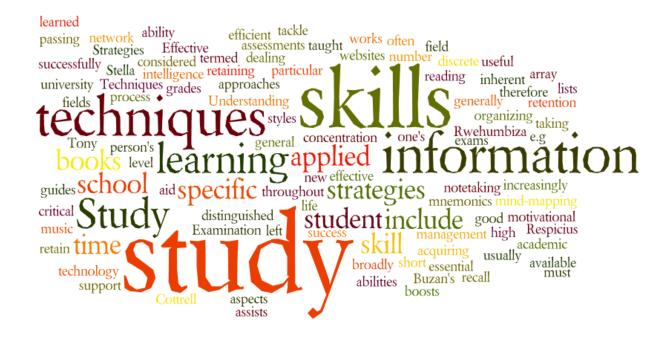


# SENIOR PHASE STUDY SKILLS BOOKLET



## **Senior Phase Assessment Timeline**

Timeline for assessment showing which months are being used for:

- formal assessments in all subjects
- where classwork will be used for possible SQA evidence



#### 2020 - 2021

Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April
Classwork/ Additional SQA Evidence	Classwork/ Additional SQA Evidence	Classwork/ Additional SQA Evidence	Classwork/ Additional SQA Evidence	Assessment Week	Classwork/ Additional SQA Evidence	Classwork/ Additional SQA Evidence	Assessment Week	Classwork/ Additional SQA Evidence
		Tracking Report			Full Report			Tracking Report

### **Study Skills**

"I know I need to revise, but I don't know where to start.



"No matter how many times I read this page, I don't seem to be able to remember it."



"I always get stressed out about exams."

Have you ever felt like this?

Don't worry, lots of people face these sorts of problems when they are trying to study and there's lots of help and advice available to help you overcome these difficulties. On this page you'll find links to resources to help you learn how to learn.

Remember that if you are struggling with a particular subject you should talk to your class teacher about it and explain what you are finding difficult. It's important to remember that if you are feeling really stressed out about any aspect of school work then it's time to talk to someone about it and get some help.

#### **Useful Websites**

- If you're sitting National Courses or Highers, you'll find the exam timetable, and 'The Arrangements' (course requirements) for each individual subject on the Scottish Qualifications Authority's (SQA) website. www.sqa.org.uk
- Another good place to start is the Revision and Skills page on the BBC website. It has
  sections on Revision, Exams, Skills (e.g. tips on doing Research and on giving Presentations),
  and Stress & Health. http://www.bbc.co.uk/scotland/learning/studyskills.shtml
- Quizlet quizlet.com Ready-made study cards are available in many subject areas as well
  as study diagrams. This app can be downloaded onto your phone to make up revision Q & A
  which you can access easily. Study cards can be shared among friends which can help share
  the workload within study groups. https://quizlet.com/en-gb
- Revision tips and revision games available on BBC Brainsmart www.bbc.co.uk/scotland/brainsmart/
- The BBC Bitesize website had this Exam Survival Kit which includes a page on Revision
  Techniques. When you are preparing for exams it is important to plan your study time. The
  BBC Bitesize website also has this Weekly Revision Planner to help you organise your time.
  www.bbc.co.uk/education

#### **Good Study Habits**

#### **Know Your Dominant Learning Style**

Once you have figured out which style of learning works best for you, it will help you determine how to study. Look at the 7 styles of learning poster for ideas. Highlight some ways of learning that may suit you or you may wish to try.

#### **Create and Write Down Realistic Study Goals**

Write down realistic goals that include a deadline. If you do not set up a deadline, you will
not be motivated to do the work on time. Make it an achievable goal to help motivate you

#### Think of the following

- When do you usually study and for how long
- Do you find that it is effective?
- What subjects do you need to focus on or are having difficulty with?
- What grades do you need to have in order to gain an A pass?
- What are your personal commitments and priorities?

# The Successful Student: Creates goals Makes school a priority Finds balance Takes responsibility for their learning Oevelops a study plan Attends class Participates Talks to their teachers Uses family and friends for support Asks for help if needed

#### Make Study Time a Part of Your Daily Routine

- Remember that consistency is key and once you start getting into good study habits, it will become a routine that you will be able to maintain throughout the school year.
- Check your schedule for the week or month, and consider your personal commitments: must-attend activities and appointments. Identify available time and then stay committed to your study schedule.

