

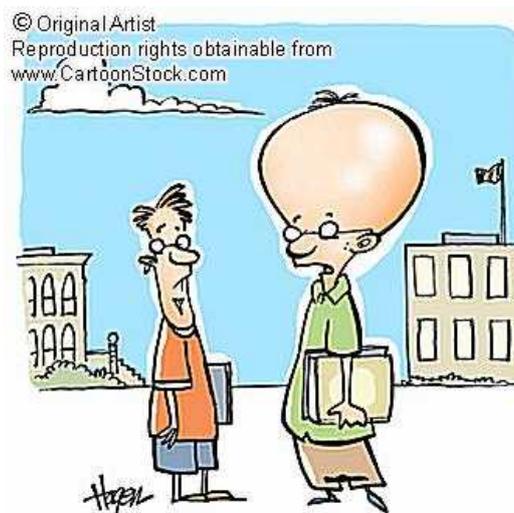


Ivybridge
COMMUNITY COLLEGE

Guide to

Revision

Top Tips and Techniques



I REALLY CRAMMED LAST NIGHT.

Everyone dreads revision, but there comes a time in your life when you have to do it to get where you want to be.

So if you want a good job, a place at sixth form or University you've just got to knuckle down and get on with it!



Remember: Only one person can change your life – **you!**

Motivation and Goal Setting

If you have a vision or a dream, you have a purpose.

If you have a purpose, your energy has a specific focus.

If a professional athlete has no Olympics to aim for what is there to motivate him.



Everybody needs goals and targets, things they want to achieve

90% of successful people set goals and targets

90% of people who feel they have failed did not set goals and targets

Goals must be:

- **Long term** To provide you with a long term vision of what you want to achieve in your lifetime.
- **Short term** To provide you with short term motivation on a daily, weekly or monthly basis.
- **Realistic** Some of the goals you set yourself will be easy; others will be harder.
- **In writing** Goals are not goals until they are written down. Stick a list of your goals on the back of your bedroom door and think about them 2 or 3 times a day.
- **Flexible** Goals are not set in stone. You should be prepared to change and modify your goals along the way.
- **Measurable** Always put a timescale on your goals and work to a deadline, otherwise tomorrow may never come.

Be your own coach

Use the **GROW** model to help you to help yourself

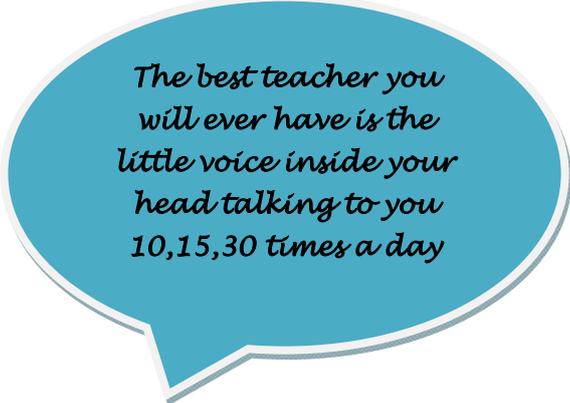
- **G (GOAL)** – What do you want to achieve?
- **R (REALITY)**- What is the situation now?
- **O (OPTIONS)**- What options do you have? What could you do?
- **W (WHEN)**- When will you do it?

Long Term Goal	To be a Doctor
Medium Term Goal	To gain 5 A*-C grades at GCSE
Short term Goal	To ensure that I get a Grade A in my Biology coursework

What do I need to do to reach my short term goal?	When?
Attend extra Biology catch up sessions	24 th /26 th February
Ask my teacher for extra coursework notes	7 th February
Complete and hand in Biology coursework	30 th March

“The final forming of a person’s character lies in their own hands” Anne Frank

Learning Styles



There are 3 main ways in which we learn:

- **LOOKING (Visual)**
- **LISTENING (Auditory)**
- **DOING (Kinaesthetic)**

Most of us use all three, but each of us has a favourite.

<p>LOOKERS</p>	<p>Learn best through pictures, learning maps, diagrams, watching DVD's or live performances. Like to use colour and pictures to make things stand out. Might say "I see what you mean".</p>
<p>LISTENERS</p>	<p>Like to hear things explained, to summarise aloud and record study notes onto MP3 or mobile phone. Learn by repeating things to themselves and making up rhymes or mnemonics to help information stick in their mind. Might say "That rings a bell".</p>
<p>DOERS</p>	<p>Like to get involved, taking part in practical activities and to learn by experience. They have a "hands on" approach to learning e.g. writing French words on post-it notes and sticking them on the item. Might say "Let me see", when they might want to touch the object and explore it with their hands.</p>

It is important to know which learning style you use most so you can play to your strengths. There is no right or wrong learning style, just whatever you feel comfortable with.

