

# Study Skills Success

CHRISTCHURCH RUDOLF STEINER SCHOOL

## Introduction

Setting goals



KEEP  
CALM  
AND  
STUDY  
FOR EXAMS

REVISION, EXAMINATION TIPS AND STR

**"You don't have to be a fantastic hero to do certain things – to compete. You can be just an ordinary chap, sufficiently motivated to reach challenging goals." Sir Edmund Hillary**

Setting clear goals will help you keep on track with NCEA.

You might have a dream to be in films or in sports medicine. This is your long-term goal, which might sometimes seem too far away to reach.

Break your long-term goals into smaller goals, they will be easier to achieve. It is very satisfying to cross off each small goal along the step towards reaching your dream. It helps to keep you motivated.

For example:

- long-term goal: to work in sports medicine.
- mid-range goal (could be weekly): to study for 20 hours a week.
- weekly goal: to study for 20 hours a week.
- daily goal: to complete one topic of a particular subject each day

### Set **SMART** goals

Each of your goals must be:

- **Specific.** Don't choose vague or general goals like "I must study more". Choose more specific goals like "I want to be a sports journalist" or "I will plan a weekly study timetable".
- **Measurable.** It is important to know when you have reached the goal. It is good to include something you can measure, for instance, "I will plan a study timetable for each of the next five weeks". You will know if you have achieved this because you will have completed exactly five study timetables.
- **Attainable.** Set goals that can be reached within the time you allow yourself.
- **Realistic.** Set goals that you know are achievable and take into account your personal resources and abilities. For example, it would not be fair on yourself to expect an achievement in every subject if you have been unwell most of the school term
- **Time-framed.** Make sure you can put a beginning and completion date for your goal.

It is useful to write your goals down and share them with others. Also a goal must be flexible; it is OK to revisit your goals, evaluate them regularly and if necessary even rewrite them. Below is a goal setting process. Try it!





## How to get good results



## Remember

- **You can't revise it if you haven't learnt it.**

Revision is re-looking at information you have learnt previously. The idea is that you know the information that will be tested and can remember it for the exam. Knowing depends on understanding.

- **Every lesson counts and your attendance is vital.**



Go to all lessons and make them work for you – it is not whether you like the teacher or not, whether you find it difficult, whether you find it boring – it is what you are getting out of it that matters. This is YOUR result.

## Good revision techniques

- **Your attitude is all important – success is 80% attitude and 20% skill**



- **Regardless of what's happened in the past you can always change your future**



- **You only fail if you give up.**

Revising **isn't** something that should be **challenging** or **difficult** at all. What revising is, unfortunately, is time consuming. **It takes a while.** That's why you might like to **start early** (nothing to do on a Sunday?)....



- Have an aim for each session – by the end of this session I will have.....
- Identify what you already know and the parts you need more time on – self testing or using an internet test will help with this.
- Break all topics into do-able chunks and don't just read at this stage but do something active with it.
- Short bursts of 20-25 mins are more effective. Your concentration will lapse after an hour. Take short breaks.
- Find a suitable quiet place – refuse to be interrupted or distracted.
- Produce notes – which get shorter at each session as you remember more and need less prompts. Read notes out loud.
- Use different techniques – key word cards, flashcards, post-its, posters, learning maps, recordings, highlighting, chants and songs.
  - Test yourself or get someone to help test you.
  - Tick off what you have done so you can see your progress.
  - Revisit notes after a day, a week and a month really works. 5 repeats on different occasions to remember.
- Use practice exam papers – this is one of the most valuable methods of revision
- Ask for help when you need it – friends, parents, teachers.
- Don't get stressed and eat and sleep properly
- Believe in yourself, be positive. If you think you can succeed you will – if you convince yourself that you will fail then you probably will.
- Do not be influenced by friends that appear to be doing little work – your result does not matter to them and their result does not matter to you BUT YOURS DOES. Tell yourself that this is not for long and you have a very long summer break to look forward to.



