

Hyndland Secondary



Study Booklet

"The future depends on what we do in the present."

Mahatma Gandhi

Name: _____

Introduction

The purpose of this booklet is to assist you in realising your full potential in your SQA examinations by helping you to understand what will be required from you and how you can organise yourself. This booklet will also provide you with activities to support planning and provide resources for study in your subjects.

This programme consists of

1. Identifying Strengths & Areas for Improvement
2. Planning and prioritising outstanding work
3. Revision planning
4. Supported Study Diary & Attendance
5. Subject Revision Techniques
6. Study techniques for students from students
7. Useful Websites for studying online

We firmly believe that there will be a positive impact on your exam performance if you make use of this booklet when preparing for assessments as well as making use of the support that is available from your teachers.

Success is no accident. It is hard work, perseverance, learning, studying, sacrificing and most of all love of what you are doing or learning to do.

Identify Strengths & Areas for Improvement

Name of Subject:

Areas of Strength within subject:

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Areas of development within subject:

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How am I going to improve on my development areas?

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Prioritising outstanding work

[illegible]

Revision Planner

Week beginning:

	Mon	Tue	Wed	Thu	Fri
Lunch time					
4pm – 5pm					
5pm – 6pm					
6pm – 7pm					
7pm – 8pm					
8pm – 9pm					
9pm – 10pm					

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9pm – 10pm					

Supported Study Diary & Attendance

Subject	When is supported study?	Date of Attendance		
		1.	2.	3.
		4.	5.	6.
		1.	2.	3.
		4.	5.	6.
		1.	2.	3.
		4.	5.	6.
		1.	2.	3.
		4.	5.	6.
		1.	2.	3.
		4.	5.	6.
		1.	2.	3.
		4.	5.	6.
		1.	2.	3.
		4.	5.	6.
		1.	2.	3.
		4.	5.	6.

Subject Revision Techniques

How to revise:

Included in this section are a few strategies to help you when studying. Try some of them out. Each person revises differently so trying a range of techniques is the best suggestion.



Revision Tips:

- ✓ Start your revision in good time.
- ✓ Plan a revision timetable.
- ✓ Highlight your subject deadlines and assessment dates.
- ✓ Spread your subjects out over time so you cover each one several times.
- ✓ Plan for one-hour slots and break this into three 20-minute sessions make sure to give yourself a 2-minute break in between each session.
- ✓ In the evenings after school, two or three subjects only. Leave time to relax!
- ✓ Allow yourself some days off in the plan but make sure to stick to it.
- ✓ Plan to revise specific topics or units rather than the whole subject.

Set the Tone:

- ✓ Don't revise with the TV on as this offers a distraction.
- ✓ Music (if used) should set the ambiance and not distract your attention.
- ✓ Make sure and keep the mobile phone out of reach so that you are not distracted by Facebook, Instagram, Snapchat, TikTok or other Social media.

Each time you lose focus
your brain takes **5 minutes** to get back in 'the zone'.

Subject Revision Techniques

1. **Record yourself:** For subjects where you need to remember a lot of detail, why not record it onto your phone or I-pad in small podcasts.
2. **Flashcards:** On small cards, summarise important events or definitions into one (or both) sides of the cards and refer to it regularly.
3. **Colour coding:** colour code large pieces of text into sections. For example, it could be positives/negatives, point/evidence.
4. **Memory tests:** You could look at an important diagram for 20 seconds, then cover it over and draw what you remember. Then give yourself another 20 seconds to see what you missed and add it in.
5. **Key words test:** You could ask someone to read out 10 definitions and you have to say what the key word is. Then you could try it the other way around which is harder with someone giving you a key word to define.
6. **Concept Maps (mind maps):** Write a key theme in the centre of an A3 piece of paper. Write the sub-themes around it with important ideas evidence to back them up.
7. **Practice exam questions:** Look at the examples of past paper questions. Practise writing responses to these questions using the flashcards or colour coded case studies you have created. Ask your teacher for these – they will have loads!
8. **Summarising:** Condense a section of text into a set number of bullet points. Use these to refer back to often.
9. **Reading aloud:** Read a section of text aloud, then try to say aloud all the facts and figures you remember without the summary. You could also read your keyword lists aloud.
10. **Repeated writing:** Copy out pieces of information more than once. The repetition will help you to fix the facts in your memory. Your mind remembers words as pictures, the more it sees them, the better it will remember them.
11. **Paired Work:** Work with a partner to help and test each other on, for example, explaining the meaning of key words or definitions and teach each other.

You can also access the [Study skills advice for parents'](#) section on the Hyndland Secondary School website for advice and video tutorials by senior pupils.

Once you have created a range of revision materials (using some techniques above) share them and keep using them.

Subject Revision Techniques

Understand the difference between command words. This will help you to answer exam style questions.

