

Revision & Study Skills

A Guide for Students, Parents & Carers of Year 11 Students



Use this guide, work very hard in lessons and attend revision sessions to ensure you are a very happy student on results day.

LEARNING STYLE PREFERENCE CHOOSE ONE ANSWER FOR EACH QUESTION - THE ONE THAT IS MOST "YOU"

<p>1 At school, in class, I understand things best when:</p> <p>a) there is something to look at - diagrams, pictures, video b) when things are explained clearly c) when there is something to do</p>	<p>7 I tend to choose dvds with:</p> <p>a) good special effects b) good music c) lots of action or drama</p>	<p>13 When I get very angry I tend to:</p> <p>a) go quiet and fume silently b) shout and yell c) storm off, bang things</p>
<p>2 When I am relaxing, I prefer to:</p> <p>a) listen to the radio or play music b) do something physical c) read or watch television</p>	<p>8 If I were famous I would rather be:</p> <p>a) a famous singer b) a famous sports star c) a famous movie star</p>	<p>14 The subject I enjoy most is:</p> <p>a) music b) PE c) art</p>
<p>3 When I am trying to concentrate I get most distracted by:</p> <p>a) people moving around me b) untidiness around me c) noise</p>	<p>9 To know what sort of mood someone is in I tend to:</p> <p>a) check their body language b) look at their face c) listen to the tone of their voice</p>	<p>15 In the evening, or on a trip, I prefer:</p> <p>a) to kick a ball around b) to play cards c) to tell & listen to jokes</p>
<p>4 What I like most about my favourite TV programme is:</p> <p>a) the way the characters look b) what they say and how they say it c) the action or drama</p>	<p>10 I prefer the humour of:</p> <p>a) comics and cartoons b) comedians who tell jokes c) clowns</p>	<p>16 I improve my sports skills best when:</p> <p>a) the coach shows me how b) the coach explains what to do c) I practice by myself</p>
<p>5 When I am at a party I notice most:</p> <p>a) what people are saying b) what people are doing c) what people are wearing</p>	<p>11 To get across a big city I was not familiar with I would prefer:</p> <p>a) to be told how to get there b) to be taken there c) to be given a map to follow</p>	<p>17 Most important to me is:</p> <p>a) what I sound like b) how I feel c) how I look</p>
<p>6 When I am trying to spell a new word I:</p> <p>a) try to get it to feel right b) try to get it to look right c) sound it out</p>	<p>12 If I won £30 I would spend it on:</p> <p>a) a day white water rafting b) new clothes c) new music</p>	<p>18 In class I like it best when we are:</p> <p>a) moving around, doing things b) making notes or drawing diagrams c) listening to the teacher talking</p>

PREFERRED LEARNING STYLES: Modern Languages

We are all different types of learners and need to use a range of strategies in order to achieve success. You may be finding Spanish difficult to revise because you are not using the strategies best suited to your preferred learner style. It is important to vary your revision to try the techniques suggested below.

Visual	Auditory	Kinaesthetic
Create memory maps using lots of colour	Describe/explain your memory map to a friend	Create memory maps using colour, pictures, photographs, fabric
Create memory maps using collage	Link the vocab' you need to learn to a story - the more outrageous the better	Walk" a friend through your memory map
Visualise the word in picture form - see the picture, see the word	Imagine yourself in class and "listen" to the teacher/friend	Picture yourself "doing" the topic you're revising - how do you feel?
Associate vocab' with a journey you regularly make	Revise with a friend or relative talking it through	Practice role plays with a friend
Label items around the home	Link Spanish sounds to English sounds	Link words to gestures
Use post-it notes to record vocab'	Revise to music	Revise to exercise
Make colour coded vocab' lists on post cards - a card looks achievable, an A4 list doesn't!	Make up rhymes / poems / raps / chants	Make revision card games - play with a friend
Produce summaries	Record your revision on tape / CD / MP3/ mobile, and listen to it frequently	Make use of revision activities on the internet
"See" the vocab' on display	Remember words in rhyming pairs	Place yourself in the classroom when the topic was introduced - what did we do?
Highlight important work in your exercise book / revision guide	Play reinforcement games at home	Associate the words with feelings
Illustrate your revision notes	Teach someone else - it improves your understanding	Role play being the teacher and teach a point of grammar
To learn spellings use: look, write, cover, write, check, write. Does the spelling look right?	To learn spellings use: look, say, cover, say, check, say. Does the spelling sound right?	Practise writing words in the air, or on someone else's back. Does the spelling feel right?
"See" a sentence as a jigsaw puzzle - put the pieces in order	Listen to news headlines in Spanish - identify key points, or watch a Spanish film and focus on one particular character	Make phrase maker cards - how many different phrases can you make by manipulating the cards?
Create your own picture dictionary on the computer	Make up and learn mnemonics eg: DR VE MANTRAPS MD	Invent ways of remembering / associating words with meanings

