



# STUDY SKILLS FOR YEAR 11

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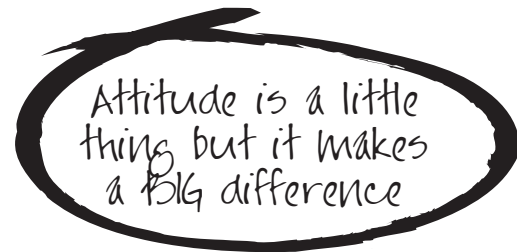
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# Action Plan for Goal Setting



Scientists have proved that you are far more likely to achieve your goals if you write them down. Firstly, you have a piece of paper, a visual reminder that you can access at any time to review. And, secondly, you are driving it deeper into your subconscious mind, by using both the 'creative' and 'logic' sides of the brain.

Remember, goals, must be **realistic, measurable and achievable**.

**My Short Term Goal** \_\_\_\_\_  
(A few days or weeks)

**My Medium Term Goal** \_\_\_\_\_  
(6-12 months)

**My Long Term Goal** \_\_\_\_\_  
(2-4 years)



Give yourself a score on the following life-style habits, with 1 being the lowest, and 5 the highest. Be honest!

<b>Being organised</b>	1	2	3	4	5
<b>Contributing in lessons</b>	1	2	3	4	5
<b>Hitting deadlines</b>	1	2	3	4	5
<b>Switching off social media</b>	1	2	3	4	5
<b>Learning from failure</b>	1	2	3	4	5

What action should you take to achieve your short, medium and long-term goals?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_



# Revision Techniques that really WILL improve your grades!

Active Recall can  
raise your marks  
by as much as 30%

When it comes to revision, there are many ways you can revise. But, research has shown that not all revision techniques are equal! In fact, some of those most used by students are quite ineffective.

**Re-reading** – Over 80% of students try to revise by just re-reading, either their own notes or from a textbook. But, even if you do this several times, countless studies have proved that this method **does not help you to understand the topic or to embed the information into your long-term memory.**

However, if you use a strategy called **Retrieval Practice**, test results can rise by as much as 30%! This technique involves you having to **actively recall** what you have been taught or read, **increases understanding and drives the information into your long-term memory.**