"You have to be unique, and different, and shine in your own way" Lady Gaga

Memory Techniques

One powerful technique to learn anything is through **repetition**.

Using **flash cards**, with questions on one side and answers on the other. The more you repeat it, the more the information sinks into your brain.

For example:

World memory champions use some of the tricks and secrets to turbo charge their brains

What is the capital of France?



Paris

Mnemonics

Invent mnemonics to help you remember:

E.g. ROYGBIV (Richard Of York Gave Battle In Vain)

A mnemonic is a simple rhyme or phrase which helps you remember factual information in the right order.

Simply take the letters from the words you wish to remember and use them to make a memorable sentence.

For example:

My Very Easy Method Just Speeds Up Naming Planets (Mercury, Venus, Earth, Mars, Jupiter, Saturn, Uranus, Neptune, Pluto)

- **Rest**
- **Exercise**
- **Variety**
- **Imagination**
- **Structure**
- **Individual**
- **On going**
- **Not too long**

Anything can be turned into a list of words – topic headings in an essay, equipment for a science experiment, landmarks on a journey, names, ideas – then transformed into memorable images linked together.

Use humour, colour, strangeness and movement to make even the dullest of information stick in your mind. It's as if you are having a crazy dream.

Try it yourself!

Create your own image chain to help you to remember the digestive system.

- **Mouth**
- **Saliva Gland**
- **Epiglottis**
- **Oesophagus**
- **Stomach**
- **Liver**
- **Pancreas**

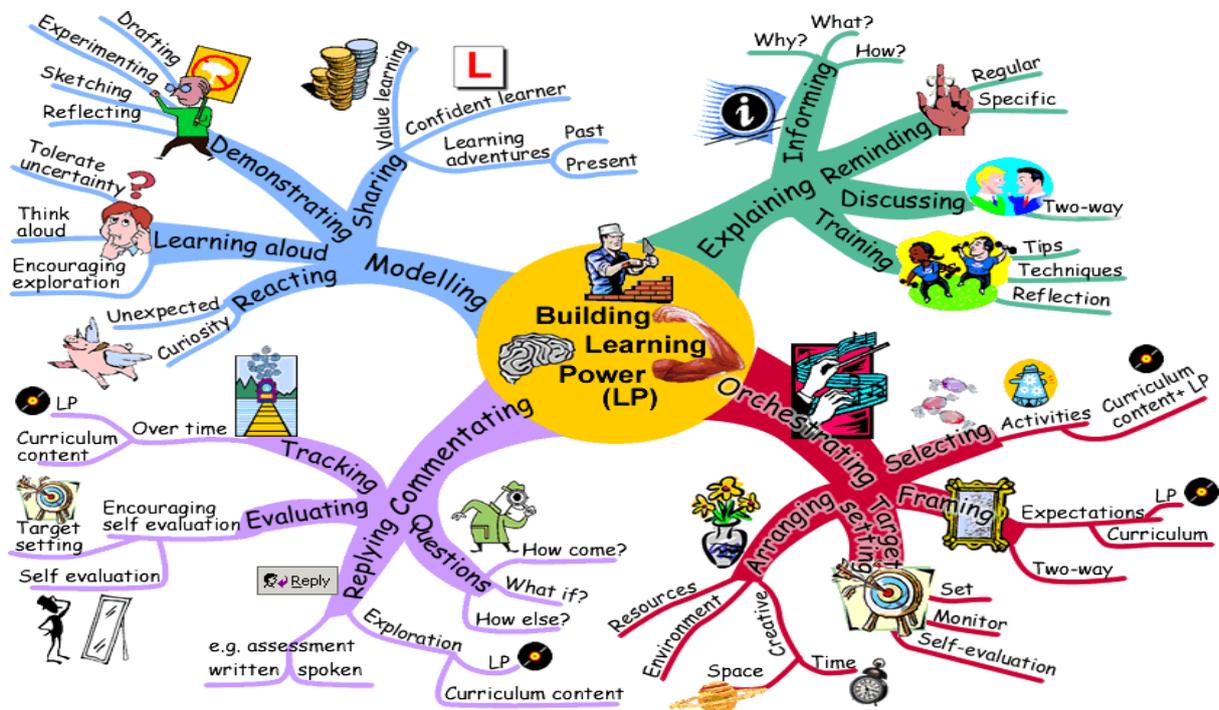
Choose a picture to represent each word, then invent a memorable story, linking them together.