Whilst you probably have one preferred learner style, you learn effectively using all three methods. Therefore, try them all out and decide which work for you.

Remember;

- ⇒ Effective revision takes time
- ⇒ Revision should be completed in bite-size chunks
- ⇒ You need to build breaks and "me time" into your revision programme
- ⇒ For information to be stored in your long term memory, you need to review it five times
- ⇒ Don't give up - use your belief in yourself, and your desire to succeed, to help you
- ⇒ persevere when things seem difficult.

Buena suerte !!

MAKE THE MOST OF YOUR MEMORY

Memory is improved if you:

- ☺ are interested in what you have to learn
- ☺ are selective and choose carefully what you need to know
- ☺ are keen to learn and remember certain facts
- ☺ are sure you understand what you have to learn and remember (ask for help if this isn't true of you it will be so worth it!)

SOME BASIC MEMORY RULES

FOCUS your attention and do not let your mind wander if it does then RE-FOCUS

- ✓ Work in short, sharp bursts
- ✓ Recite the material over and over out loud by yourself read, write, sing,
- ✓ colour code, illustrate, mind map, whatever it takes for you to remember it.
- ✓ Review your work regularly and ask for support if you cannot remember all that is needed (**don't forget your parents, carers, teachers, mentors, all want you to do well**)
- ✓ Develop a **positive** attitude towards your memory using your memory is a **skill** that can be developed and improved over a very **short space** of timeget going!

A FEW MEMORY TECHNIQUES

Missing words (cloze procedure)

This is good for quotes, poems, tables, formula etc. Write out the material to be learned, read it through 2-3 times (you can use your imagination to create pictures to help yourself). **Then** block out some words (eg: every tenth word, every verb, every new piece of vocabulary in French, every piece of subject specific scientific language) or ask someone else to do it for you. Then read the text through again filling in the missing words from your memory. You should also write out the missing words as you say them to reinforce your memory. Get some help and/or ask someone else to test you.

Roman Room technique

Use a room you know really well (bedroom / kitchen @ home etc). Imagine that each work / fact / name / quote that you have to learn is placed on an object in the room you have chosen.

EG: If you are revising **Respiration** for example then write a fact about the lungs on paper and stick it on the fridge, next fact stick on cooker, next fact stick on washing machine. Make it as visual as you can and then in the exam start at the kitchen door and work your way mentally round the kitchen collecting the facts for your exam question - try it . . . it works!

Record the facts you need to know

(Voice recorder on mobile phone, I Pod etc)

Listen to the facts you record over and over again until you feel quite confident about them . . . once this happens then records it again with gaps and you have to fill them in when you hear the playback.



Put headphones on and **walk** listening to the facts you recorded . . . you will then get exercise as well and that is good for your revision programme.

Mnemonics (pronounced NEMONICS)

This is a verse to aid the memory. You can use it for a few facts or the spelling of an important word - make up your own and have a laugh doing it!!

Eg:

BECAUSE: **B**ig **E**lephants **C**annot **A**lways **U**nderstand **S**lippery **E**els

SAID: **S**ally **A**nne **I**s **D**ancing

Flash Cards

These are particularly good for French (and other languages) but can also support you in remembering scientific facts or formula you need to understand for Science and / or Maths. Use postcard size card and write all the facts you need on it, say them over and over again as you write. Perhaps write 2 words only and then once you see the flashcard you have to elaborate on what these 2 words mean. This works for *Geography / History / English / PE* etc.