## How to do Retrieval Practice

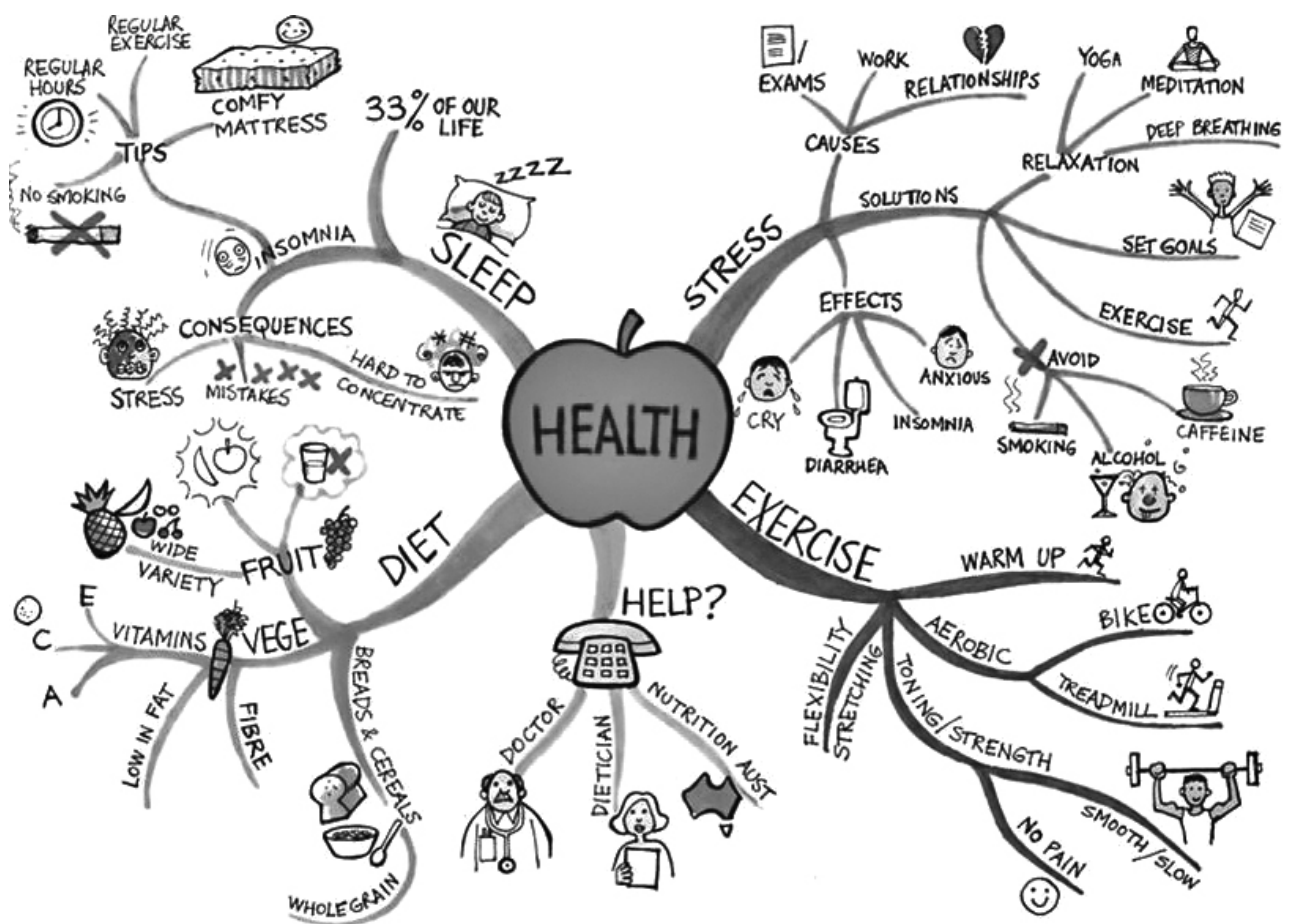
1. Once you've read a topic through, **put your textbook or notes to one side**, and then write down or sketch everything you can remember. But it is important to check notes afterwards for accuracy and important points you might have missed.
2. Do as many **practice tests** as you can. You can think up your own questions, and perhaps ask a friend to do the same, and then trade them. Or use apps such as **BBC Bitesize, Gojimo, S-Cool** and **Seneca Learning.**
3. Make **flashcards**. Write a cue or question on one side, and the answer on the other. When you can recall the answer easily, remove the card from the deck for a week or longer, and concentrate on the ones you find hard. They are a great way to self-test and help identify weak spots. It is really easy, especially if you use an app such as **Quizlet** (free for students on all devices) or **Anki** (free on all device except the iPhone). Just be sure to actually say or write down the answer **before** revealing it.
4. Implement **Spaced Practice** which involves reviewing a topic over a period of time. It is the opposite of cramming and much more effective! The idea behind Spaced Practice is that you should review material a day or so after the lesson, then a week or so later, then a month later. When you are trying to recall information that you have almost forgotten, your brain will have to work harder, and that strengthens the encoding of the information into your long-term memory.

# Create a Mind Map

Mind mapping is a great example of Active Recall. It is a powerful technique that helps you organise your knowledge, thoughts and ideas, and enables you to see the 'bigger picture' and connect new pieces of information. And, if you use colour and create images as well, the information will be easier for your brain to 'recall' than pure text.

## How to do it

1. Start by writing your subject which might be a single key word, a question, or a problem in the centre of a blank piece of paper.
2. Add branches to symbolise key ideas or strands that relate to your subject. Most maps have between four and six branches, but you can add as many as you need.
3. Write a keyword or short phrase on each branch. This keeps your map compact and easy to review because you will be able to see the most important ideas at a glance.
4. Add more branches at the end of branches to add further sub-topics and detail. You can do this as many times as you need.
5. Use dual-coding by having different colours for different strands, and by creating simple images.