- ✓ **State** – Give a simple answer such as a correct term or name.
- ✓ **Describe** – Give detail about what happens, where it happens and when it happens. If it is “describe a graph”, give numbers and data from the graph.
- ✓ **Explain** – Give detail about how and why it happens. Use specific key terminology within the topic/subject.
- ✓ **Suggest** – Come up with an idea based on what you have learnt (do not panic you may not know the answer – the examiner just wants you to apply your knowledge).
- ✓ **Calculate** – Come up with a numerical answer from facts, figures or information in the question.

Make sure you read the question thoroughly a good technique is **BUG**.

- **Box** – Firstly, box the command word. This highlights what type of answer the examiner is looking for.
- **Underline** – Underline key words, this allows you to jog your memory of the topic.
- **Glance** – Finally, glance over the question again to gain any more information. This allows you to analyse the question and find out what the examiner is asking.

Structuring your answers is just as important as reading the question.

The Point, Evidence, Explanation method (**PEE**) is great for organising paragraphs around your ideas and gives your argument some direction. This method is good for essay questions and written exams.

Study techniques for students from students

Computing	• Do every practice paper and past paper available to get an idea of the sort of questions that can be asked. • Revise key terms, algorithms and processes until you can give a detailed description of them. • Don't underestimate the practical side of the exam – practice, practice, practice! • Spend some time at home trying things out and teaching yourself new algorithms, this will help your understanding of the programming language you're using.
History	• Make your own notes! For the exam questions, make notes for each topic pretending you're answering an "explain the reasons" question. This will ensure you'll have enough knowledge notes for any source question that comes up. • For example, if you're studying how soldiers were recruited in Scotland, compile a list of reasons, such as propaganda (how that was effective), a promise of adventure (how that was effective) and so on (you can use bullet points, mind maps or whatever works for you) and learn those reasons! Once you tackle a source based question you'll have enough knowledge to answer them. • For the skills aspect, practise questions over and over to get the structure in your head. You can also write flash cards with step by step instructions of how to answer the question to help get the structure in your head. • I wrote out how I could tackle the evaluate the usefulness question (using COWPAT) so I knew what I could say for author, purpose or time before I entered the exam. E.g. Time after the event means they have the benefit of hindsight, time during the event means they're a key primary witness who experienced events first hand. • Colour code and separate your notes by topic! If you struggle to remember what has to go in each question and what you have to know for each topic, have a clear and visual distinction of them helps to get it in your head.

Modern Languages	• Familiarise yourself with the language – watch films and listen to songs in the language in your spare time. • Do all past papers that are available to you and repeat them twice to check for improvement in your scores. • After completing a past paper, take a note listening print of the transcript of the recording and highlight any words in the passage that you didn't know, don't understand or lost you marks and learn them. This will help to increase your vocab and level of understanding overall. • Revise the tenses you have been learning in class on a regular basis.
English	• Close Reading – practise, practise, practise! The skills might seem hard at first but the more familiar you become with then, the easier you'll be able to identify them and analyse them. • Textual analysis – write out your own notes so it makes sense to you. Be sure to list key events, symbols and themes which might come up. • • Essay – try to write up your essays in class and have your teacher mark them. Once you have enough essays marked that are to the standard you want, start learning them slowly so you'll be able to answer them in the exam. It may seem scary but it's do-able. If you need any help - ask us!
Modern Studies	• Use the hand-outs given to you in class! They contain model answers that are exactly what the SQA are looking for in your answers and you can use them in class test and final exam. • Listen and pay attention in class, although you may not be taking notes you are being taught so much about the content just through conversation with your teacher. • Copy out and practice writing answers to both knowledge and sourced based questions so that you can work on your timing. • Do sourced based questions, these questions will take up the most amount of time in the exam and will be worth the most amount of marks, use the hand-outs given to you in class that will give you lots of questions to do with model answers to help keep you on the right path.

	• Keep up with current events, the more knowledgeable you are about your topics the better your answers will be as you can give recent real life examples in your answers. • Since timing is such a key element in your final exam you should practice sitting a full past paper preferably 2018/19 so you can practice a full paper under timed exam conditions.
Art	<u>Practical</u> • Stick to deadlines given by your teacher as this will help you build up to the finalisation of your portfolio in good time. • Sometimes it is better to work backwards when you have a fixed prompt and idea in mind. For example, complete your final piece first and work backwards towards the development stage. • Take a look at previous portfolio examples online and in class to give you an idea of how everything flows. • Attempt to use as many different medium as you can in earlier stages of your expressive folio even if you aren't as confident in them as the markers will prefer that to just sticking with one or two. • Use different types of paper to make your artwork stand out on a particular medium. • DO NOT think that your evaluation is unimportant as it can help you gain easy marks if done correctly. • Draw as many different compositions to show the marker you can draw from all different angles and perspectives. • Create as many samples for your design folio so that you can fill up and decorate it to make your folio stand out. • Make sure the marker can CLEARLY see the inspiration of your final design, and make sure that everything flows throughout linking with your starting point.

