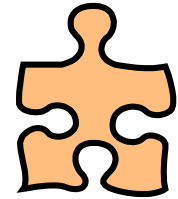


# How to Revise

Parent Information Session

Wednesday 7 March 2018

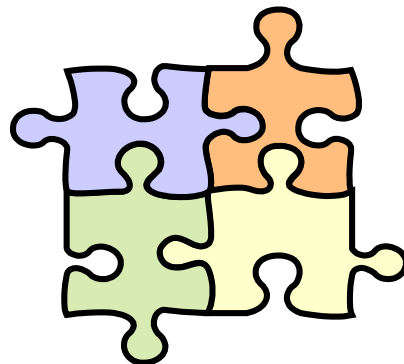
# Revision Notes



"I don't know what's important."

"My notes are useless because I can't make sense of them later."

"I try to write down too much and then I lose the place."



Exam Success

# **Ideas on how to create effective revision notes**

## **Aims**

To enable you to create revision notes that help you recall information and develop a sound understanding of the subjects being studied.

## **Process**

There is no right way to make revision notes just a range of alternative methods. You will use a section of text and create revision notes using a range of alternative approaches. We all learn differently so it is important that you find a style that works for you.

## **Outcome**

You will have the confidence to create your own revision notes that work for you and ensure success in the summer.

## Linear revision notes

- You jot the notes down as the information comes along, starting a new line for each new point.
- You write key words, short phrases or brief sentences.
- You can also use a numbering system or bullet points if you have some idea of the structure of the information.

It might look like this

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Linear notes are the ones you write like this,  
as you would expect, line by line.

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perhaps using bullet lists to:

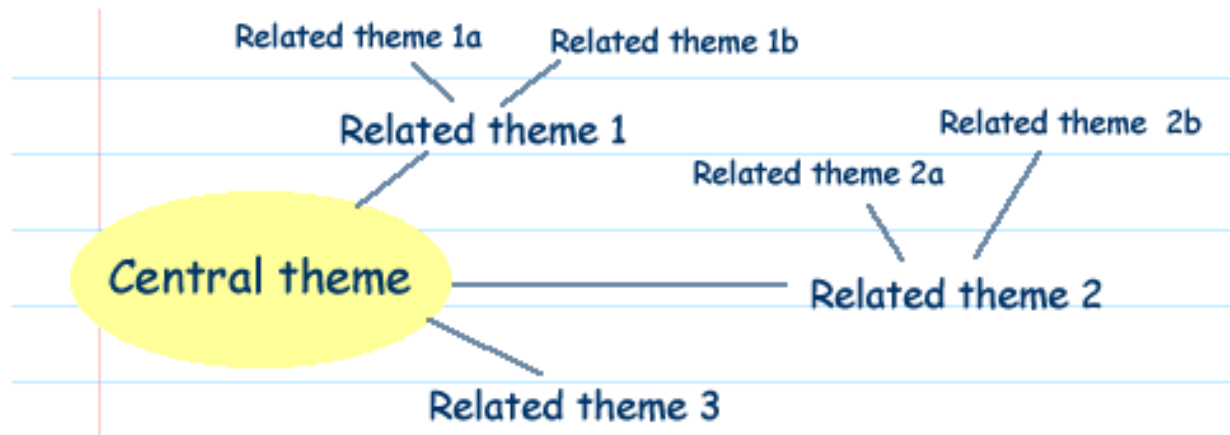
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- highlight
  - key
  - points
-

## Mind Map revision notes

- This will allow you to show how important points are and how different bits of information are connected.
- This will help you organise information.
- Creating a mind map shows the information visually and helps some students make sense of, and remember, the key information.
- They can also highlight any gaps in your understanding so that you can fill them and ensure quality revision notes.

It might look like this



## Table revision notes

- Tables are really useful for comparing things.
- They can be useful for comparing different points of views or for comparing different theories.
- Tables will allow you to look at contrasting bits of information together, instead of having to go backwards and forwards.

It might look like this

Advantages of tables	Disadvantages of tables
Very useful to: <ul style="list-style-type: none"><li>- Compare</li><li>- Summarise</li></ul>	Not the best option for cause and effect

## Voice revision notes

- You could use a voice-recorder or a Voice Memo on your phone to summarise the key ideas verbally.
- This could help you to summarise in your own words what you have read.
- This process of summarising can help you to focus on the main points and select the right words to express an idea.
- Your recordings can be replayed in different situations e.g. listen while you exercise, journey to and from school.



## Mnemonics revision notes

- If you like playing with words, mnemonics might help you to remember lists.
- Use the first letter of each word you need to remember to make a new word – one that triggers off your memory.