# Summarising

A good summary should reduce the key points of a text to between 20 – 40% of its original size, without losing any important information.

Summarising your notes before an exam is a very effective way to revise a topic.



1. Read the original text very carefully, making sure you understand it.
2. Read it again, highlighting or underlining what appear to be the key points.
3. Consider changing the order of points or grouping some together to save words.
4. Consider turning several similar points into a list within a single sentence.
5. Don't copy anything straight out without re-wording it.
6. Keep it clear and simple.

## Example 1 – Climate

Scientist James Black, who was 57 last week, told BBC Televisions News today that the earth's surface temperature had risen about 1 degree Fahrenheit in the past 100 years.

Mr Black, who spent 20 years studying climate change at the University of Kansas, went on to state that there is strong evidence that most of the earth's warming over the last 50 years can be attributed to human activities.

He pointed out that as commuters drive to their offices, factories and other places of work each day, the fossil fuels burned as petrol and oil to run cars and trucks as well as heating businesses and homes and power factories are responsible for 98% of carbon dioxide emissions.

**(The above text is 119 words long. See if you can reduce the text to less than 50 words keeping key words and facts)**

A graphic of a pencil pointing towards the writing area.

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# Stress Management

Try 7/11 breathing to relax before an exam

Stress is a natural and important part of life which helps us to solve problems, to be alert, and motivates us to reach goals. We all need it, but not too much or for too long.

Too much prolonged stress can be overwhelming, and make us feel helpless. This can happen at any point in our life, not just before exams, so it is important to learn how to manage it and keep things in perspective.

## Tips for Managing Stress

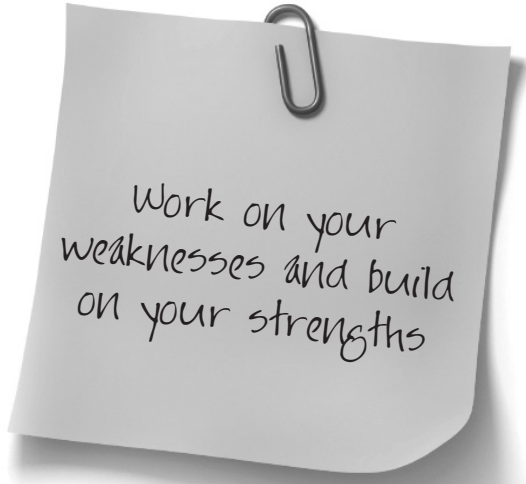
1. Be organised. Make a to-do list every night for the next day.
2. Have a realistic understanding of how much you can do, and allow time for relaxation.
3. Exercise always provides relief from stress. Half an hour of sport, a short run, or even a walk should do the trick.
4. Talk to parents, carers, brothers or sisters and friends. Sharing problems can be a real help.
5. Make a list of all the things that are worrying you, and the possible steps you could take to lessen the worry.
6. Learn to say 'No'. Don't let people persuade you to do something that you really don't want to.
7. Look after your health. Try and get a good 8 hours' sleep a night and eat a sensible diet. Cut back on caffeine, alcohol, nicotine and refined sugars.

## Example 1 Answer

**Climate**  
Scientist James Black said the earth's surface temperature rose by 1 degree Fahrenheit in the past 100 years.  
There is strong evidence that human activity over the last 50 years is responsible. Fossil fuels such as petrol and oil produced 98% of carbon dioxide emissions.  
**(The original article was 119 words long. It can be summarised in 45 words).**

# Good Revision Habits

Revision is the key to improving grades. It will undoubtedly open the door to university, vocational training, and jobs. But, in order to revise effectively, you need to be **self-disciplined**, **organised** and **focused**. Remember, it is up to you; no-one else can do it for you.



