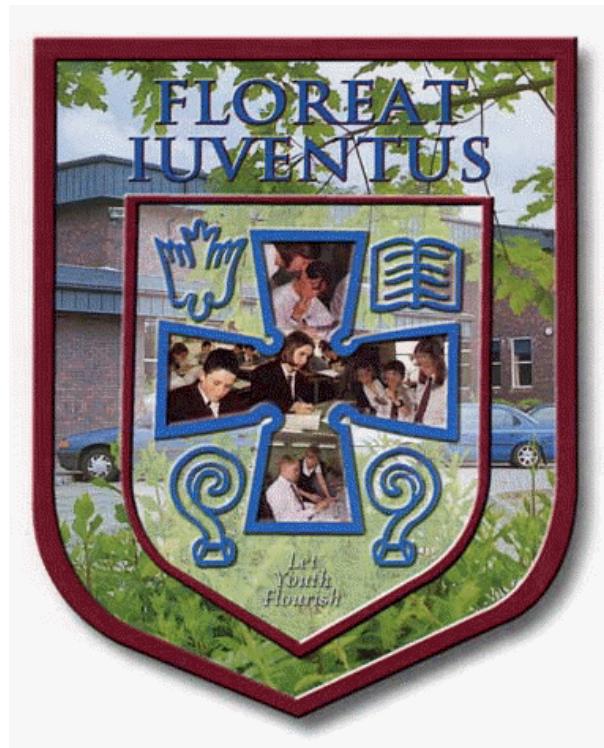


St Ninian's High School



S4 Study Support Booklet

This resource is for pupils and parents. Please find inside some advice regarding studying and prelim preparation in general as well as information for each subject.

General Study Advice

The following link will take you to the school website where there are several PowerPoint's related to prelim preparation and study skills which offer some advice to pupils.

<https://blogs.glowscotland.org.uk/er/StNinians/pupils/>

Below are some top tips for preparing for prelims:

- Find a space to study that is free from distractions
- Have all notes and resources organised into folders
- Make a plan. Show it to your parents so that they know what you are meant to be doing. You are more likely to then stick to it! (a study plan template can be found on the school website)
- Turn off your mobile phone
- Experiment with different study techniques until you find ones that suit your learning style
- Ask parents/siblings to test you. Only work with friends if you can trust yourself to stay focused and not become distracted.
- Take regular, short breaks
- Get a good night's sleep
- Healthy body, healthy mind: Eat healthily, take regular exercise
- A problem shared is a problem halved: Speak to people if you are feeling stressed, whether its parents, siblings, friends or teachers.

The following link will take you to the SQA past paper search page. Past papers for all subjects can be searched for here:

<http://www.sqa.org.uk/pastpapers/findpastpaper.htm>

Biology

Top Study Tips

- To help you with your revision use a variety of resources available to you such as pupil summary notes, learning objectives, textbooks, mind maps, study cards, flash cards and sample answers.
- To make your studying effective there are 2 main rules:
 - Make it active: You will revise much more effectively if you are actually doing something and not simply sitting reading a book. Use a variety of active learning techniques that you have learned in the classroom instead.
 - Work in short bursts: Have regular short breaks as no-one can concentrate for very long.
- Complete **past papers** fully and seek help from your teacher with any difficulties. The completion of past papers will help you to prepare for your prelims in the following ways:
 - To familiarise yourself with the layout of the exam. For example, how many sections there are and how many questions you have to answer.
 - To become familiar with exam style questions. For example, what types of questions are asked and what skills are required to answer these.
 - To complete exam papers in the time allocated and pace yourself carefully throughout by being aware of roughly how much time can be spent on each question in the exam.
- Marking schemes for past papers are available on the SQA website to allow you to correct your completed Past Papers (see website link).
- Read all questions with care, paying particular attention to the command word. (For example, are you being asked to describe, explain, compare.)

Biology Exam Advice

Types of questions asked in the exam:

• **Calculation questions:**

Practice calculating averages, percentages (to include a % increase/decrease) and whole number ratios. For calculation questions in an exam paper, a space is often provided for the candidate to show their working. It is in the best interest of the candidates to show their working in this space provided clearly, so that examiners can follow and make sense of it. Remember to include units if not given.

• **Graph questions:**

ALWAYS use a **pencil** and a **ruler** when drawing graphs. Many pupils lose marks for not plotting the points of a line graph or drawing the bars of bar graphs clearly or accurately enough for the examiner to read - If the examiner cannot read your graph clearly then marks will not be awarded!

Always ensure that the x and y axis of your graph is clearly labelled with an appropriate scale and title and that you use **over half of your graph paper** when drawing your graph. When completing line graphs, **only connect the line of the graph to the origin if this data has been given.**

If you are presented with a table in your prelim and asked to produce a graph using this information, make sure that you use the **exact headings and units** from the table to label your graph.

Take your time when completing graphs in order to avoid throwing away valuable marks!

If a question asks you about the information presented in a graph, ensure that you refer to the graph and the information provided.