Drill & Practice

This way of revising and learning is often seen as boring but for **SOME** people it is effective. Repeatedly read, cover the book, write your own answer and then check it against the correct work. Ask for help doing this or get someone else to mark it and then write a list of the parts you missed out.

Remember: READ, COVER, WRITE OR RECITE, REVIEW

Numbers, Shapes, Rhymes, Lists

This is a very individual way to improve your memory but you can make a list or rhyme where a few facts correspond to a list of numbers.

EG:

- | | |
|---------------------------|-------------------------------------|
| 1 born in | 1 weather used to |
| 2 studied in | 2 environmental influence |
| 3 influenced by | 3 result now |
| 4 chose | 4 long term effects |
| 5 worked as | 5 remedies |

The following pages will give you idea for use of these techniques to assist your memory.

Read through all of them and tick the ones that you know will help you.

Don't forget to test yourself and / or ask members of your family to test you it will help.

Also remember to make full use of past papers and advice for revision given in class by your teachers.

**GOOD LUCK AND REMEMBER THAT YOUR MEMORY CAN
IMPROVE**



Healthy Body = Healthy Brain.....

It's true!

Revise to Music

Experts recommend the following music to aid concentration for Revision

- ♪ The Four Seasons - Vivaldi
- ♪ Watermark - Enya
- ♪ William Tell Overture - Rossini
- ♪ Mozart
- ♪ Baroque Music
- ♪ OR Instrumental music of your own choice - avoid music with words as you may be tempted to sing along and distract yourself!



You can help your body to be more healthy eating these:

- ✓ **Carbohydrates** such as wholemeal bread, bagels, muffins, crumpets
- ✓ **Fruit** - we all need Vitamin C
- ✓ **Vegetables** - especially greens and salads
- ✓ **Lean meat or cereals, nuts, beans** if you are vegetarian
- ✓ **Bananas** - good for stamina
- ✓ **Pasta and rice**
- ✓ **Water** - drink at least 8 glasses a day as it is essential for learning

But **AVOID** all of these in *excess*:

- ✗ Sugar and sugary foods like sweets
- ✗ Coffee
- ✗ Alcohol
- ✗ Fizzy drinks, especially cola
- ✗ Artificial flavourings & "E" numbers
- ✗ Too many fatty foods such as chips & burgers

REMEMBER HEALTHY BODY = HEALTHY BRAIN



Exercise is a very important part of a Revision programme so try to exercise at least 3 times a week



➤ Cycling



➤ Dancing



➤ Walking (walk to school?)



➤ Swimming



➤ Aerobics

➤ Team Sports



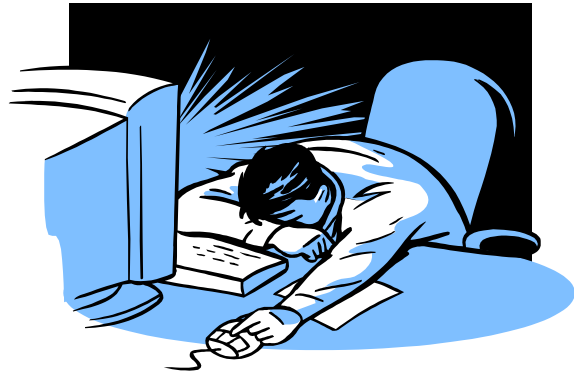
➤ Running

➤ Add your own exercise

Have a GOOD NIGHT'S sleep

- Make sure you have at least 8 hours sleep
- Use relaxation exercises if you can't sleep
- Ask for help with this if you find it hard
- If you still can't sleep then at least try to think happy, positive thoughts
- If it's too hot then see if you can have a fan in your room or open the top window
- If it's too cold see if there is a spare heater for your room or a hot water bottle

DO NOT DO THIS



. . . as by the time you wakes up you will have forgotten all you learnt . . .