Work on your weaknesses and build on your strengths



## Top Ten Revision Tips

1. In order to start your revision, you need to have thorough, clear notes in each of your subjects. The easiest, and least stressful way to do this, is to keep on top of your studies from the start and to make sure that you check each topic as you finish it.
2. Breakdown each subject into topics, and if topics are large, break them down again, until you have in manageable chunks.
3. Create a **realistic** revision timetable, allowing time for relaxation as well. Mix up your subjects, and also the topics you find easier and harder.
4. Short spurts of revision are most effective (25 – 30 minutes). After that your concentration will lapse, and you will need a short break.
5. Find a suitable place to revise, your bedroom, or school library. Refuse to be distracted, and **switch off** all social media.
6. Use different techniques. Read your notes aloud, create learning maps, use post-it notes to write key phrases or definitions on, use flash cards which you can re-read on a bus or train, record your notes on your i-Phone, ask your family or a friend to test you.
7. If there is something that you just cannot work out by yourself, ask your teacher to go it over with you. Don't leave it too late; take action early.
8. Take time to look at the Specifications for your exams which you will find on the exam board websites. Have you covered everything?
9. Towards the end of your revision, start to do practice papers. You can mark your own maths and science papers from the mark schemes, but you should hand in essays to teachers and ask for feedback.
10. Stay calm. Be positive. Keep your exams in perspective.

## Useful Apps and Websites (in addition to those mentioned on page 2)

**mrbartonmaths.com** – provides topic revision, and infinite questions and answers for revision

**Mr Bruff** – excellent YouTube videos for English Literature from former English teacher

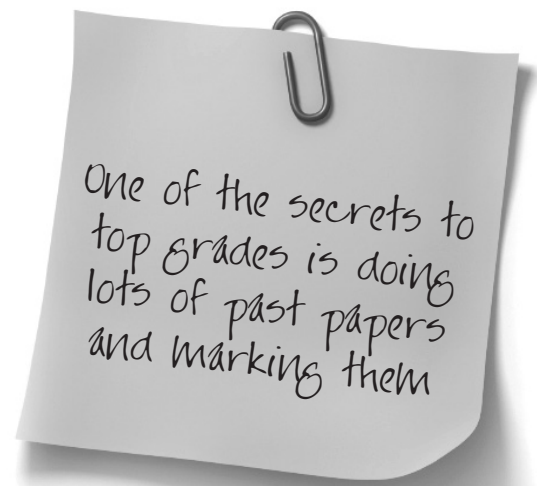
**XMind** – for creating mind maps

**Memrise.com** – for foreign language vocab, grammar and listening skills

*"Don't quit. Suffer now, and live the rest of your life as a champion."*

Muhammad Ali, three times world heavyweight boxing champion

# Good Exam Habits



## In the months, weeks and days leading up to the exam:

- Find out exactly when, where and how long each exam is.
- Find out what topics are covered in the different papers.
- Find out whether any of your exams clash, and if so, how it can be resolved.
- Before the exam have a good breakfast; don't go in on an empty stomach.
- Take water into the exam with you to stop dehydration.
- Drinking sweet or fizzy drinks, or eating chocolate will give you a short burst of energy, after which you will flag badly, so definitely not advised.

## In the exam:

- Listen to the invigilator/examiner.
- Read the instructions very carefully. In some papers, you will be expected to do every question, but in others you might just be required to one or two from each section of the paper.
- When you're told you can start, allow yourself time to read the paper through from cover to cover. Identify quickly any 'big mark' questions that you might **have** to do, and also any optional questions that you are well-prepared for. If you're not sure how to answer the first question, move on to another.
- Never miss out a 'big mark' question.
- Never leave any question unanswered. If you don't know the answer, make a realistic guess.
- Make your writing as clear as possible. Examiners will not spend ages trying to read someone's tiny writing or illegible scrawl.
- If you're running out of time, put down as many facts as you can think in bullet point form. At least, the examiner can see your knowledge.
- Try and allow for 5-10 minutes at the end of the exam, to go back and re-check every answer, and add in any extra facts that you can think of.

