

Lincoln High School Revision Handbook 2019

Aim High

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Revision isn't something you do at the last minute!

It isn't learning something new.

Revision is all about consolidating what you do know, filling gaps so that you are surer about it and feel confident about what you have learned.

Effective revision is a study plan which takes place over a period of time.

You need to be revising now: not just for your practice exams (coming up shortly), but also for the real thing at the end of the year.

Get organised.

Successful students are effective in their time management, which enables them to lead a balanced life that incorporates study, work, rest, leisure and exercise. They often achieve their study goals efficiently while meeting deadlines. The following proven strategies will help you to better organise your time, not just during exam preparation.

- **Create a year planner and mark on it**
- Tests
- Exams
- Due assessments
- Social events & family time
- Paid / unpaid work commitments
- Significant personal dates

- **Create a weekly planner**

Do this by making a timetable of your week. You can use the same method as that described for the revision planner.

The advantage of planning regularly is that it allows you to get organised early as this contributes to your doing better in assignments, tests and examinations, throughout the year.

Planning allows you to meet commitments and reduces stress.

➤ **Create a revision planner**

Then, identify times you can dedicate to revision. The “white time” method works well. Basically, what you do is look at your week and find times in which you’re not committed to anything ie. “white time”. In goes the study. Some things can be ditched, or an alternative time can be found in which to do them. Some things are fixed and there’s no changing them. For example, if you have a part time job, your hours are fixed (the same with school). However, meeting up with your friends is more flexible and can be moved around to suit.

The periods in which you are doing something that can’t be changed are blocked out. In the spaces, put in your revision time: decide what your priorities are, what subjects need more time, make sure every subject gets time that is spread across the week. Put in breaks (remember most of us have an attention span of about 30 minutes), meal times and social times. If you are a morning person, do more in the morning. If you are more owl-like, do more in the evening. Set up your timetable to suit you. Stick to it!

Make sure that you also:

- Allocate enough time for each subject, bearing in mind your ability level in each subject and the corresponding amount of time needed.
- Plan short regular breaks of 10 or 15 minutes, which are often enough to refresh you physically and mentally, before the next study task.
- Plan regular rewards for consistent performance. Rewards give you something pleasant to look forward to, and so contribute to self-motivation.

Have a look at the table below:

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
7 – 8am	Getting to school						
8 – 9							
9 – 10	School and lessons						
10 - 11							
11 – 12							
12 – 1							
1 - 2							
2 -3		study		study			
3 – 4							
4 – 5							
5 – 6							
6 – 7							
7 – 8							
8 – 9							
9 – 10							
10 – 11pm							

So, you have got your weekly planner (plan by week, not by month!!). You have sorted out what you will be doing when, so what exactly will you be doing? Revision is not something you do at the last minute, or in a rush. Effective revision is a gradual consolidation of what you have / are learning. Information is something that is absorbed, built upon and developed.

➤ **Other organising techniques**

- Organise systems – create a filing system for your lesson notes by subject and topic; organise your study area and have resources on hand; use colour coding systems; create folders for your Word documents and for different subjects
- Minimise distractions – put up a do not disturb sign; switch off your phone; remove electronic distractions from the room you'll be working in; tell friends and family when you'll be studying; use the school library as an alternative study area.

Your exams are not about what you can simply remember: you will be asked questions that will require you to use what you have learned, often in a slightly different way. You can't just re-write an old essay.

So, what **techniques** can you use?

Go through your notes and look for gaps. Some lessons may have been missed. You might have been gazing out of the window. Fill the gaps by:

- Using the internet to look up topics you seem to have little about
- Using the City Library Q&A phone service
- Asking your teacher for more information
- Using text books & study guides
- Working with a friend
- Attending tutorials
- Using the school library – ask a librarian if you need assistance

- ✓ Sort your notes into sections: re-read them
- ✓ Find past essay questions and write plans for them
- ✓ Write an essay for an essay question your teacher gave you