- **Experimental questions:**

Ensure when writing about experiments that you are aware of the difference between the terms ‘validity’, ‘accuracy’ and ‘reliability’ since you will be required to use these terms.

Also, be aware of the purpose of control experiments and why they are used.

When writing about variables, never use the word ‘amount’. Instead, you need to use words such as ‘number’, ‘mass’ or ‘volume’ depending on the variable in question.

When drawing a conclusion from experimental evidence given, **do not simply repeat your results.**

Ensure that you relate back to the aim of the experiment when drawing overall conclusions.

- **Extended Responses:**

Ensure that you do not spend too much time on these questions. Decide what the main points are which you want to mention and start writing as soon as possible. **Be aware of your time.**

- **Describe and explain questions:**

Make sure you recognise the difference between describe and explain questions. For explain questions you must give reasons or evidence to back up your answer. Make sure your answer to explain questions has linking words such as ‘because’, ‘therefore’, ‘this means that’ etc.

Also remember:

- Calculators are allowed to be used in the prelim to help you work out percentages, averages (means) or ratios – so make sure you make use of them to ensure you don’t lose valuable marks!
- Read all questions thoroughly and with care before beginning to answer them and always check over all your answers at the end of the prelim.

Useful websites

<http://scholar.hw.ac.uk/>

<http://www.bbc.co.uk/bitesize/>

<http://www.sqa.org.uk/>

<http://www.s-cool.co.uk/>

<http://www.biologyguide.net/>

<http://www.studystack.com/Biology>

<http://www.schoolscience.co.uk/>

<http://www.highlandlearning.org.uk/biology/>

Geography

Top Study Tips

- Use summary notes, mind maps, study cards, flash cards, and sample answers to help with your revision.
- Familiarise yourself with the layout of the exam. For example, ensure you know how many sections there are and how many questions you should answer. Practice of past paper questions should help you become familiar with the exam structure.
- Complete Past Papers fully and seek help from your teacher with any difficulties.
- Watch your time and pace yourself carefully. Work out roughly how much time you can spend on each question.
- Read the question with care, paying particular attention to the action verb. (For example are you being asked to describe, explain, compare)

Geography Exam Advice

Type of questions asked:

- Make sure you know the difference between **describe** and **explain** questions. For explain questions, you have to give reasons and/or processes for your answer. Make sure your answer to an 'explain' question has plenty of linking words and phrases such as 'because', 'therefore', 'this means that'.
- Read each question thoroughly before you begin. Make sure you know exactly what the question is asking you to do. Especially if the question is in sections (for example 1a, 1b and 1c) Make sure you can answer each section separately.
- When writing an answer, it should be in essay form with proper paragraphs.
- **DO NOT** bullet point or write your answers in note/list form as you may lose marks.
- If you are asked for a named country, location or city, make sure you include details of the case study in your answer in order to get full marks.
- Do not be put off if the actual question refers to an area that you have not studied, as all questions are phrased 'using this or *any other location* you have studied'.
- Most candidates lose marks due to a lack of detail in their answers. Ensure you elaborate and develop points that you make. For example, there may be 'a new motorway built' but you need to explain why it was built, any benefits/problems it will bring.

Diagrams: Use sketch diagrams where possible; this is particularly helpful when you are explaining the formation of a feature. NOTE: If a question says 'with the aid of diagrams', you may lose marks if your answer does not include fully labeled diagrams.

OS Mapping Questions: Remember, map evidence includes both grid references and names of places/features. Ensure you use 6 figure grid references when referring to a specific feature.

Graphs: When describing graphs, ensure you quote actual figures.

Useful Websites

<https://www.sqa.org.uk/pastpapers/findpastpaper.htm?subject=Geography&level=N5>
<http://www.bbc.co.uk/bitesize/>
<http://www.s-cool.co.uk/>

Chemistry

Top study tips

- Each Learning Outcome booklet comes with a quick quiz for each topic. A good place to start studying could be to try each of these quick quizzes to identify areas of strength and areas of difficulty.
- Pupils could also try to make their own mind maps for each topic. They can check these against the mind maps on the chemistry departmental website or MS teams and fill in the gaps.
- Another popular study tip is to use their Learning Outcome booklets and notes to produce question cards with answers on the back of the card. This is a quick way for pupils to challenge themselves with a particular area of difficulty.
- Chemistry involves many different chemical reactions and it is useful to create a page at the back of the notes jotter with an example of each chemical reaction. This in effect produces a glossary for each type of different chemical reaction. (Examples include addition reactions & neutralisation reactions)
- The same procedure can be carried out for the names and structures of all the carbon compound families ('homologous series') and the functional groups that are taught in the 'Nature's Chemistry' Unit. (Examples include alkanes, alkenes, cycloalkanes)
- MS teams contains lots of additional revision material, such as past paper booklets, calculation practice and exam techniques booklets and summary sheets for each topic, that pupils can print and complete at home.
- There is a chemistry drop in revision session every Wednesday at lunchtime, with is staffed by teachers and S6 pupils. All S4 pupils are welcome to attend and ask questions or work on a particular topic.
- Don't forget to ask your teacher for help, or advice on what topics you should be focusing on.

