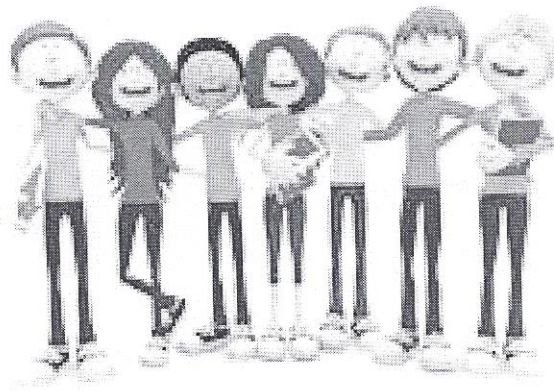


Revision and study guide.

**Full of simple ideas, from the
Learning Coaches, to help you with
your learning and to take the stress
out of revision.**



Start by organising your time.

The first thing to do is to find out just how much time you have available to put towards studying.

- Make a list of **ALL** the activities you know you have to do in a week...work, family, social, recreational etc
- Now, using the blank timetable on the opposite page block out the times you are busy – don't forget to add in meal times and bed time! (see the example)
- Now you can see how much free time you have and can plan when you want to study.
- Choose a time that suits you – do you feel better getting it done early? Or are you a night owl who prefers to work later?
- Make sure you don't plan to work when you know you will be distracted – Is your favourite TV show on? Or are your mates going to be calling you?
- Tell everybody when your study hours are and ask them to respect them.
- Show everybody you are taking your studies seriously.

Once you have filled in your timetable, keep reviewing it. Does it still work for you? Are there times that have changed? Have you stopped or started any activities? Be honest with yourself, this is for you NOT for anyone else. Pretending that you are working when you aren't doesn't cheat anyone but YOU!

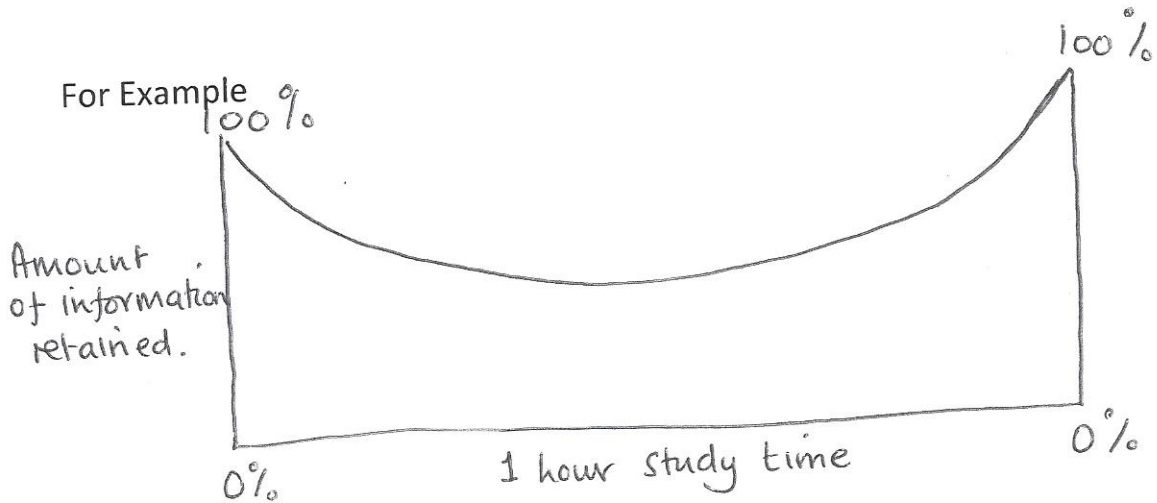
H/W = Homework / Revision

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
S C H O O L					LIE IN!	
H/W	H/W	H/W	H/W	SWIM	H/W	
← T E A →					6ish	
	Babysit 7-9	Gymnastics 8-10		H/W	Town with mates 12-4	out with Family 10-5
						H/W
Bed @ 11pm						