Mapping

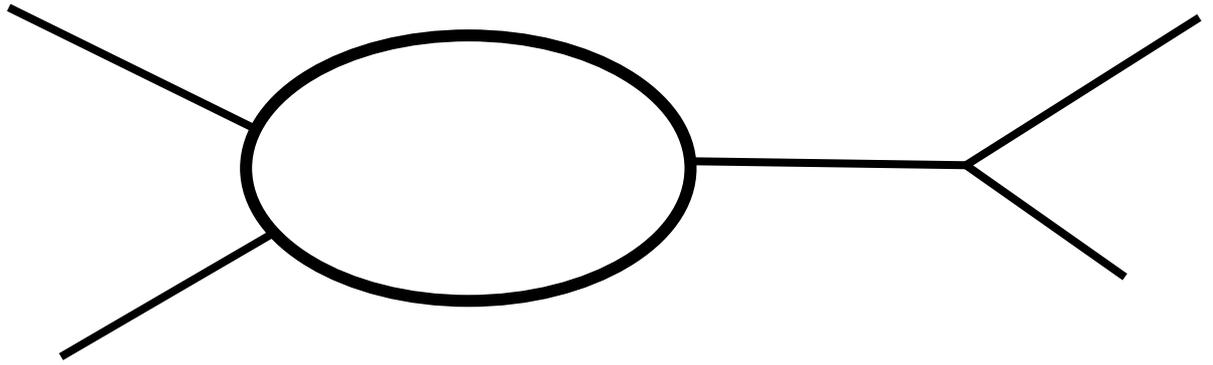
Mapping is a powerful way to remember topic words and facts

Mapping is a brilliant way of organising your thoughts. It can help you with:

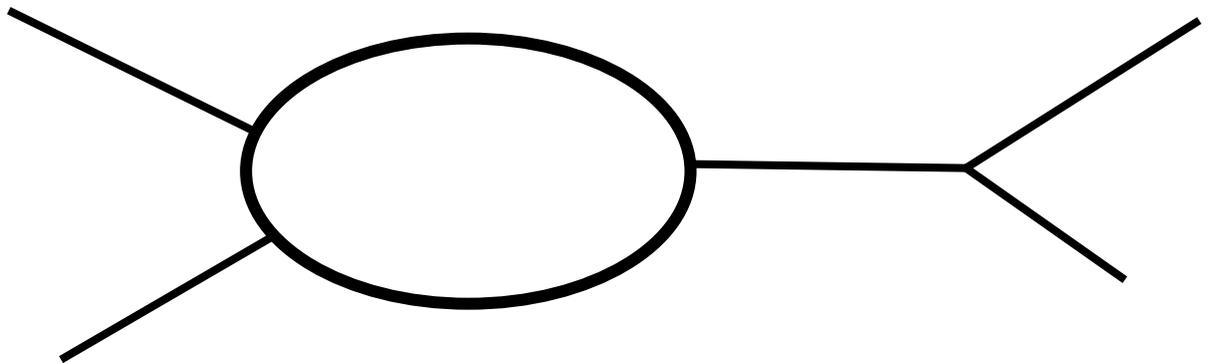
- Note taking during lessons when summarising text
- Explaining
- Problem solving, helping you to see all the issues and how they relate to each other
- Planning, helping you to get all the relevant information down and to organise it more easily (particularly useful for essays)
- Revision, serving as a quick and efficient means of recalling information



Mapping is a powerful way to remember topic words and facts.



It can be useful to help you remember information ranging from the history of the Second World War to why Macbeth committed murder, or the food chain. It is particularly suited to visual learners.



Top 10 Tips on Mapping

1. Start with the theme in the centre of the page and work outwards.
2. Then develop your main idea.
3. Each branch must relate to the branch before it.
4. Use only key words and images.
5. Key words must be written along the branches.
6. Print your keywords to make them more memorable.
7. Use highlighters and coloured markers to colour code branches.
8. Make things stand out on the page so they stand out in your mind.
9. Brainstorm ideas. Be creative.
10. Design images you can relate to which will help your key information.

Learn the mapping techniques as used by the cleverest man on the planet, Albert Einstein

Chunking

Chunking is breaking up a big piece of information into smaller chunks rather like steps in a ladder.

It can be used for numbers and words.

often students use bullet points to break up information.

Bullet points are a great way of fast tracking the key points into your brain

Bullet Points:

- Simple way of remembering key facts
- Read text, highlight key words and facts
- Single out each point with a “bullet”
- Effective method of revision.