ASSESSING YOUR STUDY SKILLS

- there are 2 copies of this exercise so that you and a friend can each fill one out. It will help you highlight your similarities and also your differences a good starting point to work together!
- Think about the study skills listed below and mark yourself according to your strengths using the following scale:
- **5** = very good **4** = good **3** = average **2** = weak **1** = weak

Skill		5	4	3	2	1
Organisation Skills	Time management					
	Keeping files etc in order					
	Planning revision tasks					
	Meeting deadlines					
	Saving work, in appropriate area (memory stick, PC, file, work area etc)					
Reading Skills	Taking notes					
	Making notes					
	Summarising work					
	Using skim, question, read, write, review techniques					
Writing skills	Writing times essays & answers					
	Spelling, grammar, punctuation					
	Writing factual essays & reports					
	Writing analytical essays					
	Writing compare / contrast essays					
Oral skills	Speaking, listening - discussion					
	Preparing talks and presentations					
	Giving talks and / or presentations					
Research skills	Planning investigations & enquiries using a range of resources					
	Sticking to a plan					
	Locating information					
	Collecting and recording data					
	Interpreting and analysing data					
	Evaluating data and providing evidence of using it correctly					

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ASSESSING YOUR STUDY SKILLS

Read through this list and decide which statements best describe you

- I often / sometimes work late into the night
- I have difficulty 'getting started'
- I often start tasks well but don't finish them
- I am often too tired to work when I get home after school
- I feel overwhelmed and I don't know what to do next
- I sometimes repeat work unnecessarily
- I find it hard to sort out which parts are most relevant to put in my work and in which order they go best

Advice

- ♥ Decide what time suits you best for revision each day and stick to it
- ♥ Plan an essay and / or answers in your head before you write anything and then start to write down key words that will provide a plan for the work.
- ♥ One by one pad out the key words with more detail and then you will be ready to start
- ♥ If you cannot finish a task then you may be too tired so pack away, have a sandwich and a drink (don't forget the water), have a break for an hour and then return to it feeling fresher
- ♥ If you are too tired to work at the end of the day when you get home then try using the homework facilities at school each day so that you then can relax when you get home
- ♥ Feeling overwhelmed is horrible and also stops you moving forward with your work . . . so ask for help to plan the first step and only concentrate on that (on subject or one area of one subject) but do complete that task first so that you have sense of achievement that will help get you back on track
- ♥ Use mind mapping to keep your work focused and if you have repeated parts of any answer then choose which part sounds best and delete the rest (or save elsewhere so you can work on it again at a later stage)
- ♥ Write a list and enjoy ticking things off - reward yourself for completing your work.

Get to know the two sides of your brain



Left side = LOGICAL	Right side = INTUITIVE
Processes: Speech Analysis Time Sequences	Processes: Creativity Patterns Spatial awareness
Recognises: Letters Numbers Words	Recognises: Faces Places Objects

WHICH IS YOUR STRONGEST STRONGEST SIDE?

VARIETY IS THE SPICE OF LIFE

It is **ESSENTIAL** to vary the techniques that you use for your Revision Programme as research shows we remember:

20% of what we READ



30% of what we HEAR



40% of what we SEE



50% of what we SAY



60% of what we DO



90% of a combination of all!!

This shows that using a variety of approaches can **DRAMATICALLY** increase the ability of candidates to memorise material.

The pictures also show that reading **ALONE** (one of the most common exam preparation techniques) is the **LEAST** efficient so be creative and use all of these methods regularly and ask for help to do it!

Setting clear and realistic goals

Long term goals



Your long term goals should be what you plan to revise in each subject to achieve the best possible result for you. Make sure these goals are realistic and then write a list of things to do for each subject.

Short term goals



Your short term goals should be each long term goal broken down into a manageable chunk.