- Last minute revision is worth it – breakfast sessions and before exam preparation lessons will help – just one thing may stick in your mind and get you those extra marks to raise your grade. Your key facts sheet can be read as you wait to go into the exam – it will all help.

**Successful revision involves doing something with the information – this is essential so your brain makes connections and remembers.**

# Use Your Learning Style

## Lookers

Do you.....

Learn best through pictures, learning maps, diagrams, watching videos, live performance.



# What's Your Style?

You should.....

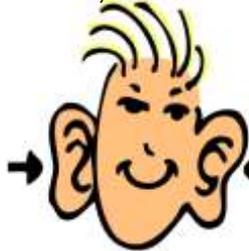
Draw pictures and diagrams and colour code your work. Use highlighters for key facts

Create posters and use learning maps

Use videos, TV programmes or plays of things you are studying

Use post-it notes to label things

Create visual displays of key words, facts and text in strategic places – bedroom wall, mirror back of loo door!



## Listeners

Do you.....

Like to hear the teacher explain things

Summarise out loud or learn by repeat things to themselves

Make up rhymes to help information stick

You should.....

Record onto MP3 players or your phone and play back repeatedly

Read all your notes out loud repeatedly

Create rhymes, raps, chants

Remember lists by using mnemonics

Close your eyes when you are listening so that you are only using that sense.

## Doers

Do you....

Like to get involved – experiments, “hands on”, moving objects around

Prefer practical things like card sorts, matching activities

You should.....

Use movement when you are revising – walk around rather than sit still.

Underline or highlight key facts

Make learning maps

If you know what your style is you can use it to your advantage

There is no right or wrong and do whatever you feel most comfortable with.

# Techniques

1. **Learning Maps** – organises your thoughts, summarises, helps you to see all the issues

2. **Memory Aids** – image chain

3. **Rhymes** – the Circle Song

$\pi r^2$  sounds like area to me

When you need a circumference you need  $\pi d$

4. **Chunking**



Chunking is breaking up a big piece of information into smaller chunks rather like steps in a ladder. It can be used for numbers and words. Often students use Bullet points to break up information.

Try to remember this by breaking it up into chunks:

Chunked:

- Remember 4 words/numbers at a time
- Revision max 45 mins.
- Remember best before bedtime

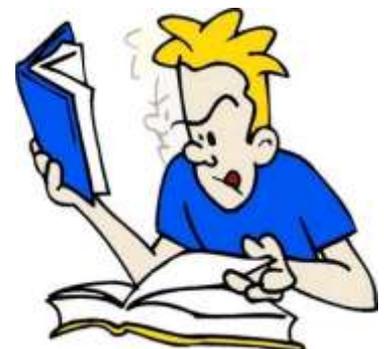
The average person can take in four numbers or words at a time, can concentrate on revision for a maximum of 45 minutes at a time and remembers information best shortly before bedtime.

5. **Mnemonics**

Mnemonics help you to remember by using short words that stand for something to help you. Here is a Mnemonic for REVISION. Try as hard as you can to remember it.

Rest  
Exercise  
Variety  
Imagination  
Structure  
Individual  
Ongoing  
Not too long

**Stands  
For  
Something**





## 8. Loci



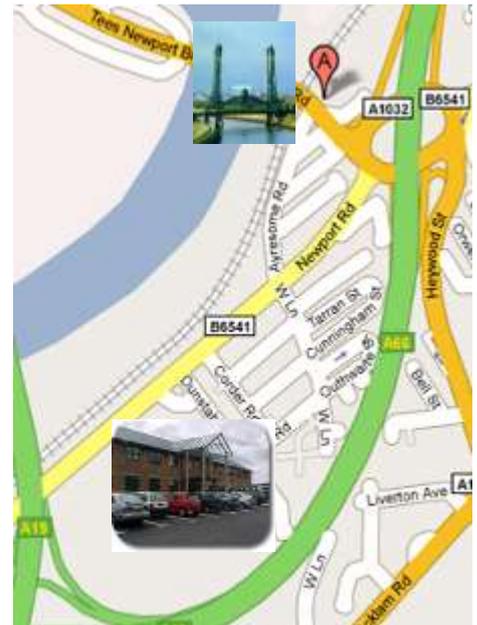
Loci is the memory trick of memory masters. It involves thinking about a journey that you know well and the landmarks along the way. You then add in images to help you remember information. (They do not have to be famous, but things that you notice as you go by.)