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

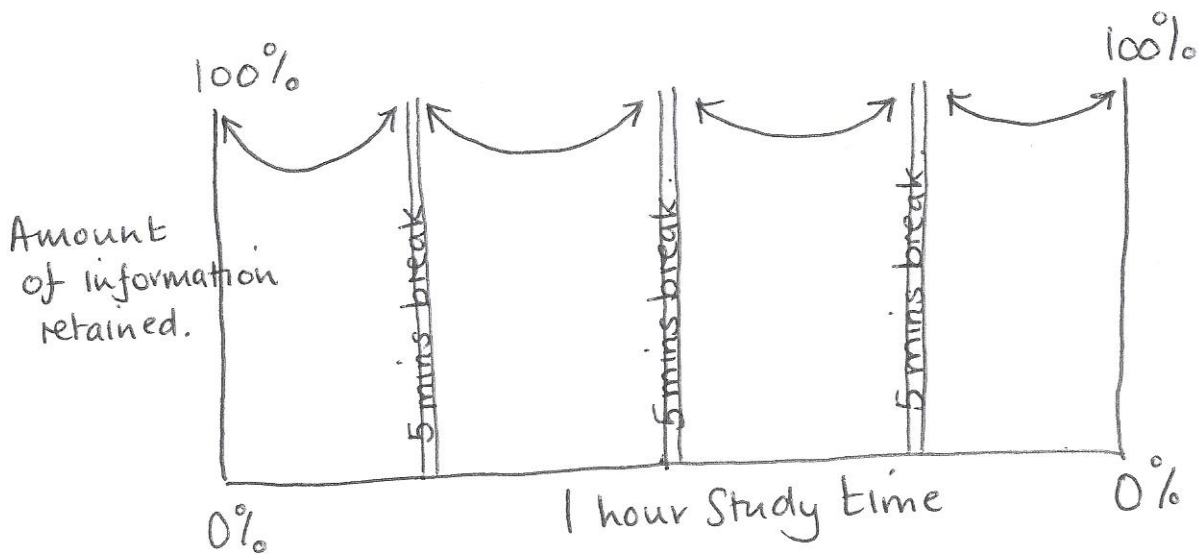
The Memory Curve.

Recent research suggests that the first and last things that you try to learn, in any one session, are remembered most easily.



In this example, if you study solidly for an hour, you only really remember two things properly...the first and the last thing you looked at.

So how about taking breaks and increasing what you learn?



Here, with three breaks, you remember 8 pieces of information...not just 2!

Prioritising your work

Once you have found the best time for your study, you need to decide what order to tackle the work you have to do.

A simple way to prioritise is to make a list of everything you need to do and then to break it down into 3 columns –

Must do now.	Need to do.	Nice to do
Chemistry homework for Friday. ②	Revise for Music exam next month. ④	Sort out my French file. ⑥
Maths sheet for tomorrow. ①	Finish Art homework for next week. ③	Stick hand outs into my Welsh book. ⑤

Once you have listed everything in the columns then decide which order you need to complete them (see the numbers above).

Obviously, work due in tomorrow will need to be completed before work due in next week. Try not to leave tasks you find hard/boring till last, fit them in between the work you do enjoy and give yourself rewards when you complete them (a 10 minute break, a cup of hot chocolate or some time

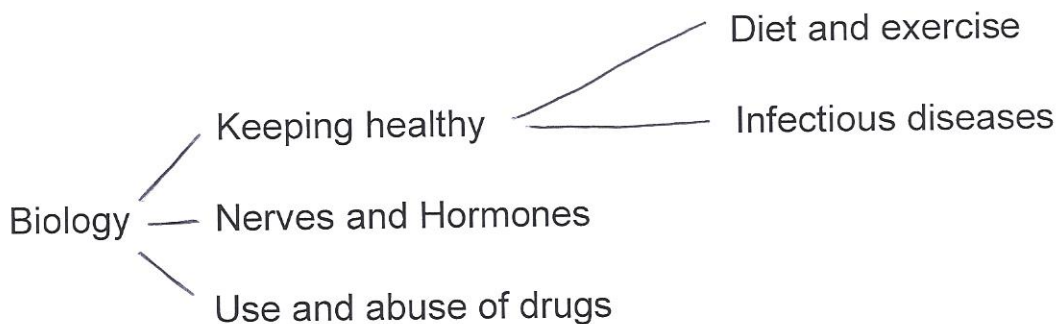
Now you are ready to start work. Complete each task in order and once it is done cross it out. If you run out of time add the tasks you haven't completed to a new list and start again from the beginning.