Necessary resources

- All Pupils should ensure they have:
 - Written notes for each unit, in their notes jotters
 - Learning Outcome booklets for each unit
 - National 5 Chemistry Data Booklet (can be downloaded from SQA website)
- For the prelim, pupils must bring:
 - Pen, pencil, rubber, ruler
 - Calculator

Recommended Websites

MS Teams (through GLOW) – code for access to National 5 Chemistry team is **jwareuo**. (ask your teacher)

www.bbc.co.uk/bitesize - handy revision pages and quick quizzes for all topics

www.scholar.hw.ac.uk - handy revision pages and quick quizzes for all topics

www.sqa.org.uk - provides many useful resources and specifically has past papers and marking schemes.

www.evans2chemweb.co.uk - covers all chemistry courses. It is clear and well set out for the pupils to understand. The pupils should have the username and password to enter this web page. (ask your teacher)

missadamschemistry.com/ - you tube videos which summarises each topic

Physics

Top Study Tips

- Use the study guides when revising
- Use summary notes and support software (Virtual Physics on departmental website)
- Develop your own mind maps, study cards, mnemonics, lists to learn facts
- Learn to use the formula sheet, know the abbreviations for all the quantities
- Learn all the units for the quantities as this will help to identify the data given in questions
- Be able to change the subject of the formula
- Convert units into the correct format when using formulae/equations
e.g. for current $I = 200\text{mA} = 0.2\text{A}$,

$$\text{for mass } m = 50\text{g} = 0.05\text{kg}$$

- Carry out numerical problem solving
- Multiple choice questions - use formulae to be able to derive the correct units
e.g. for power $1 \text{ Watt} = 1 \text{ Js}^{-1} = \text{J/s}$ as $P = E/t$

$$\text{for absorbed dose } 1 \text{ Gray} = 1 \text{ Jkg}^{-1} = \text{J/kg} \text{ as } D = E/m$$

- Multiple choice – when asked to select correct statements – go through each statement in order and state whether you agree/disagree or true/false
- Written paper – at the end of a question you may be asked a problem solving question – a ‘what if question’. Don’t panic! The answer is usually in the formula used in the earlier parts of that particular question. Look at the variables in the formula and use these to give a theoretical explanation of the new scenario you are asked about. Do not just state what happens, you must give an explanation of your answer.
- Use scientific notation properly with your calculator
- Data handling – understand, explain and extract information from tables and graphs
- Problem solving requiring description/explanation – recall and use key facts in each topic
- Be able to describe how to carry out key experiments (check study guide)
- Do past paper questions – topic by topic
- Do not use the marking scheme for past paper questions until you have attempted the whole question
- Use older past papers during the year and save the most recent papers for use in the run up to the prelim
- During the prelim use the data sheet to obtain information
- Develop a revision timetable/plan
- Attend supported study classes
- Ask your teacher for help

Departmental Website

The departmental website contains

- All pupil materials (study guides, notes etc.) for all topics
- Links to useful websites
- SQA past papers and solutions
- Supported study times

Maths

Top Study Tips

- Attend Supported Study (Dates on Maths website and Twitter @StNiniansMaths)
- Revise Course Notes/Jotter regularly
- Don't let a small problem become a big problem – ask for help at the first opportunity
- Use Timelines to plan study time
- Practice questions by using past papers and past papers by topic (reading notes is not enough)
- Complete Block Test Review sheets
- Practice Basic Skills regularly (Fractions/Decimals/Percentages/Algebra/Pythagoras Theorem/Trigonometry)
- Use Past Paper Topic Grids
- S3/4 pupils learn S1/2 formulae on:
 - Circle
 - Volume
 - Area

Necessary resources

Scientific Calculator, Pen, Pencil, Sharpener, Rubber, Ruler, Protractor.

Recommended Websites

<https://www.national5maths.co.uk/free-national-5-maths-2/>
www.bbc.co.uk/bitesize/
www.scholar.hw.ac.uk/
www.mymaths.co.uk
www.learn.co.uk
www.counton.org
www.LTScotland.org.uk/NQ
www.mathsyear2000.org
www.nrich.maths.org.uk
www.1000problems.com

English

Top study tips:

- Read and discuss with your parents an article from a broadsheet at least once a week.
- Read as much as possible –fiction, non-fiction, magazines, newspapers etc.
- Ensure your notes are organised into topic/ course element sections.

Critical Essays:

- Every night, read over the notes you have taken in class to ensure understanding.
- Organise the notes you have on a text in a way that suits your learning style: mind maps, linear notes, headings.
- Learn quotations and the analysis of these quotations. Use cue cards to help.
- Practise writing critical essays under exam conditions. Timing is very important.
- After writing a critical essay, check that you have dealt with the task. Ensure that you have done what you were asked. DO NOT just write down what you know about the text.
- Check that topic sentences refer to the question and say what the paragraph is about.
- Always comment on the writer's technique. Do not just mention language features make sure you explain why they have been used/what their effect is
- Check for technical accuracy.