	<u>Written</u> • Use the Understanding Standards website to see what kind of responses are valid and invalid and to see how many marks would be awarded for certain points. • Memorise the points for your chosen designer(s) and artist(s) as these are easy marks you are guaranteed to get if you just memorise them before the exam. • Analyse random or selected paintings/designs with a few predicted questions to prepare yourself for any type of question that could potentially come up in your exam. • Answer the questions that you know first (e.g. question 1 and 7) so that you can get them down quickly and so that you don't forget them.
Maths	• Practice, practice, practice! Maths is all about doing questions over and over again. • Use an evidence jotter to keep all your revision in one place and show you how much you've done and how much more you should be doing. • Do as many past paper questions as you can, work out which questions you've covered in the course so far and do them all, and update throughout the year as you cover more of the course. • Mark every past paper that you do! This will give you an idea both of improvement as you do more and more past papers, and show you which questions you are struggling with. • Ask your teacher for questions on the areas that you have discovered you are struggling in and do these before returning to past papers.

Business Management	<u>Written</u> • All you have to do learn your notes off by heart! • Memorise key examples to help you remember the definition of a certain word. • Use acronyms to make it easier to memorise points. • Make sure you are 100% sure that you know how to answer questions according to their command word (e.g. explain, describe, compare etc.) • Past paper questions are a good way to put your knowledge into model answers and a good way to identify your areas of strength and development. • You should also time yourself when answering past paper questions to ensure you are on track. <u>Assignment</u> • Use trustworthy websites when gathering information (e.g. do not use Wikipedia) • Choose a well-known business so that it is easy to gather information. • Choose a business that you use/go to most often so that you can access it easily when doing field research. • Look at examples to get an idea of what do put in. • Use the SQA website for the structure of the assignment; it gives examples of how to answer each part.
Geography	• Make sure to highlight and summarise notes e.g. formations and model answers to questions that come up frequently. • Summarising notes really did help me to remember the different formations and the course altogether. Use and create flashcards for each topic or for what you need to remember, so you can keep them handy. • Find out what you are struggling with and focus on that topic e.g. practice exam questions and cross over with the SQA answer, ask the teacher to go over the topic again. • Keep reading over notes and make sure that you understand them, it really does help you remember in the long run, rather than trying to cram information.

	Go to the supported study if there are any, it can really help with any questions you may have or really focus on what you don't understand, you can get one on one time with the teacher which is rare in class time.
Science	- Make up your own notes which summarise class notes. This really helped me remember key facts. - Make flashcards and ask someone to quiz you. - Go to supported study if you can to practise the problem-solving questions. - Do all the past papers! This gives you an idea of the specific wording you need to use in your answers to get the marks. - For chemistry, ensure you know how experiments such as making a standard solution or titrations work as these often come up in the exam. - For physics, practise calculations again and again. - Revise notes on one topic, create your own notes, learn them and then do past paper questions on that specific topic
PE	<u>Theory</u> - Learn the structure on how to answer each question. - Make better notes for yourself by making flashcards on each topic. - Study and revise notes on each topic and get someone to test you. - Attend supported studies if you are unsure about anything, it will really help you if you are struggling on specific areas. - Time yourself answering a question.
Media	<u>Section 1</u> - Make a mind map for each of the key aspects (CARLIN) for each text you have studied. Highlight key points and read them over so that you have memorised info for each aspect which could be asked about in the exam. - Write out model answers for different questions and get them marked so you have an idea of the length and

	quality you'll need to produce in the exam. <u>Section 2</u> • Create a mind map of all the potential features of the film posters that you could analyse under each key aspect – for example under an institution heading, you could put release date, production company, casting etc. • Practice looking at multiple posters and making plans of the minimum five features you could analyse in the poster. • Practice timed questions and get your answers marked, giving yourself the approximate time you would have to complete the question in the exam and seeing how many marks worth you can write in that time.
Music	• Practise your chosen instruments every day for at least 15 minutes. • Revise your notes and learn your definitions and get someone to test you or test yourself. • Do past papers on listening from the SQA website.
Drama	• Refer to teacher of subject for best techniques.

Useful Websites:

BBC Bitesize Revision: <https://www.bbc.co.uk/bitesize/levels/z6gw2hv>

Scholar: Access through **GLOW** or <https://scholar.hw.ac.uk/>

SQA Past Papers: <https://www.sqa.org.uk/pastpapers/findpastpaper.htm>

Bright Red Study Zone: <https://www.brightredbooks.net/subjects/>

Most importantly speak to your teachers as they are there to support you!