#### **How to Structure Your Daily Study Routine**

- Do an additional 1-3 hours of personal study (with breaks) to reflect and review notes on lessons. Repetition will help you remember what you learned more clearly.
- Start with the difficult topics and subjects first, so that you do not put them off until a later date.
- Schedule study sessions in 2, 30-minute to 1-hour blocks and be sure to take short 5- to 10-minute breaks in between to revitalize and be ready for more learning.
- Prioritise your assignment dates: write down every assignment or task when you first hear about it instead of just "remembering" it.
- Include important details such as page numbers, due dates, test dates, pointers, or anything else that might be helpful when writing assignments down.
- You can use colours to colour-code your subjects, projects and even teachers. You can also use different coloured pens, highlighters, sticky notes, folders and labels.

#### **Establish a Study Zone**

- Establish a study zone. Some people like quiet places, others will need a little bit of background noise. Get rid of all distractions. Don't choose a place where you will be tempted to watch TV, check in with your smartphone etc
- Make sure you have the necessary items with you when you study. You'll need a desk / area that's big enough to spread your books, laptop, paper and supplies.
- It's best to find not just one place to study, but at least 2 or 3. This way, you will have a backup plan in case your main study area can't be used. Remember we can always find you a space in school.
- Choose to study offline as much as possible. There are way too many distractions that are
  only a click away. If you need to check something, write it down and check it after your study
  session.

#### **Take Great Notes**

- It's important that you develop your note-taking skills so that, when you review them, they are beneficial and will help you study and remember important information.
- Remember that you don't need to take notes of *everything*! Only write down what is important; if the teacher keeps repeating something or has written something down then, you should take note of this.
- Your note-taking style might also depend on your learning style like we mentioned above.
   Perhaps you might need to draw little diagrams in your notes if you are more of a visual learner.
- Another fun way to remember things is to use mnemonics for better memory recall. For any
  type of list, steps, stages or parts you can use mnemonic devices to help you retain
  information. Mnemonic types include: music, name, expression, rhyme, spelling etc..

#### **Review Your Notes**

 Before and after your study sessions, you should always skim your notes from the recent lesson or topic you studied before starting on a new one. Reviewing your notes once before going to bed will also help to cement new knowledge into your brain.

#### **Consider Joining a Study Group**

• If you are a social learner then you should consider joining a study group. Study groups can help you remember class material better. You can ask questions to clarify difficult points, and hear questions that others have that may be beneficial for you to know the answer to.

#### **Get Enough Sleep and Rest**

Good study habits require you to be fresh and sharp. A good night's sleep is as effective as a night cramming for a test could ever be.

#### **Create a Daily Study Timetable**

- Make sure you track your grades along with your study hours and lesson notes to see if your new studying techniques are helping.
- Remember that throughout school, work and life, you will always need to be learning something. When you have set up the proper studying techniques and note-taking skills, you are giving yourself one of the greatest gifts possible, the ability to learn.

# THE 7 STYLES OF LEARNING

#### **VISUAL (SPATIAL):**

You prefer using pictures, images, and spatial understanding.

- Use images, pictures, color and other visual media to help you
- Use color, layout, and spatial organization in your associa-tions, and use many 'visual words' in your assertions.
- Replace words with pictures, and use color to highlight major and minor links

#### **AURAL (AUDITORY-MUSICAL):**

ou prefer using sound and mu

- Use sound, rhyme, and music in
- your learning

   Use sound recordings to provide a background and help you get into visualizations
- When creating mnemonics or acrostics, make the most of rhythm and rhyme, or set them
- to a jingle or part of a song

  If you have some particular music or song that makes you want to 'take on the world,' play it back and anchor your emotions and state

#### **VERBAL (LINGUISTIC):**

You prefer using words, both in

- eaking and writing
- Make the most of the word-based techniques such as assertions and
- scripting
   Record your scripts using a tape or digital audio recorder (such as an MP3 player), and use it later for
- When you read content aloud, make it dramatic and varied
- Try working with others and using role-playing to learn verbal exchanges such as negotiations, sales or radio calls

#### **SOLITARY (INTRAPERSONAL):**

- You prefer to learn alone using self-study
  Align your goals and objectives with personal beliefs and values Create a personal interest in your tonics
  Your State of the Property of the Property State of the Property Stat
- Create a personal mountained topics
  When you associate and visualize,
  When you associate and visualize,
  highlight what you would be thinking
  and feeling at the time
  You drive yourself by the way you see
  yourself internally
  Modeling is a powerful technique for

