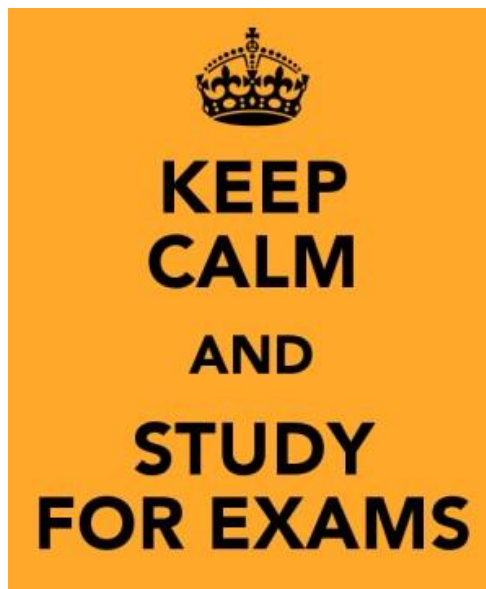


STUDY SKILLS

Most people need to study at some time in their lives, yet many of us find it difficult and boring!

Some people just do not know HOW to revise and simply reading notes repeatedly will not work!



This booklet is aimed at making studying easier for you. It is full of practical study tips and ideas for working in a way that should enable you to find a revision strategy that works for you. Using this study skills booklet should allow you to study smarter, not just harder.

ENVIRONMENT

WHERE and WHEN you study makes a big impact on how effective you are. Think about what is important to you. For example, some people find that music is a helpful study aid, others find it a distraction. Write below all the elements that your 'ideal study environment' contains:

_____	_____	_____
_____	_____	_____
_____	_____	_____

Once you get an environment that suits you, it is a good idea to study in the same place- you will find you are already getting into the correct frame of mind as soon as you go there.

Even though you might feel content within your chosen environment it is important to allow for regular breaks in your revision timetable. **Always** take breaks. We all have a very limited attention span- it is better to take a ten minute break every hour than to work for three hours solid- but make sure you come back!



REVISION DOS AND DON'TS



Don't worry.

Worrying will put you off and stop you from doing anything at all.

Don't take the easy option

By going over things that you already know.....

This might make you feel better (*and boost your confidence*) but actually is of no benefit.

Don't....

Leave it too late- the night before is not a good idea!

Do....

Find out exactly what you need to know! Look at the textbook or revision guide- this will often summarise what you need to know.

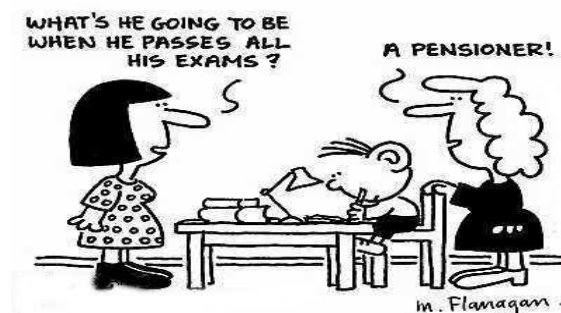
Do....

Plan your revision. There's no point in trying to cram too much in.

You know when your exam is. What will you need to cover by that date?

Do....

Make a revision timetable and try to stick to it



WHERE TO START?

The biggest problem most students have with time is not enough of it! So much time is already taken up with school, homework and other commitments that you will probably have to look at your week carefully just to find time to study.

REVISION PLANNING : STEP 1

Each subject is made up of a number of topics. Use the planner below as an example of how to break down ONE of your subjects into TOPIC Areas. This can then be done for all your subjects using the study planner on the next page.

For example:

Subject:	
Topics:	
1	5
2	6
3	7
4	8

REVISION PLANNING : STEP 2

Look at the monthly planner and remembering your other commitments such as homework, sports' activities etc, decide when you are going to study

Now write in which topics you are going to study and when.

REVISION TECHNIQUES

1. Note-taking

Making condensed notes from your classwork books and files is an extremely important aspect of your revision. The volume of notes that you have across all of your subjects is so huge, that you will never be able to revise effectively by reading and flicking through your classwork books and files.

