

Study Skills Booklet

Revision or study is preparation for an exam. There are many different ways to revise or study and it is important to become aware of the study methods that work for you. In this booklet, we will look at how you can become organised for study and different ways to study.

Organisation

The first step to preparing for any exam is to be organised. If you know what is expected of you, if you have the book/copy/notes to hand, if you know how you are going to study and what you have to study... then you are on the right track! The following tips will help with your organisation. Highlight any tips that you need to start doing.

- I always fill in my diary with my homework and take note of when I have tests coming up
- I am prepared for class and have everything I need
- I do my homework
- I have started to revise for each subject
- I am on task with any projects I need to do
- I have a notes copy for each subject and I have written down all the topics I have completed so far in each subject
- I have a folder where I put notes or worksheets that each teacher has given me. I can easily find these if needed.
- Before a test I think about how I am going to prepare and study for the test
- I start to study for tests in advance, not the night before
- If I miss school, I ask a friend or the teacher about work I missed

What can you do to improve your organisational skills? _____

Class

The classroom is where you do most of your learning for your school subjects. It is so important to make the most of your time in class. This will mean that you will be able to do your homework and study quicker as you will understand what you need to do and how to do it. Exams test your memory of topics covered in class. It is difficult to remember something if you did not understand it in class.

To make the most of your time in class:

- Be on time and have everything you need for class on the table
- At the start of each class remind yourself what you covered in the previous class
- Try to not sit near friends or disruptive students
- Ask yourself "what am I learning?" and "why am I learning this?"
- Listen to the teacher's instructions
- Ask questions if you do not understand
- Be active in class, take notes and try to explain the topic in your own words
- Record homework
- Do your homework. If you do not understand, make your best effort and talk to the teacher the next day.
- At the end of the week look over what you did in class that week. This is revision and will help with your understanding and memory of the topic.

How can you improve your learning in class? _____

How do I study?

So you are organised and you are paying attention in class. What do you need to do now?? Start preparing for the exams! Many students find starting to study the hardest part. Once you get into the habit of including study in your week it will be easy to continue. You will also save time, energy and be a lot less stressed when it gets closer to the exams!

1. The first step is **organisation**. Write out all the **topics** you need to cover in each subject and then **decide which day** you will study each subject. For example, you could study Maths and Science on Mondays. Stick to these days. It is a good idea to start with a subject you find hard and then study a subject you prefer. Write in the subjects you will study each day.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1.							
2.							

2. Decide **what you will study** at the start of every week. For example, you may decide to study 1 chapter per week in some subjects. Always **tick off** what you have done on your topic list.
3. Before you start to read, **ask yourself what you already know about** the topic. Draw what you already know on a **mindmap**. Use your notes copy or a whiteboard. This helps to jog your memory.
4. Now start to **read**, checking off what you remembered on the mindmap and adding in what you didn't remember.
5. When you are finished reading, look over the mindmap again and **re-draw** it with all of the information. When you have it completed you can keep this to look over for further revision.
6. In order for you to remember topics for the exam you will need to look over them many times.
7. **Test yourself**-now put your notes away and try to draw the mindmap without help. Check what you remembered and then focus your learning on what you left out. Continue to do this until you include all key points.
8. Use the **SQ4R** method. Before you start to read the topic, **survey** or scan the topic looking at headings/key points/diagrams etc. and create **questions** that you could be asked in the exam. Write these questions down.
9. Now **read** the topic and **write** down the answers to your questions. Create further questions that could be asked and write down further key points. Remember that everything you write needs to be in your own words. You will remember what you have written yourself.
10. Test yourself by **reciting** the answers to your questions (cover your answers). Also imagine that you are the teacher and try to explain or teach the topic. We learn 90% of what we teach!!
11. In order for you to remember the topic, you will need to **review** the topic regularly. Many people complain of having a bad memory but you need to use it or lose it!

Can you think of any other active ways to study? _____