“Chunking”

This technique enables you to take a task that seems impossible “Revise Biology” and turns it into something not only possible but even simple.

Start by listing everything that makes up that task – in the example above, start by asking your teacher or checking on the exam board website and list every topic you need to know for that subject.

Once you know the topics, start to break them down into individual parts e.g.



You can keep doing this until you reach a point where the task is easily manageable in a 10-20 minute “chunk”.

This technique works for any task;

- An Essay – Planning, Research, Introduction, conclusion, paragraph 1, paragraph 2 ...
- Baking a cake – getting the ingredients, mixing them together, baking in the oven, cooling...
- Filing your work – separate into subjects, do one subject at a time...

To be effective, **GOALS!** should be:

Specific! Not "I will revise English" but "I will learn 3 quotes from Of Mice and Men by tonight."

Measurable, try to set a goal in such a way that it is measurable. eg I will attempt 6 small questions this week in relation to the History paper

Attainable, don't set them too high or too simple - try and make them challenging but achievable.

Relevant, they are yours to control!

Time related, always be specific about time - in the next hour I will do....by the end of the week I will have finished.....etc

Some simple ideas to help you revise...

Index cards, mind maps and notes

- Use to record key points
- Incorporate pictures, colour, highlighting

Learning posters and visual material

- Use pattern, colour, symbols and drawings
- Cover key points and topics
- Develop diagrams for your course if relevant
- Pin them up where you'll see them often

Key words, phrases, themes or concepts

- Use the course introductions, summaries, key questions to discover what's key in each block
- Use two or three sentences to define, add course example and diagram if relevant

Summary tables or grids

- Compare or evaluate competing theories or key people

Teach someone

- Teach a topic to a fellow student or a friend
- Thinking it through is effective revision
- Fill in the gaps in your knowledge as you identify them

Reinforce your memory

- As you end a revision session, review key points
- Review again regularly

Work in a way that suits you

- There is no right or wrong way to revise – as long as it works for you. If it helps you to remember, it's fine...even if it means learning whilst standing on your head, eating a banana!

Essay Direction Words..

<u>If you are asked to:</u>	<u>You should:</u>	<u>If you are asked to:</u>	<u>You should:</u>
Account for	Answers question why? Evaluate, take a point of view.	Explain / How	The question why. Give reasons or causes.
Analyse	Break down a problem into separate factors and relationships. Draw a conclusion, make a judgement or make clear the relationship you see based on your breakdown	Illustrate	Make clear by examples, pictures, charts, diagrams or concrete examples.
		Interpret	Express your thinking by giving the meaning as you see it.
Categorise	Place items under headings already labelled	Justify	Give some evidence/reasons supporting your statement with facts
Classify	Organise a pattern of items in related groups.	List	Write in a numbered fashion
Compare	State how things are alike or not alike.	Outline	Briefly and directly give the main ideas
Consider	Invite you to hold a view.	Paraphrase	Put in your own words
Contrast	Tell how things are different.	Predict	Present solutions that could happen if certain variables were present.
Criticise	Make a judgement of the work and support your judgement.	Prove	Provide factual evidence to back up the truth of a statement
Deduce	Trace the course; derive a conclusion by reasoning.	Relate	Show the relationship among concepts
Defend	Give enough detail to prove the statement.	Review	Examine the information critically, analyse and comment on the important things
Define	Give the meaning of.	State	Establish by specifying. Write what you believe and support with evidence.
Describe	Give an account in words: trace the outline or present a picture.	Summarise	Condense the main points in the fewest words possible.
Diagram	Use pictures, graphs, charts, mind maps and flow charts to show relationships of details to main ideas.	Synthesise	Combine parts or pieces of an idea situation or event.
Discuss	Consider the various points. Present all sides of the issue and then give a conclusion	To what extent	Quantify either objectify or subjectivity
Distinguish	Tell how this is different from others similar to it	Trace	Describe in steps the progression of something.
Enumerate	List all possible items	Verify	Confirm or establish the truth of a point of view with supporting evidence, examples and facts
Evaluate	Make a judgement based on the evidence and support it; give both good and bad points.	Why	The reasons for...