Close Reading:

- Know what is required in Understanding, Analysis and Evaluation questions.
- Learn the techniques for the different types of questions you are asked in Close Reading, e.g. context question, link question, imagery question, word choice question.
- Practice Close Reading, under timed conditions.
- Always check that you have answered what you were asked.

Necessary resources

Past Papers. Newspapers. Reading Material. Cue Cards

Recommended Websites

www.sqa.org.uk “Candidate Guidance Documents”

www.debatatabase.org

www.bbcbitesize.co.uk

English National 5 Folio Information

Two essays must be submitted for National 5.

- One reflective/creative
- One discursive/persuasive

Method of Marking

- The folio will be submitted by centres to SQA for external assessment.
- Both pieces will be awarded a mark out of 15, giving a total of 30% of your final grade.

The word limit must be observed

- National 5:1000 words
- You will be penalized for going 10% beyond the limit.
- The word count excludes the list of sources and should be written on the flyleaf.

Levels of support deemed acceptable

- Any amount of teaching and learning which extends candidates' knowledge understanding and appreciation of a range of genres of writing.
- Initial discussion leading to an outline plan.

Levels of support deemed unacceptable by the Exam Board are very specific

Teachers must not:-

- Provide notes or detailed models or frameworks
- Give specific advice on re-structuring or re-wording
- Systematically identify and/or correct errors in expression or technical accuracy.
- Accept more than two drafts.

The onus is very much upon individual students to redraft their essays with as much care as possible.

Sources consulted in preparation for writing must be acknowledged

- Unacknowledged use of others' material such as copying and pasting from the internet or any other source, or re-wording or summarising information from another source and passing it off as their own **carries severe penalties**. The SQA will not allow plagiarism.
- Quotations must appear between inverted commas.
- Candidates will have to sign a declaration that the pieces of writing are their own work and unassisted other than by legitimate support from the teacher.

Languages

Top Study Tips

Study Skills

- Look over a page of vocab a week. Make sure to revise around 4 or 5 phrases a day, once repeated several times, take the word and try to write a small paragraph around that word. Then say it out loud to practise your speaking skills.
- Create a chat on social media, and aim to speak in the language you are studying to get you using the language daily.
- Revise topics that you struggle with, on websites, to make the exercises more enjoyable.
- Try to avoid Google Translate when doing reading homework, as much as possible as it will not be accessible in the prelim. Word reference is much better.
- It is advisable to have your own dictionary so that you will have access to it at home and you will be more familiar with its content.
- In addition, aim to complete as many practice readings as you can and get into the habit of checking your work to ensure no silly mistakes.
- Also, focus in on one topic a week , whether it's sport, friendship, family etc.. Look over sentences completed, useful vocab, so that you understand the aspects that the topic entails. This means there is no last minute cramming and you will have a clear understanding of topics, well in advance.

Study Methods

-Mind maps, note cards and following a study timetable are all great ways to help you pass. It is also good to use highlighters to mark any areas of concern or important words or phrases.

Additional Help

- If you need any help, go and talk to your teacher or one of the Advanced Higher languages students.
- We would be more than happy to help with any questions or worries you have.

Necessary Resources

Dictionary, Printed notes

Recommended Websites

<http://www.zut.org.uk/index.html>

Look at beginner level and intermediate for a challenge

<http://www.languagesonline.org.uk/Hotpotatoes/Index.htm>

<http://www.wordreference.com/>

History

Top Study Tips

- Use summary notes, mind maps, study cards, flash cards, and sample answers to help with your revision.
- Ensure your notes are organised into topic/ course element sections
- Pay careful attention to the advice in the departmental study guides that you have been given.
- Read over your notes regularly.
- Revise notes from your earlier topics as they will also be examined in the prelim exam.
- Familiarise yourself with the layout of the exam. For example, ensure you know how many sections there are and how many questions you should answer. Practice of past paper questions should help you become familiar with the exam structure.
- Watch your time and pace yourself carefully. Work out roughly how much time you can spend on each question. Practice questions under timed conditions.
- Read the question with care, paying particular attention to key words. (For example are you being asked to describe, explain, compare)
- Test your knowledge – perhaps work with a member of your family to help you check your knowledge and understanding of a topic.
- Create a Study Plan – Trying to study everything the night before the exam does not work. You should allocate study time in blocks of 30 minutes and start to study as soon as you start the course.
- Ask your teacher for help