Example: Human Body

Many people don't realise that the human body, from the time when modern man first evolved millions of years ago right up to the present day, consists of 206 bones.

Doctors, who specialise in learning about the human skeleton, train for many years to become experts in this field and have to pass a number of complicated exams.

The main organs in the human body are lungs, heart, liver and kidneys. Modern science has enabled surgeons to find out more about the way these organs work than ever before.

Scientists have now established that the human body is a collection of more than 50,000 million cells. Research continues at universities around the world into the working of the human body.

Or

- Body has 206 bones
- Main Organs; lungs, heart, liver, kidneys
- Body has over 50,000 million living cells

Summarising and Comparing

The aim of summarising is to reduce the key points of a text to the smallest number of words, without losing any of the key points. A good summary will reduce the length of the text to approximately 30% of its' original size.

Summarizing your notes will help you to revise more effectively.

Top 10 Tips on Summarising

1. Read the original text very carefully, making sure you understand it.
2. Read it again, highlighting or underlining what appear to be the key points.
3. Consider mapping the points made
4. Consider changing the order of points or grouping some together to save words.
5. Consider turning several similar points into a list within a sentence.
6. Don't copy anything straight out without re-wording it.
7. Don't do only part of a text if the whole text is asked for.
8. Don't do the whole of a text if only certain lines are asked for.
9. Don't include unnecessary detail.
10. Keep it clear and simple. If you end up writing complicated sentences, you're including too much.

Summarising

For example: Climate

Scientist James Black, who was 57 last week, told the BBC today that the earth's surface temperature had risen about 1 degree Fahrenheit in the past 100 years.

Mr Black, who spent 20 years studying climate change at the University of Kansas, went on to state that there is strong evidence that most of the earth's warming over the last 50 years can be attributed to human activity.

He pointed out that as commuters drive to their offices, factories and other places of work each day, the fossil fuels burned as petrol and oil to run cars and trucks as well as heating businesses and homes and power factories are responsible for 98% of carbon dioxide emissions.

or

Scientist James Black said the earth's surface temperature rose by 1 degree Fahrenheit in the last 100 years.

There is strong evidence that human activity over the last 50 years is responsible.

Fossil fuels such as petrol and oil produced 98% of carbon dioxide emissions.

The original article was 119 words long. It can be summarised in 45!

Comparing

When comparing you will need to summarise two or more articles and evaluate the differences between their arguments.

For example, in two articles “for” and “against” boxing, the same or similar scientific evidence may be quoted, but it may be interpreted differently. Your job is to point out the different viewpoints and the bias of each writer.

Top 10 tips on Comparing

1. Read the different texts very carefully making sure you understand them.
2. Read them again, **highlighting** or underlining what appear to be the key points.
3. Organise them so that you can see and compare similar points that are made but which are argued from a different viewpoint.
4. Watch out for the differences which should also be commented on.
5. Think about the writing styles used by the authors.
6. Pick up on individual words or phrases within the texts if you think they have been used for a specific purpose.
7. Consider using the mapping technique. Make a map of the first article and then use the same structure to make a map for the second and subsequent articles.
8. Compare similar points from each article together, a pair at a time.
9. Remember to focus on the question asked.
10. Don't just do it straight away. Good planning makes the final essay easier to write.

Revision Tips

- You will need to have a life whilst you are revising, so plan it so that you get the right balance between work and play.
- Build up a “Revision Pattern”
- Make a Revision timetable
- Try not to revise more than two topics a day.
- Little bits revised often, works better than big bits revise once.
- Vary the subjects to keep you interested and motivated.
- Try to revise related subjects
- Make links between them.
- Use workbooks, revision guides, Frog and past papers.
- Reading the questions properly
- “Brain Dump” keywords as you read the question.
- Sketch answers and underline keywords.
- Answer the question asked...not the question you wish they’d asked.
- Look after yourself! Eat properly and get a good nights sleep

*Low stress
High success*

Stress Management

Stress is a very natural and important part of life. We all need stress but not too much or for too long. Stress helps keep us alert, motivates us to face challenges, and drives us to solve problems.

However, distress, on the other hand, results when our bodies over-react to events, leading to a “fight or flight” reaction. If we think something is scary or worrisome, our bodies react accordingly.

