

New-Bridge Integrated College

KS4/5

Study Skills Booklet



FOUNDED 1995

Name: _____

Class: _____

What works for me?

Learning Styles

Everybody has a preferred learning style. Knowing and understanding our learning style helps us to learn more effectively.

Characteristics of a Tactile/Kinesthetic Learner

- The “Do-er”
- Needs to touch, handle, manipulate materials and objects, especially while studying or listening
- Counts on fingers and talks with hands
- Good at drawing designs
- Often doodles while listening, thus processing information
- Good at sports, mechanics, using appliances and tools
- Often adventurous
- May find it hard to sit still for long periods
- May become distracted by their need for activity and exploration



Kinesthetic
Learner

Make your Learning Style work for you!

- Take frequent study breaks and vary your activities
- Make studying more physical by at a standing desk, chewing gum, pacing while memorizing, reading while on an exercise bike, moulding a piece of clay, squeezing a tennis ball
- Use bright colours to highlight reading material
- Dress up your workspace with posters and colour
- Play music in the background while you study
- When reading, first skim through the whole thing to get a feel for it, then read it more carefully
- Use spatial note taking techniques such as mind mapping
- Visualize complex projects from start to finish before beginning-this will allow you to keep the big picture in mind



Characteristics of a Visual Learner



- Reader/Observer
- Scans everything; wants to see things, enjoys visual stimulation
- Enjoys maps, pictures, diagrams, and colour
- Needs to see the teacher's body language/facial expression to fully understand
- Not pleased with lectures
- Daydreams; a word, sound or smell causes recall and mental wandering
- Usually takes detailed notes
- May think in pictures and learn from visual displays

Make your Learning Style work for you!

1. Have a clear view of your teachers when they are speaking to you can see their body language and facial expression
2. Use colour to highlight important points in text
3. Illustrate your idea as a picture and use mind maps
4. Use multi-media such as computer or videos.
5. Study in a quiet place away from verbal disturbances
6. Visualize information as a picture to aid learning
7. Make charts, graphs and tables in your notes
8. Participate activity in class-this will keep you involved and alert
9. When memorizing material, write it over and over
10. Keep pencil and paper handy so you can write down good ideas.



Characteristics of an Auditory Learner:

- Interpret the underlying meanings of speech through listening to tone of voice, pitch, speed and other nuances
- Prefers direction given orally
- Seldom takes notes or writes things down
- Prefers lectures to reading assignments
- Often repeats what has just been said talks to self



Make your Learning Style work for you!

- Think aloud and talk to yourself
- Participate in class discussions/debates
- Make speeches and presentations
- Read text out loud-especially when proofreading or when tired
- Create musical jingles and mnemonics to aid memorization
- Use a tape recorder
- Discuss your ideas verbally with a friend or small group
- Use verbal analogies
- When doing math computations by hand, use graph paper to help your columns aligned
- Recite information over and over to better memorize material
- You may want to sit near the side or back of the classroom where there is less visual stimulation

Through identifying your learning style, you will be able to capitalise on your strengths and improve your self-advocacy skills. Take the Quiz to find out yours!



REVISION TIPS – STUDENT GUIDE

Everyone feels nervous about taking exams. Here are some tips to help you make the most of your revision time and keep those nerves under control.

It's important to remember that an examination is a test of learning, not memory.

Examiners want to see evidence that you have drawn on your knowledge to develop a reasoned argument, rather than replicate course notes and textbook facts.

Revision should be a process of consolidating understanding rather than cramming as much information as possible before the morning of the exam.

Study Skills

Where to study:

Creating good conditions to study can help you make the most of the time you spend revising. Here are some suggestions:

- **Find a quiet place to study and make sure you are sitting comfortably**
- **Make sure your desk is well lit**
- **Keep background noise to a minimum**
- **Avoid studying in an area where there will be distractions (like televisions!)**
- **Have everything you need to do your revision to hand before you start.**

How to study:

There is no 'right way' to revise. Some students are happy to read their classroom notes from start to finish, others prefer to simplify the information as much as possible, turning everything into skeleton notes, diagrams or mnemonics. In practice, most students find that mixing techniques suits the varied nature of the subjects being revised and helps with understanding.

- Turn your notes into revision tools;
- Write ideas and facts on to cards to use as 'prompts'
- Create memory aids such as diagrams or mnemonics (e.g. initial letters to make a word you need to remember or SMART objectives: Specific; Measurable; Achievable; Realistic; Targets). These will help you remember key facts
- Write facts/notes out and display these around the house where you will see them
- Record yourself reading notes to listen to
- Study with a friend and test each other's knowledge, but remember you are meeting to revise rather than to chat!
- Work through past question papers – and use a watch or kitchen/egg timer to time them so that you can practise timing your answers.
- Choose study and revision guides sensibly. It's not hard to find help with revision – as well as established published revision guides, there are hundreds of websites offering help and advice. The problem is not how to find such help, but how to judge which is the best source for your needs. Save valuable time and get recommendations from your teachers.
- Remember the notes you made in class are also a valuable source of extra help
- Keep yourself more alert by changing revision methods during a session. For instance, try switching from note taking to memorising; from reading to asking someone to test you.
- Attend any revision classes that your teachers may be running at school and get their advice on revision methods
- Look after yourself – Sometimes revision can become a competition – who stayed up latest, who worked longest, who's worrying the most. But the more tired you are less efficiently you'll work. You need to rest as well as study, eat well, drink lots of water and make sure you pace yourself. Don't rush, and equally don't over-revise by doing too much too soon.