Sharpen your note-taking skills

- Make notes in a way that suits you. You do not need to use sentences. Some people draw charts, other use mind maps (there is information on this later on), some use lists and other write in sentences.
- Use abbreviations that you will remember in future e.g. env. = environment.
- Highlight the most important words as you go.
- Don't try to rewrite everything down. Concentrate on capturing the main ideas/diagrams.
- Give new idea a heading and put them in a different place - start a new paragraph, line or list etc.
- Do something with your notes when you have finished. File them with linked material to learn later.

Look at the examples taken from Geography and RE on the next two pages. Can you condense the information into note form?

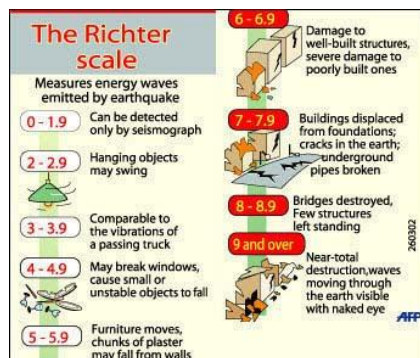


Earthquakes

An earthquake is a sudden movement in the earth's crust, caused by plate movement. When plates move, seismic waves are given out. These are the waves of energy which cause damage.

The focus is the point below the earth's surface where the plates actually move. The epicentre is the point directly above the focus on the earth's surface where shock waves are strongest and so most damage will occur.

Earth movements are continually monitored using a machine called a seismometer. This produces a graph called a seismograph. The strength of the seismic waves is called the magnitude. The magnitude is placed on the Richter Scale.



The Richter Scale is a logarithmic scale – in other words each step on the scale is 10 times stronger than the last. So a magnitude 7 is 10x stronger than a 6, but 100 times stronger than a 5.

Aftershocks can also cause a lot of problems when an earthquake occurs – these are smaller tremors following the main quake.

Key words

Notes

The Gideons

It all began in 1899 in the USA with three Christian business men – Samuel Hill, Will Knights and John Nicholson. They set up an organisation where Christian businessmen who were doing a lot of travelling could meet with other Christian businessmen in the towns they travelled to.

Many other men joined this association and they found it very helpful when they were away from home and their own churches. One of the American Gideons visited England and discovered a similar organisation there, but there was one big difference. The English organisation was placing free bibles in hotels.

In Britain there are now more than 250 branches of the Gideons. Each branch is responsible for its own area and pays for the distribution of New Testaments in schools, hotels, prisons, hospitals and old peoples' homes. Every year alone they distribute some 700,000 copies in schools.

Like many other organisations the Gideons have their own lapel badge. You can see it on the front of their New Testament. It shows a white clay jar with a red torch flame inside it. This is then placed inside a gold circle to represent a trumpet. This emblem is taken from the story of Gideon found in the book of Judges 6 and 7. Gideon had an army of 32,000 men to fight the much larger Midianite army, but God decided that Gideon's army was too big and cut it down to only 300. As they went into battle their cry was 'The Sword of the Lord' and they won. The modern Gideon movement started with only three men and their sword is 'The Word of God', the bible. They too are fighting an important battle.

Key words

Notes

2. Know Key Words

It is important that before you go in to do an exam, that you know the key words. There are two aspects to key words:

- *Command words* - these are the words in an exam question that are telling you what to do, and are generally mean the same thing across all subjects.
- *Subject key words* - these are the words that each subject requires you to know, that are specific to that subject.

