Students should use this booklet to help with their workload this year.

**Test Preparation**

**Organisational skills**

**Learning Styles**



**Managing homework**

**Listening skills**

**Transition:**

**Lots of teachers**

**Lots of subjects!**

 **Self-Evaluation**

**Study place**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class: \_\_\_\_\_\_\_\_\_**

**Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Organisational Skills**

In order to study effectively it is important to be organised. Make sure you have the books and equipment you need to study.

* Folders
* File Dividers
* Poly Pockets
* Paper
* Pens
* Pencils
* Highlighters
* Rubber
* Protractor
* Compass
* Colouring Pencils
* 30cm Ruler
* Scissors
* Glue
* Calculator
* Sharpener
* Dictionary
* Thesaurus

**How organised are you?**

(Please tick)

* Very organised
* Organised
* Not organised

**Managing Homework**

What could you be asked to do for homework?

Some examples include:

* Written tasks
* Research and reading tasks
* Learning
* Creative (making and designing)
* Group work
* Reading for enjoyment, for further development or reading for research

***Top Tips for doing homework!***

* Always record the information in your homework diary

E.g. French – write out vocabulary about my family, into vocabulary book. Due: Monday 28th September.

* Always try to complete homework tasks when they are set

E.g. particularly subjects you only have once a week.

* Always place a tick against tasks when completed
* If you are unsure about a question, ask for help
* Show your homework to a parent/guardian and let them see how well you are doing
* ALWAYS complete homework to the best of your ability
* Don’t make excuses for not doing your homework!

**How could I improve my homework?**

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**Where can I get help?**

**Activity Booklets**

 **Websites**

**Family Members**

**Peers/classmates**

**Libraries**

**Teachers**

**Study Place**

**WHEN?**



**WHERE?**



**HOW? WHAT?**

**How do you study?**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Test Preparation**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. Create a revision timetable…
2. **WARM UP**
* Sort out your books/arrange your pens/pencils
* Read through the instructions carefully
* Think about the purpose of the work
1. **CONCENTRTE**

**Top Tip:**

Study for 25-30 minutes

Take a 5 minute break

* **Be active – don’t just sit there!**
* **Now work hard**
* Draw the diagram
* Complete the exercises
* Make the notes
* Plan the answer
1. **COOL DOWN**
* Check how you have done
* Proof read your work – check spellings
* Test yourself or ask some-one to test you
* Assess what you have achieved

**Using Spider Diagrams**

Place the main topic in the middle of the page and then several 'legs' drawn radiating outwards. You can then write words or phrases about the object in the centre.

A spider diagram could be used when researching topics for exams etc.

**Natural Disasters**

**Animals**

**Home**

**Pollution**

**What is Geography?**

**Physical**

**Human**

**Forests**

**Floods**

**Traffic**

**Environmental**

**Fire**

**Pollution**

Spider diagrams are an excellent way to jot down thoughts without having to worry about writing long explanations. The simple points in the boxes are there to jog the memory.

**Using Flash Cards**

Flash cards are one of the classic study tools and for good reason – they promote studying through **active recall**, which is one of the practices through which our brains learn most effectively.

It is easy to make your own flash Cards, simply divide an A4 sheet into either 4 or 8 squares and cut them up. Place a question on one side of the squares and the answer on the other. Write the answer in your own words and make it brief.

**Use flashcards as a quick way of testing what you know.**

1. On the front of the card, write a key term or question

2. On the back of the card, answer that question or write the definition for the term

3. Try to guess the answer/definition on the front before checking the answer on the back.

Also you can get someone to mix up the Flash Cards and ask you the questions, eg a classmate, parent or guardian.

**Example**

8,848 metres above sea level.

**How tall is Mount Everest?**

**What Parents Should Know to Help their Children Study**

It is important that your children have the right environment and equipment to help them study. The following lists are some ideas for parents to enable them to help their children begin to study .

**Q. What equipment do I need to provide for my child, to help their studying?**

**A.**

This is a list of helpful equipment:

* Pencil case
* Pens and highlighters
* Pencils
* Rubber
* Protractor
* Compass
* Set of colouring pencils
* 30cm ruler
* Scissors
* Glue
* Calculator (Scientific)
* Sharpener
* Dictionary/Thesaurus
* File dividers
* Folders

**Q. Where should my child study?**

**A.**

* Somewhere with good lighting
* Lots of space
* Away from distractions

**Q. How can I aid my child’s well-being, during studying?**

**A.**

It is important to your child to:

* Take regular breaks from study
* Get plenty of sleep
* Drink lots of water
* Eat a balanced diet
* To be organised and prepared for their exams e.g. have all the correct equipment, exam times and dates

Continually reassure your child that they can do the work – this will help build their confidence and self-esteem

**Q. What strategies can I encourage my child to do?**

**A.**

* Look at their time management e.g. create a timetable or keep a diary
* Complete work before 9pm
* Encourage them to use an Index Card System
	1. Get them to write each question or term on the back of an index card
	2. On the front of each index card they write an answer or an explanation for the question or term on the back
	3. They then shuffle the index cards
	4. Next they look at the card on the top of the deck:
	5. Try to answer the question or explain the term
	6. If they know it, great! Put it on the bottom of the deck
	7. If they don’t know it, look at the answer and put it a few cards down
	8. They proceed through the deck of cards until they know all of the information

**Q. What forms of support are available to my child?**

**A.**

Seek help and support through discussion and working with:

* Yourself
* Friends
* Teachers
* Mentors
* Library
* Internet

**\*Encourage your child to seek help from school and subject specific teachers. Remember; the school wants your child to succeed!**

**Notes Page**

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