Revision Plan

- The top tip for successful revision is to make a plan; otherwise it is easy to waste your precious revision time. We recommend that you start your revision at least two weeks before your exams begin. It is helpful to look at your exam dates and work backwards to the first date you intend to start revising.
- List all your exam subjects and the amount of time you think you will need for each one. It is unlikely that the amounts will be equal; Many people find it advisable to allocate more time to the subject or topics they find the most difficult.

- Draw up a revision plan for each week (you can use the ones included in this booklet). Don't forget to work in some leisure / relaxation time too!
- Fill in any regular commitments you have first, such as sport's activities or clubs you are involved in, and then the dates of your examinations (see timetable)
- Use revision checklists or Syllabuses for each subject as a starting point. Look at what you need to know and try to identify any gaps in your knowledge. (A good way of doing this is to look at the results of past papers or tests you have worked through)
- Divide your time for each subject into topics based on the units in the revision checklist or syllabus, and make sure you allow enough time for each one.
- Plan your time carefully, assigning more time to subjects and topics you find difficult
- Revise often; try and do a little every day
- Plan in time off, including time for activities which can be done out in the fresh air. Take a 5 or 10 minute break every hour and do some stretching exercises, go for a short walk or make a drink
- You may find it helpful to change from one subject to another at 'break' time, for example doing one or two sessions of maths and then changing to Geography or alternating a favourite subject with a more difficult one. It helps to build in some variety.
- Write up your plan and display it somewhere visible (maybe on your bedroom wall, or above your desk wherever that may be)
- Adjust your timetable if necessary and try to focus on your weakest topics and subjects
- Don't panic; think about what you can achieve, not what you can't. Positive thinking is important!

Last-minute revision tips

Although time may be short, you can still make a difference to your grade. Try and prioritise; do what you can.

- Use your revision tools (prompts, diagrams etc) to check final facts
- Keep calm and consolidate your existing knowledge rather than trying to learn new topics
- Don't stay up all night revision; being overtired will not help you to do your best

Dealing with exam nerves

It is natural to feel nervous before an examination. The more prepared you feel, the easier it will be to conquer your fears.

- Use your revision plan to help you feel in control of the process
- Plan your work carefully around the topics you need to focus on. Being aware of gaps in your knowledge can create nerves but having a plan of how you will fill these make you feel better.
- Find out what is involved in each exam:
- Where and when it will take place?
- How much time is allowed?
- How many questions you need to answer?
- What equipment will I need to bring?
- Think positively – you CAN do well
- Keep the exam in context – even if you do badly, there will be other options open to you and you have lots of time to improve before your next exam
- Allow yourself some fun-time each day to relax
- Eat sensibly – your brain cells need energy to function well. Make sure you drink plenty of water to avoid becoming dehydrated. Dehydration makes you tired and reduces concentration.

Exam tips – sitting the exam

Be prepared; find out what is involved in each of the examinations that you are going to sit. Organise yourself the night before and get plenty of sleep.

- Check you have the correct equipment with you before you leave the house (pens, pencils, ruler, scientific calculator, etc.)
- Do take a watch or clock so that you can time your answers

- Leave for the exam in plenty of time
- Look through the paper first and mark difficult questions/initial thoughts
- Select the questions carefully so that you will be able to demonstrate your knowledge
- Look at the marks available and read the questions carefully, following instructions given in the paper (e.g. to show all workings, word limits etc)
- Use the information provided on the paper (the answer's often nearly all there)
- Pace yourself and allow time to answer all the required questions
- Write as neatly as possible to help the examiner to mark your work. Marking untidy writing is difficult
- For longer answers, take a few minutes before you begin to produce a structured plan of what you are going to include in each section
- Allow yourself ten minutes at the end to read through your answers and correct any mistakes
- Cross out anything you do not want the examiner to read (e.g an earlier answer to a question)

- **Exam tips – after the exam**

It is easy to fall into the trap of wondering how well you performed and to discuss this with your fellow students. Your time would be better spent looking ahead to your next examination.

- Don't panic – you won't be the only student who is anxious about answers
- Don't compare your answers with those of other students - this can create negative feelings
- Have some fresh air and food and take time to relax before you start revising
- Don't rush on your textbooks to check your answers – there is no point at this stage
- Focus on the next exam and how you might improve your exam technique
- Have a quick look at your revision plan. Do you need to adjust it?

Think Positive!

Metacognition and Thinking Tools

Study Tools

Really engage in your revision with the recommended visual note taking tools provided. They have been proven to help students deepen understanding and strengthen their ability to recall key information.

Each **study tool** has an explanation sheet demonstrating how to use them, along with some quick tips on how to make them even more effective.

Use the tools to plan your revision and remember some of the tools will be more effective for you than others.

Find what works for you.



MY EXAM TIMETABLE PLANNER

| DATE | 9.10-10.30 | 10.50-12.10 | 12.45-2.00 | 2.00-3.20 |
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