- ✓ Brainstorm topics - create mind-maps
- ✓ Make mind maps which pick out keywords and fit your keywords together into an overview
- ✓ Write up notes as steps or flow diagrams
- ✓ Write test questions for yourself
- ✓ Use PQRS - a reading technique which stands for: Preview, Question, Read, Summarise, Test.
- ✓ Sit on-line tests
- ✓ Write cue-cards
- ✓ Test a friend and have them test you
- ✓ Explain it or teach it to someone else or create a short film of yourself doing so
- ✓ Follow the tests in a study guide
- ✓ Write up key concepts / formulae
- ✓ Write quotes or keywords onto post-its for key texts or ideas
- ✓ Make up mnemonics - this memory technique is particularly useful if you have to learn something in sequence
- ✓ Find further examples - a good way to check your understanding is to find further examples which demonstrate the point
- ✓ Use colour post-it tabs for characters, scenes, style etc. and annotate your text
- ✓ Create a wall chart summarising all the important pieces of information about a particular topic. Use plenty of colour and space.
- ✓ Use on-line tutorials that talk you through a topic
- ✓ Record yourself reading a section of notes and listen to it regularly

- ✓ Ask your teacher for additional notes to enhance your knowledge and understanding of the topic
- ✓ Refer to your subject area on the school Ultranet for useful revision resources
- ✓ Re-work your notes by condensing them, changing their form or simply writing them out again
- ✓ Personalise your learning by putting things into your own words; adding pictures and colour; using nice stationery; making links to your own experience.
- ✓ Go to www.studyit.org.nz, a free, safe and successful online resource that supports NCEA maths, sciences and English. There are forums where students can ask questions and discuss issues. Study it employs expert teachers who respond to student questions on the forums in the weekends, at night and in the holidays.
- ✓ Recognise what affects your learning - your ability to learn is influenced by things like stress, tiredness, hunger, motivation, your attitude: sort these out and learning becomes easier and more effective
- ✓ Understand the difference between recall and application - exams are more about application and your ability to apply your learning and problem solve.
- ✓ Use what you have learned from SOLO and develop your thinking skills by: inferring, relating, evaluating, comparing, analysing, making deductions and thinking critically.

Revision is active: you need to think about what you are doing. Revision needs to be creative and engaging. If you are bored by what you are doing, try something else: you can't learn anything if you're bored!

➤ **How to learn:**

First think about your learning style. People learn in different ways and it is important to know how you learn best. Are you someone who learns better by being shown and then practising yourself? Are you someone who can learn alone simply by reading? Are you someone who learns better as part of a group? Use techniques, such as those listed above, that support your strengths and learning style.

Increase the variety of learning techniques you use: you will learn more effectively and remember better (and longer) if you study in a variety of ways.

➤ **Tips for reading:**

Make time to read

Read actively by:

Thinking of other ideas or examples that support the author's point.

Thinking of other ideas or examples that challenge the author's point.

Review what's been said regularly.

Make a list of questions using Who, Why, What, When, Where & How.

Underline key ideas, terms or examples.

Keep a glossary of unfamiliar or technical terms.

Summarise, after reading, using your own words.

Read aloud to either someone else or just yourself.

➤ **Note making tips:**

Record only what you don't already know

Record what you think you'll have trouble remembering (names, date, key concepts etc)

Leave space so you can make further notes when reviewing what you have written

Use abbreviation

Use different colours and symbols to emphasise or differentiate points

Use headings and subheadings

Review your notes and transfer them to a different format

Try the Cornell style of note making:

Use this left column for subheadings or concepts	Use this right column for your bullet pointed notes <ul style="list-style-type: none">➤ Cornell use a 2 column table➤ Split page uses columns of equal size➤ Mind maps creates connections from a central idea / character / concept
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Try the Split Page method:

Leave the left column blank for later reviewing, adding page numbers, further examples, quotations	Use this right column for note making, using bullet pointed material or summaries
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If you need help or advice, ask: ask your parents, ask your friends, ask your teachers, ask the librarian, ask the CHCH City Libraries study line, ask your Senior Tutor, ask!

And remember to treat yourself: after a good study period, give yourself a reward (some toast, a walk, some exercise, a coffee, whatever cheers you up). Try treating yourself to some new stationery, use coloured pens and highlighters. Colour coding information helps you to group together ideas or separate them out. And finally, remember to eat well and get plenty of sleep, so you are ready to show them what you're made of 😊

Good luck and happy studying 😊