Top 10 Tips on Stress Management

1. Learn to relax. Take “mini-breaks” throughout the day. Work at relaxation techniques, such as taking slow deep breaths.
2. Get organised. Having a realistic schedule of daily activities, including time for work, sleep, relationships and recreation.
3. Exercise. Physical activity always provides relief from stress. Half an hour of sport or even a short walk can do the trick.
4. Recognise that you can only do so much in a given time. Try to pace, not race.
5. Talk to friends. Talking and meeting with friends and sharing feelings and thoughts can be helpful in reducing stress.
6. Make a list of things that are worrying you- then your brain will stop bringing them forward all the time.
7. Make sure you are in a calm, positive mood before studying.
8. Don't become overtired by forcing yourself to work late. Your ideal sleep time is about 8 hours sleep a night.
9. Make sure you eat sensibly and have a balanced diet.
10. Talk positively to yourself. Don't pay attention to that internal voice saying you can't do it; tell yourself you can do it and you will do it.

Time Management

*Don't just
spend time,
invest it*

Managing your time will help you become more effective and successful in the way you run your life.

Top 10 Tips

1. Make your timetable well in advance and be realistic, particularly as to how long tasks will take.
2. Mixing difficult tasks with easier ones will help you to keep your timetable. Place difficult tasks in the “best” slots.
3. Have deadlines and stick to them. Don't set deadlines you cannot meet.
4. When you start a piece of work, try and finish it at the time. Otherwise you will waste time when you restart, trying to work out where you were and what you were going to do next.
5. Don't put off tasks that you don't want to.
6. Do not put off dealing with things that are unimportant.
7. If possible, share tasks or use the expertise of others who can help.
8. Learn to say “no” to interruptions without feeling guilty.
9. Break down your work into manageable chunks.
10. Review your “free time”, eg, if you travel by bus or train, could you use the time to read notes....

Revision Tips and Exam Preparation

Top 10 Revision Tips

An odd hour of revision here or there is not enough!

1. **Short spurts** of revision (20-25mins) are most effective. Your concentration lapses after about an hour and you need to take a short break (5-10mins).
2. Find a **quiet place** to revise – your bedroom, school, local library and refuse to be interrupted or distracted.
3. Make sure you don't just revise the subjects and topics you like. Work on the **weak ones** as well.
4. **Make your own revision notes** because you will remember what you have written down more easily. Stick key notes to cupboard doors, mirror frames so you see them every day.
5. **Re-write the key points** of your revision, read them out loud to yourself. We remember more than twice as much of what we say aloud than of what we merely read.
6. **Use different techniques.** Make your own learning maps. Use post-it notes to write key words on, create flash cards. Record your notes on iplayers or mobile phones and listen to them.
7. **Practise on past exam papers** or revision tests online. Initially, do one section at a time and progress to doing an entire paper against the clock.
8. You will **need help** at some stage; ask parents, teachers, or even friends.
9. Try not to get stressed out! **Eat properly** and get lots of **sleep**.
10. **Believe in yourself** and be positive. If you think you can succeed you will; if you convince yourself that you will fail, that's what will probably happen.

“The big secret in life is that there is no big secret. Whatever your goal you can get it if you are willing to work” Oprah Winfrey

Exam Language

*Do lots of
past papers*

It is important to understand the key words used by examiners.

Account for (explain the causes of)

Analyse (divide into parts and describe each part)

Compare (show similarities)

Comment on (explain why)

Contrast (show differences)

Describe (illustrate)

Discuss (give both sides of an argument)

Explain (make clear, give details of)

Factors (the facts or circumstances that contribute to a result)

Give an account of (describe)

Illustrate (show and demonstrate)

Role (a function of something, what part something plays and how it works)

State (express in words)

Summarise (give the main points)

Three Minute Test

A really major way that people lose marks in exams is not by paying attention to instructions. This is a test in which the instructions are very important and quite complicated. Read the whole test **VERY CAREFULLY** before you attempt to answer the questions. You have **THREE MINUTES** to complete the test and it is important that you get someone to time you.

ABCDEFGHIJKLMN**OP**QRSTUVWXYZ

1. Above is the alphabet with one letter missing. Which is it?
2. Find the letter that comes before R.
3. Which letter is exactly half-way between G and O?
4. Find the letter that is two before the one that is half-way between Q and V
5. Which letter is three before the letter that is four letters before N?
6. Using the alphabet above turn the phrase, "The cat sat on the mat" into a code by substituting for each letter the one two places further down the alphabet.
7. What is answer to the question before the one before last?
8. What is the middle letter of the alphabet above?
9. Using the alphabet above turn all the letters into numbers (A=1, B=2, C=3, etc.) How much would the word CROAKED be worth if you added the values of the letters together?
10. Which letter is four letters after the one that is five letters before K?
11. Now you have finished reading, only answer the first question.