Recommended Websites

[www.bbc.bitesize](http://www.bbc.bitesize.co.uk)

www.johndclare.net

www.spartacus.schoolnet.co.uk

www.activehistory.co.uk

Modern Studies

Top study tips

- Use summary notes, mind maps, study cards, flash cards, and sample answers to help with your revision.
- Ensure your notes are organised into topic/ course element sections
- Pay careful attention to the advice in the departmental study guides that you have been given.
- Read over your notes regularly.
- Revise notes from your earlier topics as they will also be examined in the prelim exam.
- Familiarise yourself with the layout of the exam. For example, ensure you know how many sections there are and how many questions you should answer. Practice of past paper questions should help you become familiar with the exam structure.
- Watch your time and pace yourself carefully. Work out roughly how much time you can spend on each question. Practice questions under timed conditions.
- Read the question with care, paying particular attention to key words. (For example are you being asked to describe, explain, compare)
- Test your knowledge – perhaps work with a member of your family to help you check your knowledge and understanding of a topic.
- Create a Study Plan – Trying to study everything the night before the exam does not work. You should allocate study time in blocks of 30 minutes and start to study as soon as you start the course.
- Ask your teacher for help

In every Knowledge & Understanding question pupils should remember to: P-E-E

Make a point—explain it—give an example.

Beat the clock!

- Time management can be a big challenge for many pupils—this can be improved by completing past paper questions under timed conditions.

Recommended Websites

<http://www.sqa.org.uk/sqa/3326.html>

Business Management

Top study tips

Make sure that you are fully familiar with your textbook and notes jotter:

- Copy out sections, type them up; try to condense a topic on to one sheet of A4, draw mind maps or diagrams. Figure out what method suits you best and use it.

Command Words:

- Know your command words to ensure you know what the question is asking of you. “**Describe**” may get the same number of marks as “**identify**” but you need to write a lot more for “**describe**”.

Micro study:

- Small regular periods of studying will be much more effective than trying to study for a couple of hours (just like exercise!). Choose one small area of the course and spend 20-30 minutes reading over it and making up a study note (as above). Aim to do this at least once a week.

Reading:

- Read your textbook regularly, at least a couple of times a week. Read the past paper booklet as this will help to develop an understanding of the language used (how questions are worded) and give you an overview of the prelim exam.

Use your past paper booklet:

- Look for all the questions that have been asked on one particular topic, e.g. market research. You should see that questions do come up again. They may not be exactly the same; the phrasing may vary from year to year. This should develop your confidence – you probably know more than you think!

Do not specialise:

- In Business Management you have to know **every** topic in the course. You cannot pass this paper by only concentrating on some of the topics.

Timing:

- Attempt past paper questions under timed exam conditions. This means in a quiet room, on your own, with the correct amount of time allocated. Ask your teacher if you are unsure as to how long a particular question should take.

Necessary resources

Command Words Help Sheet, Past Paper Booklet, Textbook, Notes Jotter, Class Jotter

Recommended Websites

<http://businesscasestudies.co.uk/> - Times 100

<http://www.bbc.co.uk/news/business/> BBC Business News

Administration

Top study tips

Theory Paper:

- Make sure that you understand what is expected of the command words.
- There is a limit to the number of new questions that a setter can come up with so the same topics can appear year after year. The difference might be in the command word used, e.g.

Identify 2 methods of communicating with staff could change to *describe* 2 methods of communicating with staff.

- When you look over past papers try to change the command word to see if you can answer the question in different ways.
- At **National 5** you will be expected to have a wide knowledge but not a great deal of depth. This means that you have to read the notes and make sure that you know about everything. Do not take the risk of only learning some topics in great depth and ignoring others.

Remember:

- When answering questions on tasks or activities you must use a **verb**, e.g. Calculates wages, prepares payslips. DO NOT use 'deals with'. When referring to money in the travel outcome this should be referred to 'currency' not cash.

IT Paper:

- Practice, practice, practice! Word processing, creating and working with databases and spreadsheets are all skills. The more you practice the better you will become.
- Take home copies of past paper files and practice at home – Time yourself doing so!
- Improve and maintain your keying-in speed. Type out revision notes for Administration and other subjects. This will pay double dividends.
- Take home your printouts of letters, memos, formulae and memorise layouts and the design of difficult formulae.
- Try to use a computer every second day while on holiday. Think about the quick keys and shortcuts you have learned and try to use them on a regular basis.
- Remember accuracy and ensuring everything is visible on your page is very important – key in as it appears on the exam paper – Capital when a capital is used.

Necessary resources

Command Words Help Sheet; Past Paper Booklet; Textbook; Class Jotter

Recommended Websites

www.teach-ict.com

www.bbc.co.uk/schools/gcsebitesize/ict

Computing Science

Top study tips

- **Read notes on a regular basis** – make sure you have read and understood all areas of the course. Creating mind maps, flash cards and summary notes can help you do this. All pupils have a revision booklet and access to all notes and extra questions through Microsoft Teams
- **Be Aware of Content Statement** – The content statement gives a list of every topic and sub topic in the course. You can find this on the SQA website but it is also built into the S3 and S4 timelines.
- **Attempt Past Papers** – There is no better way to find out how you are progressing by attempting a past papers under timed conditions.
- **Create a Study Plan** – Trying to study everything the night before the exam does not work. You should allocate study time in blocks of 30 minutes and start to study as soon as you start the course.
- **Technical answers** – Try to use technical vocabulary where possible. Do not use “fast”, “slow”, “dear” or cheap without stating facts or comparing.
- **Read the paper** – carefully read the exam paper taking careful note of mark allocation and what command words are being used.

