic thinking and creativity.
- **Dyscalculia:** Affects understanding and using numbers. Learners may find calculations, estimating, or remembering number sequences challenging. Strengths often include verbal, creative, or visual skills.
- **Dysgraphia:** Affects handwriting and fine motor skills. Some learners may struggle with writing speed, spelling, or structuring written work.
- **Tourette's Syndrome (TS):** Neurological condition involving tics (sudden movements or sounds). Some learners may find concentration harder, especially in stressful environments.

Supporting Yourself as a Learner

- Focus on your **strengths** – everyone has skills and talents that make learning easier in certain areas.
- Use **practical strategies** like planning tools, mind maps, timers, and assistive technology.
- Ask for **support when needed** – tutors and mentors, are there to help.
- Remember: differences in learning are about **variation, not deficits**. With the right strategies, you can succeed and thrive.

Section 2: Embracing Your Learning Style

- **Everyone learns differently:** Some people remember by reading, others by doing, or by listening. For example: Explain new ideas out loud if you remember better by talking.
- **Focus on your strengths:** Learners often excel in creativity, problem-solving, and big-picture thinking. For example: Include creative solutions in workplace assignment reflections.
- **Avoid comparing yourself to others:** Everyone's learning pace and style are different, so focus on what works for you.



Exercise: Write down your top 3 learning strengths and 3 challenges.

Template:

Strengths	Challenges	Possible Support/Strategy

Section 3: Understanding Your Brain and Learning Patterns

- **Attention and focus can vary:**
Some learners may find it hard to start assignments or maintain focus. For example: Break tasks into small steps.
- **Learning differences affect reading, writing, and organisation:**
For example: Use text-to-speech tools or summarise paragraphs if reading is tiring.
- **Awareness allows you to create strategies that work for you:** Know your focus times and plan study sessions accordingly. For example: Schedule study sessions when your focus is strongest.



Template:

My Focus Challenges	Strategies I Will Try

Section 4: Setting Up for Success – Environment & Tools

- **Declutter your workspace:** Fewer distractions = easier focus. For example: Store stationery in a box rather than scattered on your desk.
- **Limit distractions:** Switch off notifications, use 'Do Not Disturb', or listen to focus music.
- **Use helpful tools and apps:** Timers, mind-mapping software, voice-to-text apps.
- **Visual reminders help organisation:** Colour-coded folders: red for urgent tasks, blue for reading, green for completed work.



Template:

Distraction	How I Can Reduce It	Tools I Can Use

Section 5: Planning Your Studies – Time Management & Organisation

- **Break tasks into manageable steps:** Large tasks feel overwhelming. For example: “Write assignment” → “Research topic” → “Create outline” → “Write introduction” → “Draft main sections” → “Edit & proofread”.
- **Use a weekly plan:** Schedule blocks of time for studying, breaks, and personal life.
- **Prioritise tasks:** Focus on urgent and important tasks first using “must-do, should-do, could-do”.
- **Build flexibility:** Some learners may hyperfocus or have low-energy periods, so allow flexible slots.



Template – Weekly Study Plan:

Day	Task	Estimated Time	Completed (✓)

Section 6: Reading & Note-Taking Strategies

- **Use colours and highlighting:** Different colours for key points, examples, and questions make notes easier to review. For example: Highlight definitions in yellow, key examples in blue, and questions in pink.
- **Summarise in your own words:** Forces understanding. For example: Paragraph about workplace safety → “Always wear PPE and follow procedures to avoid accidents.”
- **Use mind-maps:** Visually organise information instead of writing long paragraphs. For example: Map main topic in the centre, with branches for subtopics and examples.
- **Voice notes or audio tools:** Listen back if reading is difficult or tiring. For example: Record lecture points and play back during commute.