10 Tips to help you prepare for Exam time

As we head into exam time here are 10 tips that are guaranteed to give you the best chance possible to get those passes and still keep smiling while you study.

1. **Plan Your Time.** Don't leave all your study until the last minute, it doesn't work! Regularly reviewing and repetition work best for the brain, the more times you look at a topic or piece of work the more likely you are to remember it. 10 minutes of revision a day over 6 weeks is far more likely to give you the results you want than 7 hours solid the day before the exam...
2. **Organise your space.** Make sure you are comfortable; do you have enough space to spread your textbooks and notes out? Have you got enough light? Is your chair comfortable? Are you warm enough? Are you someone who needs everything to be tidy to be able to concentrate or is a bit of clutter a better way for you to thrive? Try and get rid of all distractions, and make sure you feel as comfortable and able to focus as possible. Think about what works for you, and take the time to get it right
3. **Work in a way that suits you.** If you prefer to study in a visual way do your revision in the form of charts or mind maps. If you are musical, set your notes to music or sing them. If running makes you happy, record your notes onto your iPod and listen as you exercise. No way of learning is wrong, no matter how crazy it seems as long as it works for you!
4. **Practice old papers.** This is the only way to be familiar with what the examiners want and takes away the fear of the unknown. It helps you get used to the layout of the paper and see how the questions are likely to be worded and it can also be good practice for making sure you spend the right amount of time on each section.
5. **Teach!** The best way to learn something yourself is to try and teach it to someone else... Mum, Dad, younger siblings, friends, anyone will do. Do you know your subject well enough to teach it to someone else? If their questions trip you up, you immediately know what areas you need to study again.

6. **Take breaks and relax.** Just as important as the time spent studying, remember you need to relax too. Our brains need to be happy and relaxed to learn and too much stress just sends them into shutdown. Schedule regular breaks into your study time. Getting to bed early should be a priority too. Recent studies showed that students who were sleep deprived regularly gained lower results in their exams so no more late night cramming sessions!
7. **Snack on Brain Food – ditch the Junk.** Chocolate and fizzy drinks might seem like a treat you deserve but what you eat can really have an impact on energy levels and focus. Keep your body and brain well-fuelled by choosing nutritious foods that have been proven to aid concentration and memory, such as fish, nuts, seeds, yogurt and fruit. The same applies on exam day - eat a good meal before the test, based on foods that will provide a slow release of energy throughout. Sugar may seem appealing, but it won't help when your energy levels crash an hour or so later.
8. **Exercise.** Try and get outside, oxygen and vitamin D both help keep the brain healthy and a bit of exercise helps to speed them around the body. If you really can't stand being away from your books take some flashcards or notes with you and study while you are on the move, the change of scene will be good for your memory too.
9. **Prepare for exam day.** Get everything you need ready in plenty of time. Make sure that everything is working and that you have back-ups for the essentials. Stress levels are guaranteed to rise for everybody if you can't find a calculator on the morning that you are sitting maths or your pen stops working in the middle of an exam.
10. **Drink plenty of Water.** Finally, remember that for your brain to work at its best it needs to be well hydrated. Ensure you keep drinking plenty of water all the way through your revision and even more importantly on the day of the exam as well.

REMEMBER

- GOALS ARE NOT CAST IN STONE.
- THEY CAN BE ALTERED.
- IF AFTER EVALUATION YOU FEEL THEY NEED AMENDING, THEN DO IT!
- PERIODIC EVALUATION SHOULD OCCUR IF YOUR GOALS ARE TO REMAIN CHALLENGING AND ACHIEVABLE.

. BE FLEXIBLE!