

STUDY SKILLS



Introduction

The word "studying" can bring many young people a feeling of dread or worry. This booklet is designed to provide you with some hints and tips to help you develop a study plan that will lead to success!

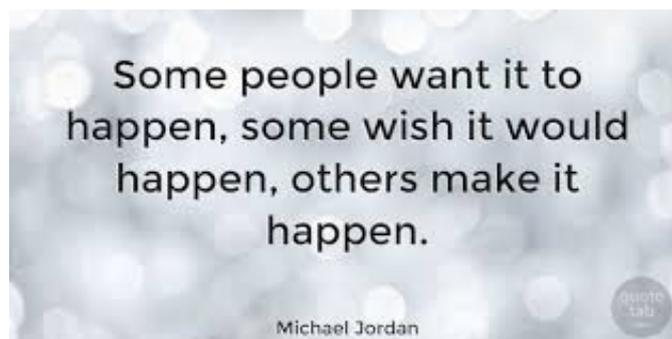
What is "Studying"?

Studying goes beyond completing tasks set by your teachers. It is when you pro-actively revise previous work to consolidate your knowledge.

It is never too late to begin studying. If you start to put the hard work in early, you will start to notice the benefits quickly!

The key to success is **time management** and **skills development**

However, there is no magic formula or quick fix. Your success comes down to how much effort you are willing to put in!





The First Step - Planning!

Before you can begin studying, it is important to make a plan.

- 1** Start by considering which subjects you need to study for and take a note of key dates for important assessments and exams
- 2** Identify other commitments you may have (part-time job, sports, Scouts etc)
- 3** Use the above information to create a study timetable. Your Guidance Teacher or Mentor can provide a template for you to use. Print this and have it visible in your study space!



Study Timetable Do's and Don'ts

-  **Be realistic - create a plan that you can actually stick to.**
-  **Break down each subject into mini topics - this will make it feel less daunting**
-  **Allow time for social activities - continue to attend your normal clubs and activities as a way to relax and recharge**
-  **Have a clear focus - know what you'd like to achieve in your revision session (i.e. finish Section 1 of this past paper or revise chapter 3-5)**
-  **Don't prioritise subjects just because you enjoy them or find them easier - spread your time well and focus on areas you need to improve!**
-  **Don't schedule hours and hours on end of studying one thing - split your time into manageable chunks**
-  **Don't procrastinate - stick to your timetable and enjoy your downtime knowing you've achieved something**

Creating Your Study Space

Whether it is in your bedroom, kitchen or dining room, it is important to have a suitable space to study. Everyone has their own individual circumstances, but even a quiet corner can make a good study space. Find an area at home where you can sit comfortably and focus. Try to make it separate from your relaxation space - ideally away from a TV screen or other distractions!

Try to limit distractions from TV, phones and music - play calming playlists if you need some background noise!

Have a separate folder/box for each subject, and organise by topic

Organise your study space and keep it tidy!



If possible, have a copy of your study timetable pinned up to remind you of your schedule

Ensure you have any resources you need available (pens, rulers, calculators etc)

What Is Your Learning Style?

Everyone learns differently. It is important to identify your preferred learning style before you begin to study. This will allow you to choose study methods to suit your own learning preference and style.

There are 3 main learning styles...

VISUAL



Visual learners like to learn through seeing. They may prefer to copy notes to see things visually, perhaps re-writing and re-drafting in their own words. The use of picture and diagrams help them to learn and memorise.

AUDITORY



Auditory learners like to learn through listening. They would prefer listening over reading a textbook, or hearing the instructions for a project instead of figuring it out hands-on.

KINESTHETIC



A kinesthetic learner learns by "doing". They remember things that they have had the chance to try out themselves the most. They may also like participating in active activities.



Scan the QR code to complete a quiz to find your main learning style!



STUDY STRATEGIES (1/4)

Now you know what type of learner you are, it is time to start trialling different study techniques! You will quickly begin to realise which strategies suit you best - and you can then stop saying "I don't know how to study!"

Ever-decreasing notes



Instead of just copying out notes endlessly, try and make your notes shorter each time to write them out – you should end up with just key words that remind you of all the information you need to know

Make mnemonics



Mnemonics can be used to help you remember something like a rule, equation or a short list.

E.g. for trigonometry, **A**dd **S**ugar **T**o **C**offee

Look and Cover and Write and Check (LACAWAC)



Firstly, read the information, then cover it up (with a piece of paper). Then write it out from memory and check if you got this right or not!
VERY useful when learning definitions or quotes.

Highlighting



Going through your jotter/notes to highlight key words. This helps identify important points for revision. For example, use yellow for definition, green for advantages and pink for disadvantages.



STUDY STRATEGIES (2/4)

Now you know what type of learner you are, it is time to start trialling different study techniques! You will quickly begin to realise which strategies suit you best - and you can then stop saying "I don't know how to study!"

Flash cards



Using flash cards can help with information recall. Write a term on one side and the definition/key points on the other. Ask a family member or friend to test you, and separate out the cards you need to continue to revise. Try quizlet.com to create electronic flash cards.