- you
  Be creative with role-playing
  Your thoughts have a large influence
  on your performance and often safety

#### SOCIAL (INTERPERSONAL):

You prefer to learn in groups or with other people

- Aim to work with others as much as possible
   Role-playing is a technique that works well with others, whether its one on one or with a group of
- Work on some of your associations
- and visualizations with other peop Try sharing your key assertions with
- Working in groups to practice behaviors or procedures help you understand how to deal with

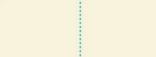
#### LOGICAL (MATHEMATICAL)

You prefer using logic,

- behind your content and skills
- Create and use lists by extracting key points from your material
- ember association often works vell when it is illogical and irrational
- Highlight your ability to pick up systems and procedures easily
   Systems thinking helps you understand the bigger picture
   You may find it challenging to

- change existing behaviors or habits
   If you often focus from analysis paralysis, write 'Do It Now' in big letters on some signs or post-it





#### PHYSICAL (KINESTHETIC)

You prefer using your body, hands and sense of touch.

- Focus on the sensations you
- would expect in each scenario For assertions and scripting, describe the physical feelings of
- Use physical objects as much as
- possible

   Keep in mind as well that
- writing and drawing diagrams are physical activities

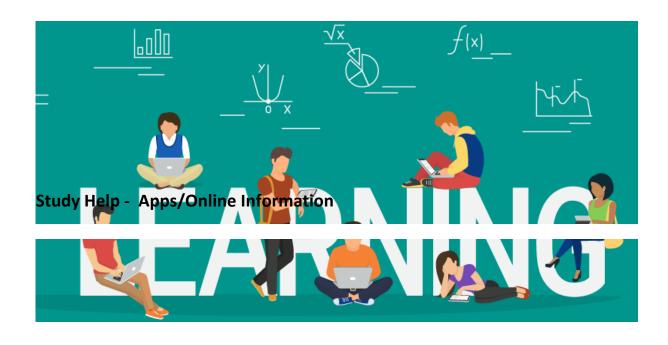
  Use role-playing, either singularly or with someone else, to practice skills and behaviors

#### Remember - "I'm responsible for my success!"

# The Cone of Learning

sparkinsight.com

After 2 weeks, we tend to remember ... I see and I forget. I hear and I remember. · 10% of what we READ Reading I do and I understand. — Confucius Hearing · 20% of what we HEAR Words 30% of what we SEE Seeing Watching a Movie 50% of what Looking at an Exhibit Watching a Demonstration we SEE & HEAR Seeing It Done on Location 70% of what Participating in a Discussion Giving a Talk we SAY Doing a Dramatic Presentation • 90% of what Simulating the Real Experience we SAY & DO Doing the Real Thing Source: Edgar Dale (1969)



#### Each night – some examples of what you should be doing

#### **Practical**

- ✓ Check you have completed all homework to the best of your ability
- ✓ Make sure you have all the materials you need for the next day.
- ✓ Make sure your bag is tidy and take out, file and store any materials you don't need for now.

#### Study / Revision

- ✓ Take each subject in turn and try to remember what the main points of the previous lesson were check by looking in your jotter, notes, or textbook. Write or type up card, paper.
- ✓ Summarise topics, sections in the way that best meets your learning style mind maps, question & answer cards, tables, lists etc.
- ✓ Go further back and try to remember what you learned in previous lessons. Read over previous chapters, sections, notes.
- ✓ Make a list of things you would like to find out about subject content and haven't asked. Ask your teacher at the next lesson or during supported study classes.
- ✓ Contact your friend and test each other / talk about your learning that day.
- ✓ Use post it notes/ postcards for facts or question/answers. Or make revision cards on Quizlet to have a bank of questions for exam revision.
- ✓ Use pre-prepared Quizlet Q & A for revision.
- ✓ Attend supported study classes during lunchtimes and after school where you can. Starting early will ensure good habits and consolidate new knowledge.
- ✓ Make flashcards posters, post it notes and place these around your room before assessments.
- ✓ Practice questions past papers, previous examples. Perfect practice makes perfect!!
- ✓ Look at some of the useful websites from P1 of this booklet.

Ability
is what you're capable of doing
Motivation
determines what you do.
Attitude
determines how well you do it.



Imagine With all Believe With all Achieve With all YOUP Might.