Command words

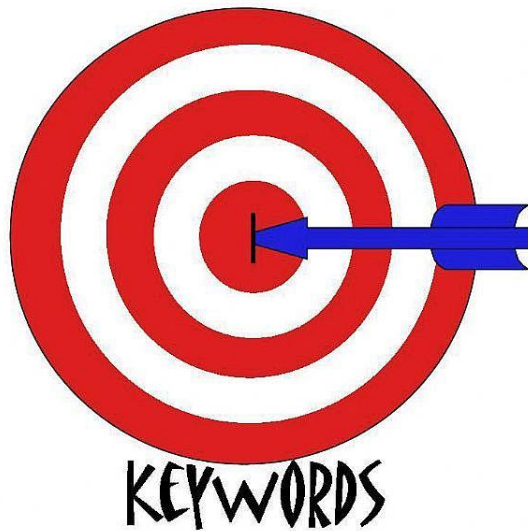
Analyse	break down into separate parts and examine, discuss or interpret each
Compare/Contrast	look for and demonstrate the similarities and differences between one or more things
Classify	give your own views, make and justify judgements based on evidence
Define	give the exact meaning of something as briefly as possible
Describe	give details of the main features of something
Discuss	explain, give the pros and cons of an issue and their possible consequences
Evaluate	highlight the strengths and weaknesses of arguments. Justify personal conclusions
Explain	give the reasons or causes to show why something happened
Illustrate	explain something clearly using examples
Interpret	explain something clearly using examples, comment on the issues or ideas
List	make a list
Justify	make a case for a particular point of view, using evidence and examples to support it
Outline	give the main features, ideas, events, issues but do not go into detail
Prove	make the case for something using facts
State	give a short but clear explanation with supporting evidence
Summarise	give a brief account of the main points without details or examples

Subject key words

These are the words that you will have been taught by your teachers that you will need to know in order to perform well on the exam. For example:

Home Economics hygiene, nutrition, carbohydrates, protein

Maths Circumference, isosceles, decimal, frequency

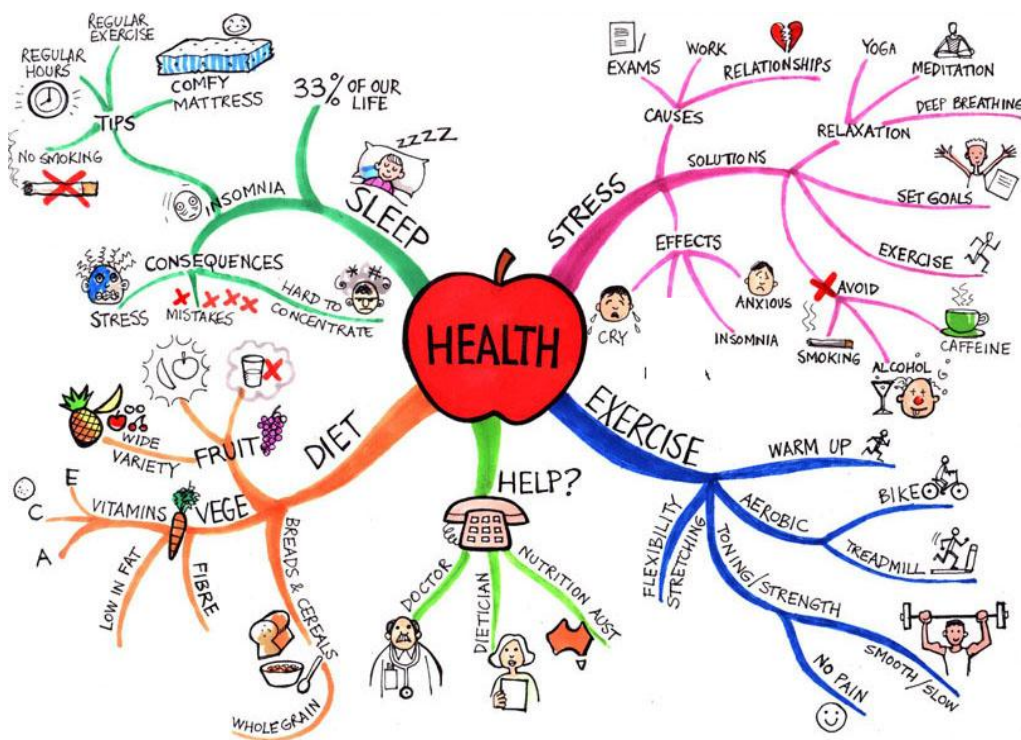


REVISION TECHNIQUES: DIAGRAMS

3. Diagrams: Diagrams can be a brilliant way to make shortened down notes which are visual and easy to remember. The three main revision diagrams which you may find useful are: Mind Maps, Spider Diagrams and Tables.