Mindmapping



Mindmaps are like detailed spider diagrams. Information can be written on "branches" of the mind map as a way of connecting information together. Colours can be used to distinguish between different groups on a mind map to remember them easily. Try mindup.com for digital maps.

Post-it notes



Put post-it notes of key facts where you will see them most – on the back of your door, on a wall or beside your desk. Use different colours for different subjects/topics. Post-its are easy to move around, and rearrange when required

Do a timed test / Past paper questions



Write some questions to test your knowledge on a topic (or use existing past paper questions). Use the timer feature on your phone to set a time limit - and stick to it! This is a great way to improve your time management skills ahead of an assessment or exam.



STUDY STRATEGIES (3/4)

Now you know what type of learner you are, it is time to start trialling different study techniques! You will quickly begin to realise which strategies suit you best - and you can then stop saying "I don't know how to study!"

Record yourself



Try recording yourself reading some notes using a voice recorder app. You can then listen back to your notes anywhere, anytime! For example, on a bus or at night.

Teach a friend



Get together with some peers. Each take a topic and create a short quiz (with solutions!). Take turns to ask the questions. At the end, review your answers and "teach" the topic to any friends who have not scored points.

Write a song/rhyme



Try to write a memorable rhyme or put key information to a familiar tune... there are some fantastic versions on YouTube of people doing this! For example, Periodic Table Song.

"Pull it out the bag"



Write some key terms about a subject on individual pieces of paper. Put these into a bag or hat. Pull out a term and see how much you can say/write about that key term - you could even do this in a group with friends!



STUDY STRATEGIES (4/4)

Now you know what type of learner you are, it is time to start trialling different study techniques! You will quickly begin to realise which strategies suit you best - and you can then stop saying "I don't know how to study!"

Retrieval practice quizzes



Regularly testing what you know is a powerful tool in revision. Websites such as Quizlet and Quizizz allow you to use or create your own quizzes based on topics. This is a great tool for identifying gaps in your knowledge to revise.

Transform it



Creating graphic organisers can be a great way of "transforming" your notes into visual revision notes. You could create a flow diagram to show how you would structure an exam answer or go through various steps of a process. .

Traffic lights



Do a past paper and then mark it honestly. Write down any questions you got wrong in red and then write the correct answer in green and revise this particular topic.

Role play



Some subjects may require you to learn about sequences of events or arguments. Act these out with a friend or create a comic strip that goes through each element of the sequence.



Exam/ Important Assessment Tips



The Night Before

- Double-check the date, time and location of the assessment
- Ensure you have all of the equipment you need - pens, pencils, ruler, calculator, highlighter, SCN card
- Have a brief look over your revision materials - do not leave all of the studying until the night before!
- Get a good sleep - this is important for you to be focused!

On the Day

- Get up in plenty of time and eat a healthy breakfast
- Make sure you are at school on time to avoid rushing around
- Double check the time and location of the assessment (and if required, your seat number)
- Try not to let other people panic you - have belief in your own abilities, knowing you have studied!
- Switch off your phone and make sure you have somewhere to keep this during the assessment (i.e. in a bag)
- Ensure you have a watch on or can keep an eye on the clock in the room
- Keep calm, reading each question carefully. If you do not know the answer to a question, try not to panic and move on. You can always come back and try again later.
- Ensure your work is neat and legible.
- Ensure your final answers are clear, scoring out work you do not wish to be marked.
- Don't leave the exam hall early - use all available time to check over your answers and add additional detail.



Health & Wellbeing

The lead up to exams can be a stressful time. It is only natural to feel the pressure of upcoming assessments, and some young people find it more difficult than others. It is so important that you ensure you look after yourself mentally, physically and emotionally.

Here are some tips for looking after your health and wellbeing...



**Try to eat
healthily**



**Keep active and
get fresh air**



**Avoid caffeine
energy drinks**



**Have a good
sleep routine**



**Take some time away
from digital devices**



**Have a catch-up
with a friend**



If you would like to talk to
someone,
scan this QR code for the
Clydeview Wellbeing Check-in



Useful Websites

- BBC Bitesize - www.bbc.co.uk/bitesize
- SQA Website - www.sqa.org.uk
- Scholar - <https://scholar.hw.ac.uk/>
- Young Minds - www.youngminds.org.uk
- BrightRed - www.brightredbooks.net/subjects/
- E-sgoil - e-sgoil.com
- Achieve - achieve.hashtag-learning.co.uk
- Via Glow, you also have access to:
 - Microsoft Office package - Word, PowerPoint, Excel etc
 - OneDrive to electronically store files
 - Microsoft Teams to access class materials
 - Clickview video library
 - WestOS video library



Study Strategies by Subject

Use this grid to tick the study strategies recommended for each of your subjects

Write each subject here → Subject						
Ever-decreasing notes						
Making mnemonics						
Look and Cover and Write and Check						
Highlighting						
Flashcards						
Mindmapping						
Post-it notes						
Do a timed test/past paper questions						
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Role Play						

Study Skills Week Tracker



Use the space below to log information given by your class teacher for each of your subjects.

Subject:

Subject:

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