Template – Note Summary:

Main Idea	Key Points	Questions/Thoughts

Section 7: Writing Work-Based Assignments

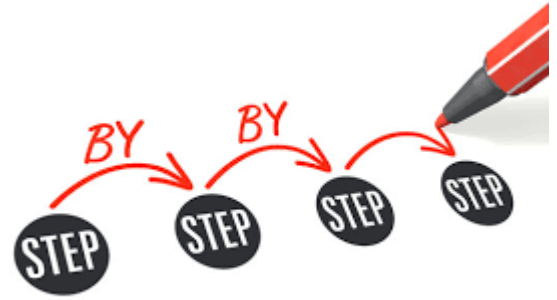
- **Understand the assignment brief:**

Highlight keywords like “analyse”, “reflect”, “evaluate”. For example: “**Reflect** on your leadership experience” → Focus on your role and decisions made.

- **Break into sections:** Introduction, main body, conclusion. Focus on one at a time. For example: Start by drafting the introduction, then create headings for each main point.

- **Use bullet points first:** Organise ideas before writing full sentences. For example: List achievements, challenges, and lessons learned before turning them into paragraphs.

- **Include real work examples:** Makes your assignment practical and credible. For example: “Implemented new filing system that reduced errors by 20%.”



Template – Assignment Planner:

Section	Key Points	Examples	Notes
Intro			
Body 1			
Body 2			
Conclusion			

Section 8: Editing & Proofreading Techniques

- **Take a break before proofreading:** Gives fresh perspective. For example: Leave your draft overnight before reviewing.
- **Read aloud or use text-to-speech:** Helps identify awkward sentences or missing words. For example: Listen to the audio of your assignment to spot errors.
- **Check one thing at a time:** Grammar first, then structure, then references. For example: Review punctuation in one pass, then paragraph flow in the next.
- **Ask a peer or mentor to review:** Extra eyes can spot mistakes you miss. For example: Ask a colleague to check clarity and examples.



Template – Proofreading Checklist:

Step	Completed (✓)
Check structure	
Check grammar	
Check references	
Read aloud	

Section 9: Managing Stress & Motivation

- **Break tasks into smaller chunks:**
Makes work less daunting. For example:
Write one paragraph at a time instead of
the full assignment.
- **Reward yourself after completing steps:** Small rewards boost motivation.
For example: Finish research → 10-
minute walk, tea, or favourite snack.



- **Use mindfulness or physical movement:** Short stretches, meditation, or
breathing exercises reset focus. For example: Try 3 deep breaths or a 2-
minute stretch break every hour.

Template – Motivation Tracker:

Task	Reward	Completed (✓)

Section 10: Resources & Further Support

- **ADHD Foundation (UK):**
<https://www.adhdfoundation.org.uk>
- **National Autistic Society (UK):**
<https://www.autism.org.uk>
- **Dyslexia Action (UK):**
<https://www.dyslexiaaction.org.uk>
- **FutureLearn:** <https://www.futurelearn.com>
- **OpenLearn (The Open University):** <https://www.open.edu/openlearn>
- **SkillsYouNeed:** <https://www.skillsyouneed.com>
- **Apps available in the UK:**
 - Forest (iOS/Android)
 - Pomofocus: <https://pomofocus.io>
 - MindMeister: <https://www.mindmeister.com>
 - XMind: <https://www.xmind.net>
 - OneNote: <https://www.onenote.com>
 - Evernote: <https://evernote.com>



Closing Note

Congratulations on completing this guide!

Remember, learning is a journey, not a race. Everyone's path is different, and the strategies in this guide are here to support **your unique learning style**.

It's normal to face challenges along the way, and needing extra time or support does not mean you are behind – it simply means you are **finding the ways that work best for you**.

Always celebrate the progress you make, no matter how small it seems.

Keep using the tools, templates, and tips you've learned here. And remember: **you don't have to do it alone**. Speak to your tutor or mentor whenever you need guidance, encouragement, or clarification.

Believe in your strengths, be patient with yourself, and take one step at a time. Every step forward is a success.

You've got this – and you are capable of achieving more than you may realise!