- ★ Be clear about what you will revise in each session
- ★ Decide how long you can concentrate for - and be realistic
- ★ Set yourself a **TARGET** that you wish to achieve by the end of each session

- ★ Check this is a realistic target with your parents / carers
- ★ Initially choose one small goal and tick it off with relish at the end of each session
- ★ If there are goals that you haven't achieved by the end of the session examine why. Were you over ambitious? Were you disturbed? Did you spend longer or too long on one part and this ate into your planned time for another part?
- ★ Use this knowledge to plan your next session more successfully. If you work in this way consistently then after a few sessions you will be able to estimate correctly how much you can achieve in one session and be accurate
- ★ Do not leave a topic 'mid air'. It is better to stop a few minutes early than begin a new part and then leave it when you finish your allocated time. You are not likely to remember this hurried part so be a little flexible at times
- ★ If you have a bad session and / or you are finding a particular subject or topic difficult then **ASK FOR HELP**. Ask your teachers, parents or friends. Remember that your memory is helped by understanding what you are learning so **DO NOT CONTINUE IF YOU ARE GETTING NOWHERE**

Core Time and Bonus Time

Answer these questions first with your parents / carers help . . .

How much time can you revise for?

Where do you revise best?

Will you revise every day?

Will you revise for the same length of time every day or will it vary on weekdays and weekends?

Why are you revising?

Now you are clear of your intentions allocate **CORE TIME** which is the amount of the time spent revising every day eg: 1½ hrs each night and/or 3 hours each weekend day morning (if that is when you learn best). **CORE TIME** will not be changed. You will set your starting time and stick to it. Tell your friends and family that this is your **CORE TIME** and ask not to be disturbed or interrupted (unless you are taking a short break). This will encourage you to persevere with your revision tasks. Don't answer your phone or the door - just get on with it.

If you have time later in the day or it is the half term holiday then you could do more revision in **BONUS TIME**. You may therefore do 2 extra **BONUS TIME** hours for two days and then on

the third day if a friend calls round and invites you out then go this is perfectly acceptable so long as you stick routinely to **CORE TIME** still.

If you follow this principle you can revise and relax each day without feeling guilty or stressed. Do not subtract **BONUS TIME** from **CORE TIME**. **CORE TIME** must be maintained. If you find this too hard then perhaps you have set your **CORE TIME** unrealistically long. You can reduce it once only and then stick to it!

Give yourself a reward at the end of each successful session eg: play on computer, watch TV, listen to music (with words!) or kick a football/bounce a basketball around outside and **THEN COME BACK TO YOUR REVISION**

MOTIVATION

Motivation is essential for this to be successful. Think of all the reasons why it will be good to do well in these exams (confidence, improved self esteem, pride, college, long holiday after them, freedom, more chance of getting the job that you want and so on)

If you lack motivation then

- ♥ Tick off each topic as you have revised it - prove to yourself that you are making progress.
- ♥ Start each session with a review of yesterday's work - prove to yourself that you have remembered lots of it and be proud of yourself when you have.
- ♥ Ensure that each revision session contains topics that you find easy/like as well as the other harder ones.
- ♥ Reward yourself regularly (food, drinks, music).
- ♥ Stick the exam timetable on your fridge to remind yourself how close the exams are.
- ♥ Buy a roll of lining wallpaper (cheap in B & Q, Homebase or any DIY store) and some thick felt pens - unroll it and write all over it (key words, motivational chants, reminders of how great you will feel when the exams are over, countdown calendar to **FREEDOM!!**)
- ♥ Stick it up on your bedroom walls and be proud of yourself.
- ♥ Visualise yourself coming into Greenbank at the end of August to collect your results - visualise how fantastic you will feel if you do well - even surpass you're your predictions . . . go on you can do it with hard work, an organised revision programme and support from others! Other students have done this before you and so we know it possible.

GOODLUCK!
GOODLUCK!
GOODLUCK!
GOODLUCK!