Recommended Websites

<https://www.bbc.co.uk/bitesize/subjects/zfs3kqt> BBC Bitesize

<https://www.sqa.org.uk/sqa/56923.html> SQA National 5 page with content statement, past papers and marking schemes, course reports and examples of pupils work

Login into your glow account and select Teams – SS4 computing Science Notes page has all the teaching material, minmaps and booklets of exam type questions with answers

Design and Manufacture

Top study tips

Question Paper:

- Make regular use of revision cards and the GLOW subject page. The GLOW subject page contains information to help consolidate learning from throughout the course as well as questions and past papers.
- Use the SQA Course Specification as a checklist to make sure you know about everything that can be asked.
- Make sure that you are familiar with all the topics that have appeared in previous exams and the format in which they have been examined.

Assignment:

- Assignment planning is essential to make the most effective use of class time to complete the task.
- Make sure that you use the Instructions for Candidates contained in the Assignment, you will be expected to do research relevant to the task you have chosen.
- Produce a Specification from the research completed and make reference to it throughout.
- Develop plan for manufacture to enable production of prototype in the workshop.

Make use of additional time for Exam Revision and Assignment planning at lunchtime, after school and supported study. Do not focus on the topics you know well – identify and address the areas you have difficulty with or are unsure of.

Necessary Resources

Bright Red – Design and Manufacture

Leckie and Leckie – Design and Manufacture Course Notes and Success Guide textbooks

Revision Cards – created by pupils for personal study

Revision resources – GLOW subject page

SQA website – Design Assignment Guidance Document

SQA website – Past papers and marking schemes

Recommended Websites

Links to useful website:

www.sqa.org.uk

www.technologystudent.com

www.designclass.co.uk

Graphic Communication

Top study tips

Question Paper:

- Make regular use of revision cards and the GLOW subject page. The GLOW subject page contains information to help consolidate learning from throughout the course as well as questions and past papers.
- Use the SQA Course Specification as a checklist to make sure you know about everything that can be asked.
- Make sure that you are familiar with all the topics that have appeared in previous exams and the format in which they have been examined.
- Complete past paper question booklet as homework.
- Do not focus on the topics you know well – address the areas you have difficulty with.

Assignment:

- Make effective use class time to complete the task.
- Make use of additional time – lunch, after school and supported study in order to prepare and get additional support with the Assessment Task.

Necessary resources

Revision Cards

GLOW subject page

SQA Course Specification

SQA Course Assessment Task

SQA past papers and marking schemes (SQA website.)

Recommended Websites

Links to useful website:

www.sqa.org.uk

www.technologystudent.com

www.designclass.co.uk

Practical Woodworking

Top study tips

Question Paper:

- Make regular use of revision cards and the GLOW subject page. The GLOW subject page contains information to help consolidate learning from throughout the course as well as questions and past papers.
- Use the SQA Course Specification as a checklist to make sure you know about everything that can be asked.
- Make sure that you are familiar with all the topics that have appeared in previous exams and the format in which they have been examined.
- Complete past paper question booklet as homework.
- Do not focus on the topics you know well – address the areas you have difficulty with.

Assignment:

- Make effective use class time to complete the task.
- Make use of additional time – lunch, after school and supported study in order to complete the Assessment Task.
- Complete logbook as you progress through the course, ensure signed off by class teacher.

Necessary resources

Revision Cards

GLOW subject page

SQA past papers and marking schemes.

Recommended Websites

Links to useful website:

www.sqa.org.uk

www.technologystudent.com

www.designclass.co.uk

Drama

Top study tips

- **Thoroughly re-read plays/extract.** If you know the material and the characters well enough you should be able to attempt almost any question.
- When reading pay attention to **main themes and issues, key moments, character relationships, objectives and motivations, dramatic message and how it is communicated to an audience.**
- **Revise all areas of study/terminology such as:**
 - Voice and movement techniques
 - Types of staging and benefits of
 - Stage notation
 - Theatre arts (lighting, sound, costume, props, set design, make-up)
 - Ground plans
 - Form and structure, structural devices
 - Intended impact on audience
 - Aspects of theatrical analysis such as action/plot, setting (time and place), language
- Remember that you are expected to **give quotations** from the text(s)
- Use the **past paper questions** that you have been given at home
- **Feel free to bring past paper questions to teachers for marking**

You should focus on revising the following S3 work from your textbook:

- Voice terminology
- Movement terminology
- Characterisation
- Form
- Structure and Structural Devices

You must have a thorough knowledge of these to progress well in S4 – S6:

- Voice and movement techniques
- Different types of staging and areas of the stage
- Roles and responsibilities of the theatre production team (S4)
- How set, props, costume, lighting and sound can be used to enhance a performance.
- The main themes/setting/plot/message/character of any extract or play that you are currently studying.