## After the exam:

- Don't worry about an exam once you've taken it. Just move onto the next!

"Education is the reason I'm here. I loved getting As, I liked being smart, being on time and getting my work done. I thought being smart was the coolest thing in the world."

Michelle Obama, former First Lady of the USA

# Three Minute Test

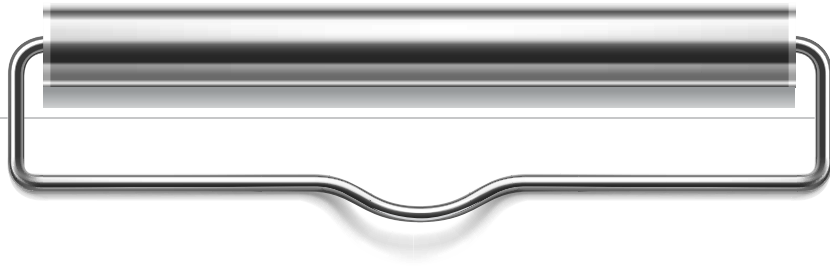


A really major way that people lose marks in exams is by not paying attention to instructions. This is a test in which the instructions are very important and quite complicated. Read the whole test **VERY CAREFULLY** before you attempt to answer the questions. You have **THREE MINUTES** to complete the test and it is important that you get someone to time you.



## ABCDEFGHIJKLMNOPQRSTUVWXYZ

1. Above is the alphabet with one letter missing. Which is it?
2. Find the letter that comes before R?
3. Which letter is exactly half-way between G and O?
4. Find the letter that is two before the one that is half-way between Q and V?
5. Which letter is three before the letter that is four letters before N?
6. Using the alphabet above turn the phrase, "The cat sat on the mat" into a code by substituting for each letter the one two places further down the alphabet.
7. What is the answer to the question before the one before last?
8. What is the middle letter of the alphabet of the above?
9. Using the alphabet above turn all the letters into numbers (A=1, B=2, C=3, etc.) How much would the word CROAKED be worth if you added the values of the letters together?
10. Which letter is four letters after the one that is five letters before K?
11. Now you have finished reading, only answer the first question.



# Evaluation Form

**Name** \_\_\_\_\_

**School** \_\_\_\_\_

**Presenter** \_\_\_\_\_

What three ideas did you find the most interesting?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

It's important now that you take action. What three changes will you make as a result of today's session?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Is there anything else we could have done, or anything we could have done differently?

\_\_\_\_\_

Finally, could you give us a score for the presentation today, and the ideas we covered?

Poor

Average

Good

Very Good

Excellent

①

53 16 54  
 27 39 15 28 40 6  
 13 77 51 5 2 26 52  
 29 3 41 14 50 30  
 37 49 25 38 18 4 42  
 7 23 31 55 46 36  
 35 43 19 57 22 44 12 34  
 47 33 45 8 32 58  
 21 9 59 48 60 10 56

①

53 16 54  
 27 39 15 28 40 6  
 13 77 51 5 2 26 52  
 29 3 41 14 50 30  
 37 49 25 38 18 4 42  
 7 23 31 55 46 36  
 35 43 19 57 22 44 12 34  
 47 33 45 8 32 58  
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 29 3 41 14 50 30  
 37 49 25 38 18 4 42  
 7 23 31 55 46 36  
 35 43 19 57 22 44 12 34  
 47 33 45 8 32 58  
 21 9 59 48 60 10 56

①

53 16 54  
 27 39 15 28 40 6  
 13 77 51 5 2 26 52  
 29 3 41 14 50 30  
 37 49 25 38 18 4 42  
 7 23 31 55 46 36  
 35 43 19 57 22 44 12 34  
 47 33 45 8 32 58  
 21 9 59 48 60 10 56