A: Mind Maps: To create a mind map follow this guide and look at the examples included in this booklet:

- Write your topic in the centre of a blank page, for example: Health.
- Choose a sub-topic, such as diet and write this on a line joined up to the central topic.
- Write all the things you want to revise about diet beside this part of the mind map. For example, fruit and vegetables, low fat, low sugar etc
- When you have finished with diet then choose the next sub topic of health which you want to revise, such as exercise.
- Continue to do this until you have covered all the sub-topics of health which you need to revise.
- Try making your mind map really colourful by using a different colour for each sub-topic and drawing pictures to help you revise visually.



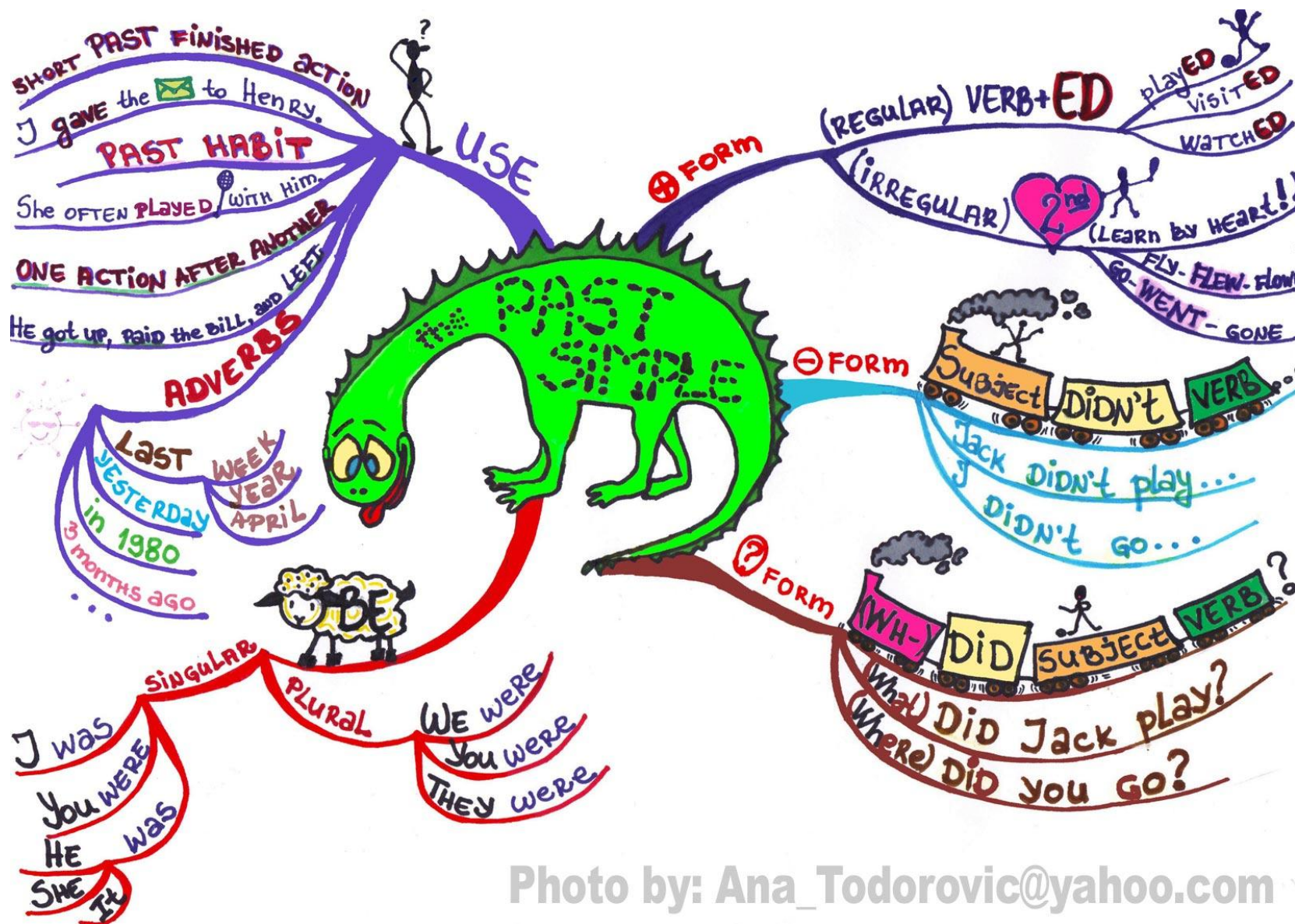
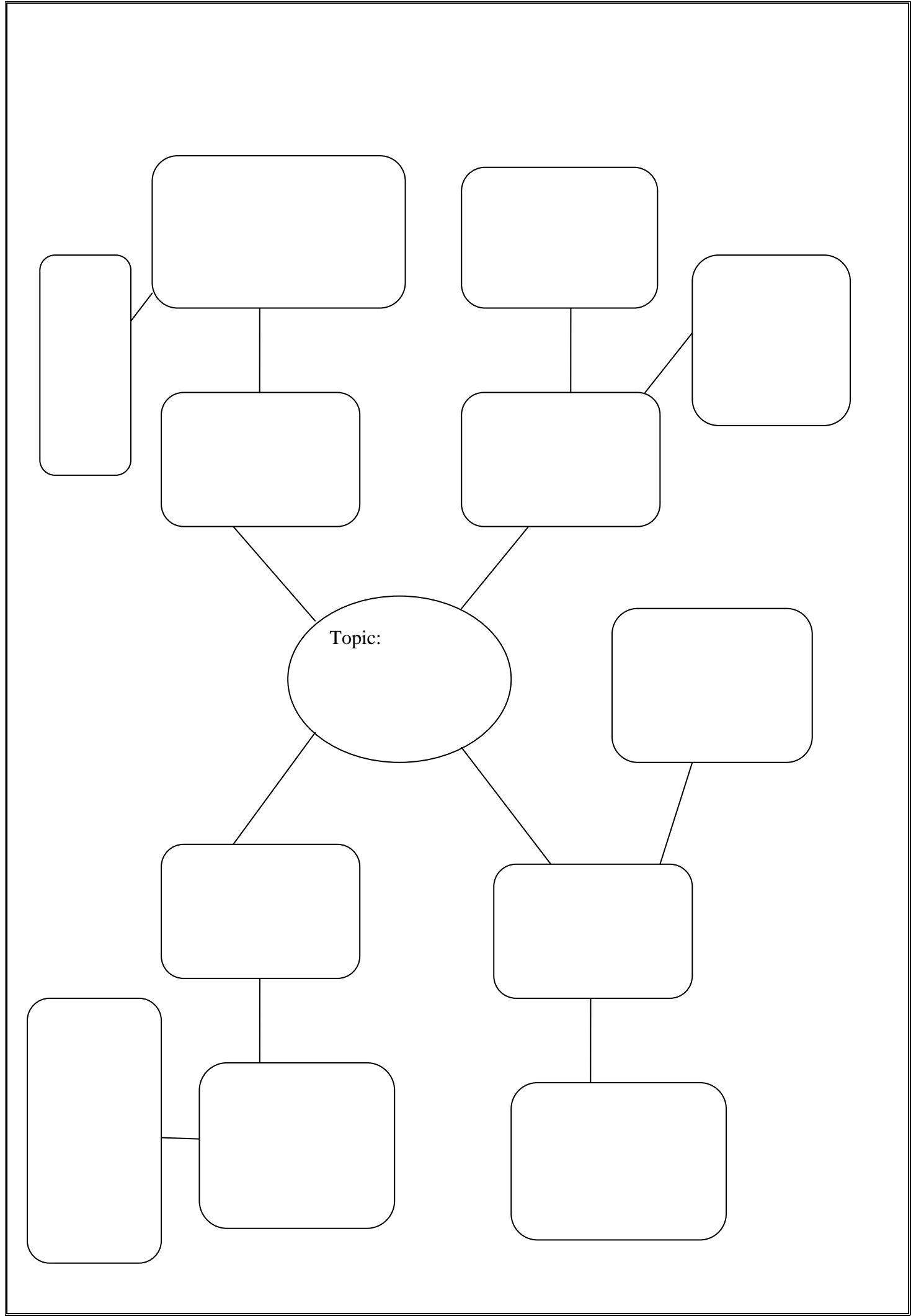
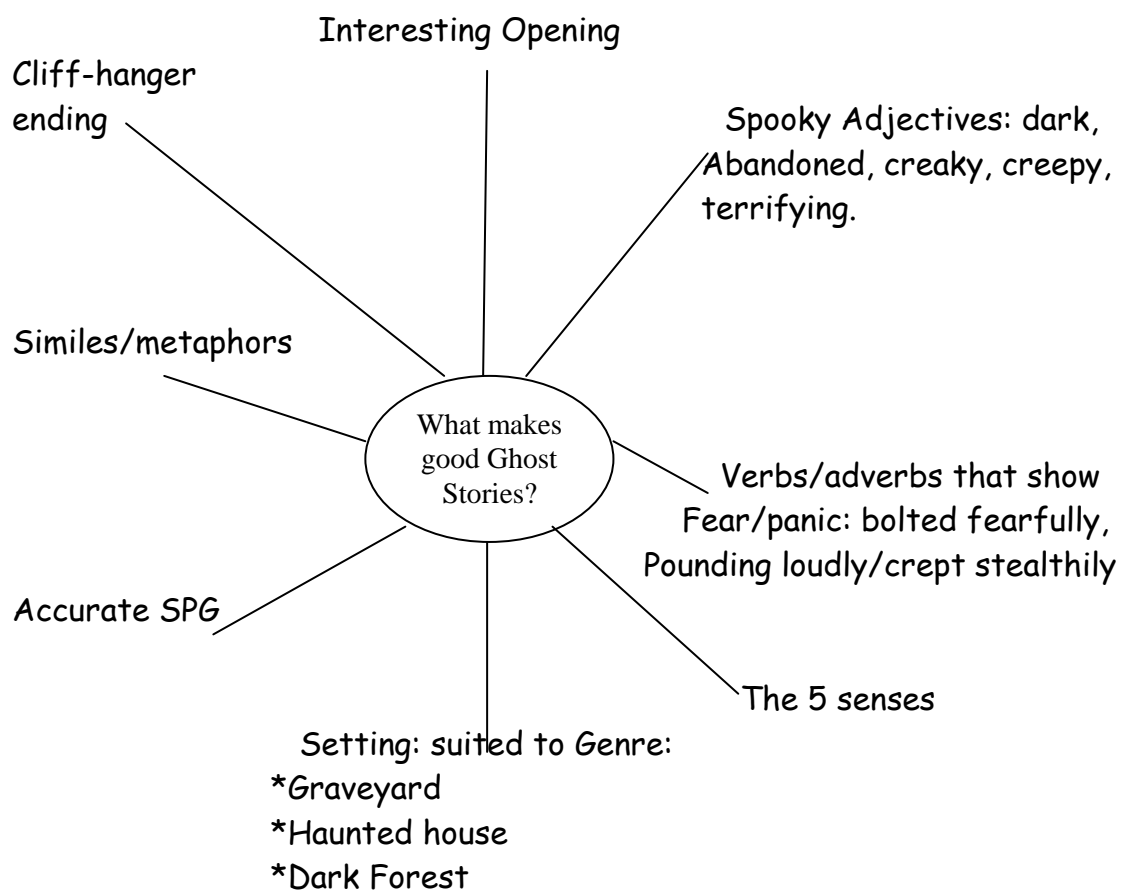