COUNTDOWN

NOW: (6 - 7 weeks before the exams start)

- 🕒 Write a weekly revision timetable and plan for **CORE TIME** every day from now on
- 🕒 Identify the topics that need to be revised from the syllabus
- 🕒 Look at the format of the exam questions in lessons (how many questions need to be answered, length of time for the exam? etc)
- 🕒 Sort out all your notes into order in preparation for needing them in your revision programme
- 🕒 Buy some cheap files if necessary to help you do this and page dividers and / or plastic wallets
- 🕒 Don't over-rely on published revision sheets as they are generic and do not know which areas you find easy / hard. Use a combination of your notes, published guides, GCSE bitesize and support work from your teacher
- 🕒 Keep coming to school - don't be tempted to revise alone all the time
- 🕒 Ask teachers for help and then ask them again

SPRING/EASTER HOLIDAY: (3 weeks before the exams start)

- 🕒 Set aside at least 2-3 hours each day to revise as **CORE TIME**
- 🕒 Divide up each subject area into topics (2-3 at a time)
- 🕒 Use the fact that you are not at school to clock up some **BONUS TIME**
- 🕒 Write a list of all the questions you want to ask your teachers when you get back into school next week (you will certainly have few when you examine your own work - you may find a few gaps)
- 🕒 Spend some time relaxing too

3 . . 2 . . 1 . . . 0

BACK IN SCHOOL

- 🕒 Read through your notes and summarise the main points - leave plenty of space so you can add things in after you have learnt more
- 🕒 Read the notes out to someone who will support you (remember how much **more** you learn if you read, hear, say etc)
- 🕒 Write down the key principles and / or theories
- 🕒 Outline and define key terms and definitions - highlight them or circle them . . . and write them on rolls of wallpaper and stick them up
- 🕒 List important data / formulae - add numbers to support your memory
- 🕒 Clarify all areas you are not sure of with parents / teachers / friends etc
- 🕒 Make mind maps (large or small) and stick them up around your room
- 🕒 Write key words on wallpaper - colour code them

- 🕒 Practice answering exam questions - time yourself
- 🕒 Use the pen that you plan to use in the exam
- 🕒 Read past papers and answer out loud before writing anything down
- 🕒 Set a timer / clock / phone at 25 minutes and write for as long as you can about one topic that will certainly come up in the exam . . . mark it against your own notes - how did you do?? If you missed out some vital points then write them on wallpaper and leave them stuck up on your bedroom wall
- 🕒 Try all types of questions (multiple choice, essay, compare & contrast etc etc)
- 🕒 Check your answers with a teacher and / or friend
- 🕒 Learn from your mistakes

SUMMER TERM: (2 weeks before the exams start)

- 🕒 CORE TIME & BONUS TIME as often as possible
- 🕒 Take advantage of the teacher's advice in your last few lessons with them
- 🕒 Try to get as much undisturbed sleep as you can so you are refreshing your brain each night
- 🕒 Carry on with key words, wallpaper, mind mapping, timed essays, using class books to check up on facts, bitesize etc

THE DAY BEFORE:

- 🕒 Check you have everything ready for the exam (see through pencil case, calculator & new batteries, pens etc)
- 🕒 Check you know how to get to the exam hall
- 🕒 Visualise yourself sitting there and being successful
- 🕒 Try to avoid last minute revision go out, read a book, watch TV
- 🕒 Relax as much as you can and get an early night

THE EXAM:

- 🕒 Read the rubric (the words or notes of explanation)
- 🕒 Don't start writing until you have read through the exam paper
- 🕒 Plan your time
- 🕒 Recall all your memory prompts
- 🕒 Choose your questions carefully and start with the one you think you will find easiest to give you some confidence
- 🕒 Analyse the question (what do the examiners want here??)
- 🕒 Brainstorm your ideas on scrap paper
- 🕒 Concentrate on the content and check spellings etc later if that is hard for you
- 🕒 Check back to the question and make sure you are answering what you are being asked
- 🕒 If you have a 'mental block' then leave the question and move on - return to it later - make sure you leave enough time for that

- 🌐 Do your best obvious but true keep a close check on the time (there will be a clock in the exam room)

AFTER THE EXAM:

- 🌐 Try to avoid a 'post mortem' however tempting it is - particularly if it is the first of two papers
- 🌐 Relax - play sport or whatever relaxes you if there is time before you concentrate on the next exam on your timetable
- 🌐 Go home and mark off the completed exam on the timetable in a big, brightly coloured tick ✓