When revising you could do the following:

1. Read through your books
2. If you do not understand something ask somebody.
3. Now choose the memory tricks that work best for you
4. Create posters to help you to organise information
5. Create cards with key points and practice
6. Use past papers to practice answering questions

Now let us take a journey from Newport Bridge to Macmillan Academy.

1. On the bridge itself you see a huge book
2. You reach the large roundabout and see your teachers, parents and friends.
3. You see the houses on the left and there is a magician performing magic tricks.
4. On a billboard on the fence of Macmillan you see a huge poster with your revision on it.
5. As you walk into the gate you see a huge pile of cards.
6. When you arrive into the canteen you see test papers set out for you on all the table



## 9. By Rote

Learning by rote is simply reading the text over and over until you remember it. It is the most basic kind of revision, but without the help of other techniques may not be very effective and it can be very boring. There are a few students with excellent auditory memories, who can learn effectively this way.

**Try reading the passage above again and again and see how much you can remember**

# Setting yourself up



Get files or folders for each subject and start putting important information in at the end of each day. You will waste time looking under a mountain of paper for the one you want when you could have spend that time revising.

- Start early – the sooner you start the less you will have to do each day and the less stressed you will be.



	Mon - Wed	Wed - Fri	Fri - Sun	Sun - Mon	Mon - Tue
MON:	Rehearsal	Make revision timetable	Collect 100 TOPIC	Biology	Chemistry
TUE:	Biology Exam Class??	DESS EX	General Studies: Read notes & notes	Biology Revision	Rest Session
WED:	Rehearsal	Collect notes + 186!	1000	100000	Revision
THUR:	File notes on Aquinas	Notes on Aquinas	Exam for RS	Revision: 100000	Make Exam for Biol Results
FRI:	100000	Exam on @ 12:00	Make 1000	100000	100000

- Make a realistic revision timetable that will work for you. Allow time just to get this completed – it a good investment of your time – get parents/tutors to help if you find this difficult.

- Get one good revision aid for each subject – use the advice of your teachers and know what works best for you.



- Keep all the equipment you need handy (pens etc, calculator, paper, notebooks, postcards, post-its) – wasting 20mins looking for a pen is not good use of revision time!



# Quick Tips

- Make yourself start however much you don't want to – the hardest bit is now out of the way.
- Take short breaks



**DON'T PUT  
IT OFF!**



Do frequent short exercises – stand up and walk around, do stretches, especially your neck and shoulders

- Drink water and get fresh air – have your room cool enough or you will fall asleep!

- Eat well – not too many sugary snacks – little and often is best.
- Take time out and do something completely different
- Don't leave the difficult bits until last
- Do something more relaxing between revision and bed.
- STOP when you feel frustrated, angry, overwhelmed and take a break. Make a note of the problem and deal with it next lesson – move on to something else.



- Focus on what you have already done and not what is still to do – remember every little helps.

- Give yourself a reward after a revision session– favourite TV programme, magazine, going out with friends, favourite food.
- At the end of a session – clear away and put notes in the right file so you can start the next session straight away.

# The Exams



## Before

- Know your exam timetable – highlight yours in colour and put them on your calendar.
- Know where and when you need to be and give yourself enough time not to be rushed.
- Allow time for your brain to get into action – have a shower. Eat breakfast – at home, at school or eat some fruit as you walk to school.