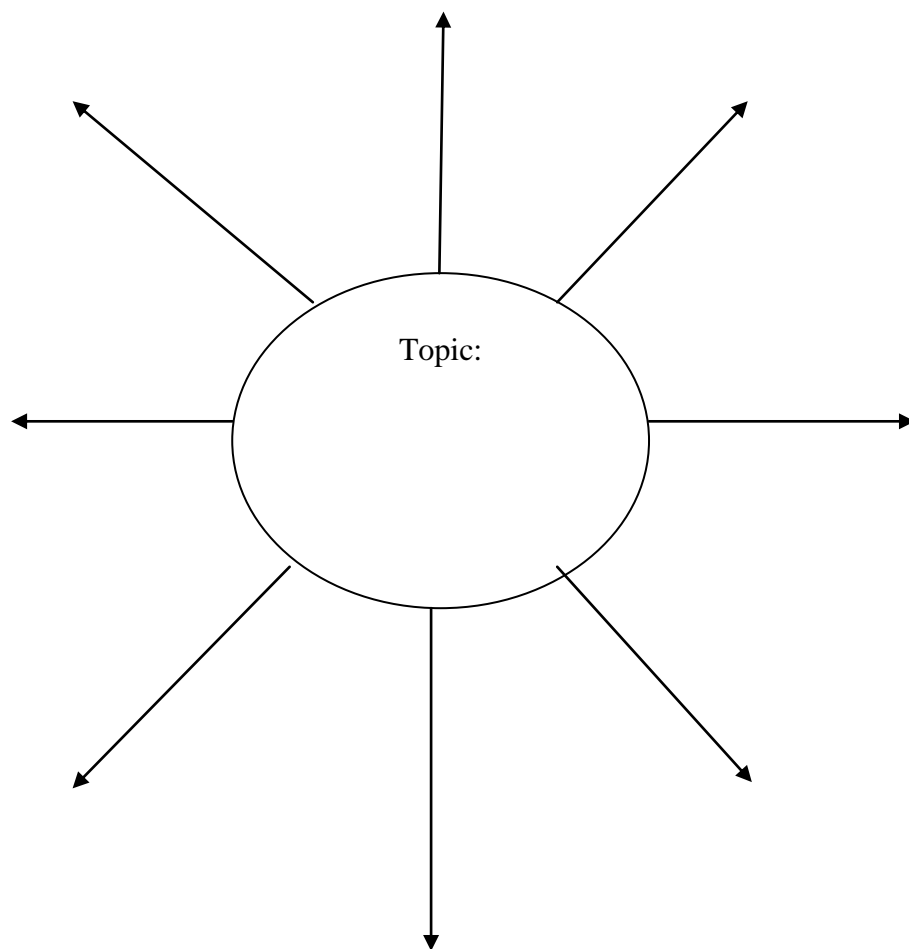
Photo by: Ana_Todorovic@yahoo.com



REVISION TECHNIQUES: DIAGRAMS

B: Spider diagrams: these are very similar to mind mapping but are less detailed. Making spider diagrams is a great way to learn facts or details. Another way to use spider diagrams is to try filling in a blank one to test how much you know about your topic. Once you have finished look at your notes and see did you remember everything!





REVISION TECHNIQUES: DIAGRAMS

C: Revision Tables: These are a good way of making short notes to learn off. If you divide a topic up into sections you can then write all you know about each section into the boxes.

Examples:

Blood Brothers:

Character	Quotation	What this tells us
Mrs Johnstone	'I love the bones of every one of them.'	She is a good mother and loves her children even though she struggles to cope.
Mrs Lyons.	'Stay away from boys like that.'	She is a snob and believes that her son is better than those less well off.
Mickey		

Plate Boundaries:

Type	Direction	What happens?	Features	Examples
Constructive	← →	*2 plates move apart *Magma rises to fill gap *Lava hardens- volcano	*Volcanoes *Gentle Earthquake * Mid ocean ridge	*North American *Eurasian
Destructive				
Collision Zone				
Conservative				

4

MNEMONICS AND ACROSTICS

Remembering things for exams is a skill and can be improved with practice. This is a technique which works for some people when revising.

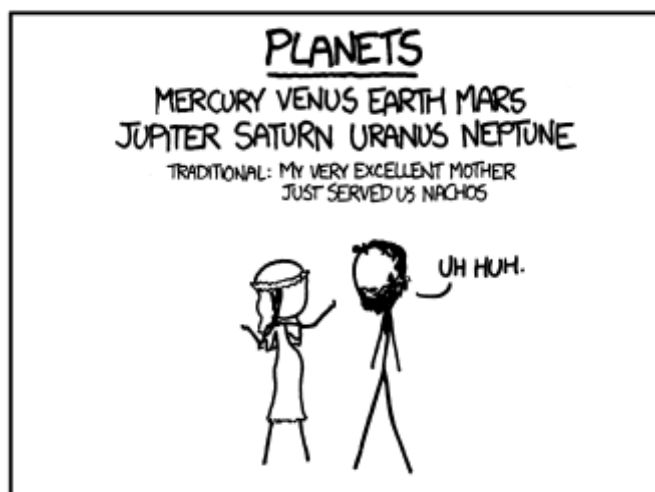
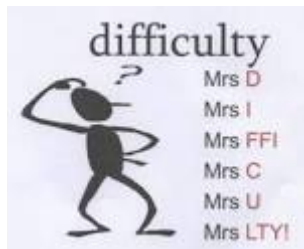
Mnemonics are made up words to help you remember lists, important words and ideas.