Necessary resources

Pen for extended writing and essays; Pencil, rubber, sharpener for ground plans and dramatic commentary. Coloured pencils for any designs you may wish to complete.

Recommended Websites

www.nln.ac.uk. Vocational menu – Performing Arts for Theatre Production Skills

www.youtube.com National Theatre and National Theatre for Scotland pages

Music

Top study tips

- Prepare your Performing programme in good time
- Practice regularly –not just once a week in class!
- Once you have learned a piece don't just put it away and expect to be able to play it again at short notice. Run through it now and again to keep it in your memory.
- Make sure you know your pieces inside out. Nerves do terrible things to your performances!
- Learn musical concepts on a regular basis. There are too many to leave until the last minute
- Really listen to and concentrate on music you are hearing. Don't talk over it or let your mind wander. Think while you're listening.
- Listen to a variety of musical styles and try to identify concepts and instruments
- Listen to Radio 3 and Classic FM and try to identify features of the music which is being played.
- Practice the different styles of question
- Ask your teacher to clarify things you are unsure of.
- Use the following websites for revision

You must have a thorough knowledge of these to progress well in S4 – S6:

- Musical Literacy – treble clef note names, note values, intervals (octave, tone, semitone), time signatures (2/4; 3/4; 4/4), key signatures (C major, G major, F major and A minor), repeat signs, 1st and 2nd time bars.
- Italian terms. (e.g. crescendo, diminuendo, allegro, andante, adagio, ff etc)
- Listening Concepts associated with: -
- Instruments of the Orchestra
- Scottish music.
- Vocal music.
- Musical periods from Baroque to present day.

Recommended Websites

<http://www.bbc.co.uk/schools/gcsebitesize/music/> This site is meant for GCSE but has lots of useful information for Music Listening.

www.musiclisteningrevision.co.uk/ - Practice questions and NAB practice.

www.ltscotland.org.uk/nq/resources/learnlisteningonline/index.asp - concept definitions and audio examples. Quizzes on topics.

<http://www.musictheory.net/> - Lots of good information and interactive exercises. Unfortunately it is an American site and uses American terminology (e.g. 'measures' for bars or 'whole notes' for semibreves) rather than European.

<http://library.thinkquest.org/15413/theory/theory.htm> - Again the theory information uses American terminology, but there is also good information on instruments.

<http://www.sfskids.org/templates/instorchframe.asp?pageid=3> – Information and examples of instruments. There are always questions asking you to identify these in the Listening paper (remember – 40% of your final mark)

<http://www.thirteen.org/publicarts/orchestra/index.html> - Instruments of the Orchestra Quiz.

<http://www.classicsforkids.com/music/orchestra.asp> - further info on the orchestra.

<http://www.classicfm.com/discover/fast-and-friendly-guides/> - short videos (only a couple of minutes) giving information and sound bites on composers from the Baroque to the Romantic periods.

<http://skyarts.sky.com/music/opera> - information on forthcoming programmes on opera on Sky Arts.

Articles and videos.

<http://skyarts.sky.com/music/classical> - information on forthcoming programmes on Sky Arts. Articles and videos.

<http://www.bbc.co.uk/music/showcase#/genres/classical>

Hospitality Practical Cookery

Top study tips

- Practice cooking on a regular basis, not just once a week to improve skills
- Use recipes from past SQA practical assignments for time plan and cooking practice
- Time management is important. Time yourself when preparing 3 courses, all dishes must be finished and served within 2 1/2 hours
- Watch cookery programs for inspiration on presentation. Practice different garnishing and decorating techniques.
- Know the command words to ensure you know what the question is asking of you
- Practice the different styles of questions. Listen and act on feedback from your teacher to improve exam technique.
- Highlight the key words of the question. Make sure your answer always links to the key words
- Read and revise notes regularly.

Necessary resources

Revision notes, Question Paper Guide, Revision Question Booklet, REHIS workbook, Class Jotter, SQA past papers, Practical Cookery past assignment recipes from SQA website.

Recommended Websites

www.bbc.co.uk/food

www.foodstandards.gov.scot/education-resources

www.foodafactoflife.org.uk

www.sqa.org.uk

www.nutrition.org.uk

Fashion and Textile Technology

Top study tips

Question Paper:

- There are four types of question used in the question paper.
 - State/give/name/identify
 - Describe, Explain and Evaluate
- Know the command words to ensure you know what the question is asking of you
- Practice the different styles of questions. Listen and act on feedback from your teacher to improve exam technique.
- Highlight the key words of the question. Make sure your answer always links to the key words
- Read and revise notes regularly. Condense your notes into study cards
- Complete all homework tasks
- Practice past papers from SQA website

Practical Assignment:

- Read the design brief carefully, underline key words
Identify two key themes to investigate from the chosen brief.
- Plan three investigations into the key themes, each with a specific focus, using at least two different investigative techniques.
- Your solution for the fashion/textile item, must identify and justify seven features of the item which are based on the information generated from research.
- Produce a plan for making the fashion/textile item which includes all key processes in a logical order, with appropriate time allocations
- Manage your time during construction and be confident in your practical skills. Seek help and advice from your teacher during construction whenever required.