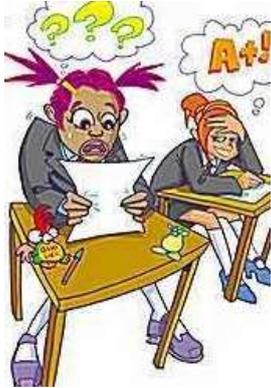
- Check the exact subject of the exam, how it will be structured (eg short answer section and an essay) and how the marks are awarded.
- Make sure you have everything you need the night before – books you are allowed to take in, equipment including a calculator for science and maths.
- Keep to normal routines – bed and getting up at normal time.
- Keep repeating to yourself “It is only 2 hours it will be over by 10.45”, “I will be fine”. If you keep having worrying thoughts then just say STOP and think of something positive.
- Leave yourself time to go to the toilet before the exam
- Take water into the exam - your ability to remember and your concentration improves by 70% if you are hydrated.
- Don't worry if you think you have forgotten it all before you go in - if you have revised it will all be there and will come back.



## During

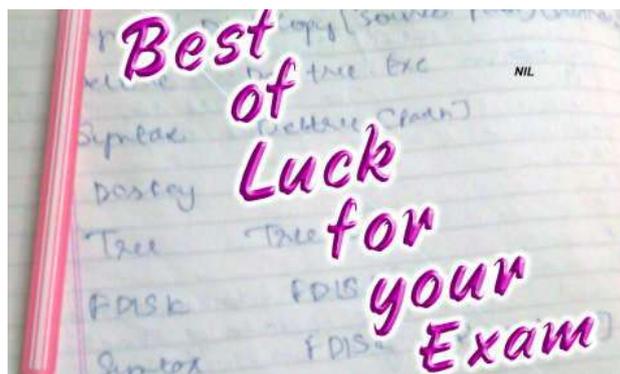


- Turn off and hand in your mobile phone and any other electronic equipment when you enter the exam hall.
- Being nervous is normal and gives your brain extra adrenalin to help you make a final effort.
- Take some deep breaths and say something positive to yourself “I can do this” “If its hard for me its hard for everyone else”



- If you go blank at any stage leave that question, take a few deep breaths, turn over and do something else you can do. Come back to it and reread it slowly and calmly.
- Listen to the invigilator for any last minute instructions.
- Read the instructions and then read through the paper – don't pick up your pen until you have done this.
- As you read mark off questions you can do and then choose the best ones for you – check that you have chosen the right number of questions.
- If you need to spend the first couple of minutes writing down key formula or facts you are going to need so you don't forget them or leave them out.
- Know how many marks each section or question is worth and how you should split your time. If you run out of time write in note form to get some facts down but keep to your time limits – you can always come back if you have time at the end.
- Do not make any contact – even a smile – to any other candidate in the exam hall or you will be disqualified.

$$C = \pi d$$
$$A = \pi r^2$$



# 7 Tips to Help You Concentrate Better

by @Inner\_Drive  
www.innerdrive.co.uk



## Eat Breakfast 1

Students who eat breakfast score better on attention and memory tests. Cereals like Shreddies or Cheerios are good, as they are rich in complex carbohydrates which fuel your brain.



## Exercise at Lunch 2

A study by researchers at Bristol University found that a 45 minute work-out at lunch time significantly improved peoples' concentration, mood and ability to do their job.



## Worry About it a Little More 3

In certain situations, a bit of stress may make you perform better. The extra worry releases adrenaline which increases the intensity of your focus.



## Don't Think Don't 4

Attempts at thought suppression make you think about the thing you want to avoid more and distract you from the task at hand.



## Drink Some Water 5

If you are just 1% dehydrated, your concentration drops dramatically. Students who take water into an exam have been found to outperform their thirsty peers.



## The Great Outdoors 6

Those who take a walk in green space return feeling more focused than those who have a break walking in urban areas.



## Pictures of Nature 7

No green space near you? No problem. Studies have found that those who look at photos of nature, especially those with water in them, feel the same sort of benefits.