Examples:

P.E.E- Make a POINT..... Give EVIDENCE..... EXPLAIN

ROYGIBV- the colours of the rainbow are red, orange, yellow, green, blue, indigo and violet

TIPTOP: to use paragraphs remember: TI= Time P= Place TO= Topic P= person speaking



5

QUE CARDS AND POST IT NOTES

Using cue cards or post it notes are a useful revision technique.

When you have revised a topic you can make a cue card using bullet points to cover the main points. Placing post it notes in key places will make you take in key information.

Look at this cue card for History: Topic: Medieval Castles

Castles and the Medieval World

Remember:

- Stone Age people lived in caves and made defences to keep out wild animals.
- The first towns and cities had walls to keep out invaders
- Kings and nobles fortified their large homes to protect themselves.

The Plague: Cue Card

Measures against the plague

Public prayers, and days of confession.

Closure of public places like theatres and dancing-houses.

Fires in the streets to purify the air.

The killing of cats and dogs, which were thought to carry the plague. It was estimated that 40,000 dogs and 200,000 cats were killed.

Doctors were appointed to look after the poor.

TEST YOURSELF

Making revision notes, mind maps and spider diagrams helps you to condense your work, but now you need to make sure that you **learn** what is in them!

Testing Techniques:

- Practise answering test or exam questions
- Talk to the wall
- Display things that you keep forgetting on post-it notes on the wall, on the fridge, as screensavers or as memos on your mobile
- Read your revision notes/diagram, then cover them and write out what you can remember
- Ask your family to test you-get someone to take your revision notes and ask you questions on them



Daily Planner

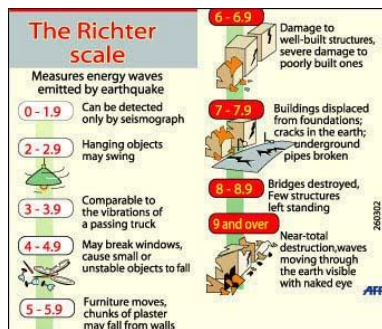
	4.00pm	5.00pm	7.00pm	8.00pm	9.00pm	Extra Time?
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

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Key words

Earthquake
Seismic Waves
Focus
Epicentre
Seismometer
Seismograph
Magnitude
Richter Scale
Logarithmic
Aftershocks

Notes:

- Earthquake-sudden movement in crust, caused by plate movement-gives out seismic waves-waves of energy=damage
- Focus-point below surface where plates move
- Epicentre-directly above focus, on earth's surface, most damage
- Seismometer-machine recording earth movements-recorded on a seismograph
- Magnitude-strength of seismic waves-placed on Richter Scale-scale 0-9 based on strength. Logarithmic Scale-each stage 10x stronger than the last
- Aftershocks-smaller quakes after main one

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Key Words:

USA
Christian
Businessman
Travelling
England
Free Bibles
Hotels
Schools
Lapel badge
Gideon
Midianite army

Notes:

- **USA-1899-3 Christian Businessmen(CBM)-Samuel Hill, Will Knights, John Nicholson**
- **Org where travelling CBM could meet**
- **England-similar org-free Bibles in hotels**
- **G.B-now 250 branches-pays for placing Bibles in hotels, prisons, hospitals OP homes, schools-70,000 a year**
- **Lapel badge-white clay jar, red torch flame inside-all inside gold circle-(trumpet)**
- **Taken from the story of Gideon-had army of 32,000 to fight Midianite army but God cut it to 300-Battle cry-'The sword of the lord'-they won**