Necessary resources

Revision notes, Question Paper Guide, Revision Question Booklet, Class Jotter, SQA past papers

Recommended Websites

www.sqa.org.uk

<http://www.bbc.co.uk/schools/gcsebitesize/design/textiles/index.shtml>

<http://sewing.org/index.html>

Art and Design

Top study tips

Practical Folios

- Work to the timeline.
- Listen and take onboard the advice of teachers, make the most of extra support offered within the department.
- Work in the department, rooms are available every day during lunchtime and after school.
- Seek advice as and when required.

Question Paper

When completing past papers please remember the following important points:

- Know your prompts – a list of these can be found in the SQA Course Documents
- Read any information below the images you are being asked to discuss, this will help you understand more about the art or design work
- Time yourself. 10 mark questions – 18 minutes, 5 mark questions – 9 minutes
- Revise using teacher's notes, study cards, word banks and revision grids
- Questions will ask you to give your opinion; it is important that you do this and justify your response.
- When discussing art or design works refer to specific examples to justify your point. It is important that you do not describe – you must analyse and consider why the art or design work is effective in response to the prompts

Design Studies

- Know the designer's studied - full name, date of birth / death. Title and date of work.
- Know your Design Issues (function, aesthetics, ergonomics, cost, safety, production, target market, materials etc.) and able to discuss them both generally and in relation to the designers that you have studied.
- Be able to discuss possible sources of inspiration and overall style.

Expressive Art Studies

- Know the artist's studied - full name, date of birth / death. Title and date of work.
- Be familiar with the Visual Elements – line, tone, colour, texture, pattern, form / shape - and are able to discuss them both generally and in relation to the artists work that you have studied.
- Demonstrate your understanding of composition, focal point, viewpoint, structure, subject matter, style, working methods, use of media and techniques, mood / atmosphere conveyed.

Necessary resources

All resources required for the folios are available in the Art & Design Department.

Course notes are available on GLOW. Past papers can be accessed online, see link below.

Recommended Websites

SQA N5 Art And Design – access to past papers and exemplar folios - <https://www.sqa.org.uk/sqa/47388.html>

BBC Bitesize Art and Design - <https://www.bbc.co.uk/bitesize/subjects/zts3kqt>

Creative Industries – Skills for Work

Top study tips

Classwork

- Work to the timeline.
- Listen and take onboard the advice of teachers, make the most of extra support offered within the department.
- Work in the department, rooms are available every day during lunchtime and after school.
- Seek advice as and when required.

Course Award

- As a Skills for Work course there is no final exam, candidates are assessed on their ability to undertake tasks throughout S3 and S4
- All units must be completed in order to gain a course award – An Introduction, Skills Development, The Creative Process, Creative Project
- Unit evidence must be completed in full and show each candidates individual input particularly when undertaking group tasks
- Employability skills are evaluated throughout, candidates are working to improve and develop these as they progress through the course. An awareness of strengths and areas for development is key to progressing.

Necessary resources

SQA Unit Proformas

Recommended Websites

<https://thecreativeindustries.co.uk>

<https://www.skillsdevelopmentscotland.co.uk/>

<https://www.creativescotland.com/>

Physical Education

Top study tips

- Understand the cycle of analysis (Gathering Information, Analysing Data, Developing a Training Programme, Monitoring and Evaluating Training).
- Understand the Command Words:

Justify

- Candidates should make points that provide personal reasoning for the decisions that they have made.

Identify

- Straightforward questions requiring candidates to recall key points of knowledge or to give examples.

Describe

- Paint a picture
- What does it look like?
- What exactly did you do?
- What are the main features?
- What was the process you went through?

Explain

- Make a Point, give an Explanation/Reason, give an Example (**PEE chain**) Further reasoning/impact may be needed.
- “The 1st reason why XXX is because.... meaning... And the impact/effect of this is....”

Evaluate

- An evaluation assesses something’s credibility. ‘**What value does the information hold?**
- **What makes it**
 - *good/bad, positive/negative,*
 - *benefit/limitation,*
 - *effective/ineffective*
- There could be a BEFORE and AFTER comparison giving details of an increase/decrease, improvement/deterioration.
- Make a judgement or verdict based on the evidence. Try to include ‘how much better’
“significantly higher” (Qualitative)
“25% more successful passes” (Quantitative)

- Revise course notes and take detailed class notes in preparation for your portfolio write up
- Use revision notes provided
- Attend a school club or external club to prepare for your SQA Performance Assessment

Necessary resources

Course notes / class notes / revision notes

Recommended Websites

<https://www.bbc.co.uk/bitesize/subjects/zctsr82>