It might look like this:

### Example:

Creative thinking in business can be advanced using a five-step approach. These five key things are summarised by the mnemonic: **FARCE**'

<b>F</b>	<b>A</b>	<b>R</b>	<b>C</b>	<b>E</b>
<b>FOUR-WAY THINKING:</b>  The way to break out of rigid thinking is to look at the problem from four different directions (front to back; back to front; bottom up; & top down.	<b>ALTERNATIVES:</b>  Always look for alternatives to the 'obvious' solution. If you stop looking, after finding one answer that seems to fit the problem, you may miss a much better solution. So, brainstorm a problem to try and find at least four alternative approaches to solving it.	<b>RE-COMBINE:</b>  Once you have a range of alternatives, you can then try and combine these to get a number of creative solutions to a problem.	<b>CHOOSE &amp; CONSEQUENCES:</b>  From these combined ideas, what is the best one? And what would be the consequence of choosing it?	<b>EFFECT:</b>  Then you have to try it! You put the idea into <b>effect</b> , otherwise all your hard work will be wasted.

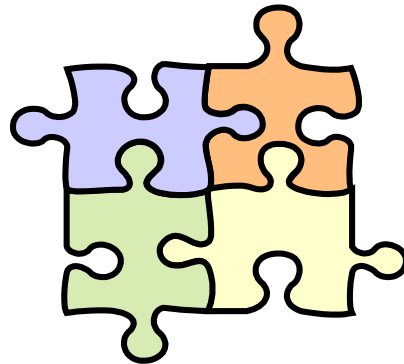
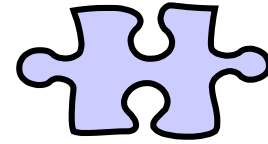


## Revision Notes Tips

- **Make revision notes using your own words.**
- Make sure you can read your notes later. Don't cram too much on one page.
- Use different revision note methods for different purposes, e.g. tables for comparison.
- **Organise your notes so that you can easily find what you are looking for.**
- Title your notes so that you can easily find what you are looking for.
- Always source your notes, book title, page numbers as if you need more information you will be able to go straight to it.
- Review and discuss your notes with at least one other person as many find this helpful with their learning.
- **Have an attempt at creating revision notes and show them to your subject teacher for their comments and advice.**

Plan to have your revision notes completed by the Easter holidays.

# Revision Timetable



Exam Success

# **How do you make a revision timetable?**

## **Aims**

You understand the value of a revision timetable and that you know how to create a plan that is realistic and achievable.

## **Process**

Using your exam timetable place each exam onto the calendar grids. Divide your available time evenly between your subjects.

## **Outcome**

You will have a revision timetable that has the dates of all of your exams and shows how you have planned your time to ensure that you have enough time to revise and prepare for your exams.

## **Revision Timetable**

- A revision timetable is a way for you to structure your revision to ensure that all of your subjects are covered equally.
- Add your exams to the timetable and any revision sessions run by subjects that you are going to attend. To stay organised, use different colours for each subject on your timetable, check to make sure that there is a balance between the colours.
- Your revision timetable should be realistic: you will not be able to work solidly all day. Split your time up and allow quality breaks and rewards. Plan in time with friends and for exercise.
- Create a routine and stick to it.
- Try and mix the subjects that you find easier to revise with those that are harder, avoid creating a day of just hard subjects.
- If you plan to work from 09.00-17.00, then plan to take the evening off.
- Be prepared to say NO to your friends, keep to your timetable.
- You could ask your parents to help you stick to your plan.
- Put copies of your timetable in your bedroom and in common areas of the house so that people from home can help to keep you on task and celebrate when you do.

# Oxted Revision Timetable (during school term)

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
Morning 6-7am	OFF	German	Science	OFF	Geography	Photography
Right after school 3:30-4:30	Maths Period 6	Maths	Photography	Science Period 6	Maths	
Rest 4:30-6:30	x	x	x	x	x	x
6:30-7:30	Media	English Language	Maths	English Language	OFF	Media
7:30-8:30	English Literature	OFF	English Literature	Maths	OFF	
	Structured Study with Staff	"Memory" subjects: German Science Geography	"Working Out" Subjects: Maths English Language English Lit	"Creative" Subjects: Media Photography		

## Oxted Revision Timetable (during Easter Break)

Revision Timetable	Monday	Tuesday	Wednesday	Thursday	Friday	Weekend (at least 4 hours over two days)
9:00-12:00	RE	Science	English Past Paper	Geography	Method Maths Paper	RE
12:00-1:00 Lunch Break	OFF	OFF		OFF	OFF	Re-reading Macbeth and English Lit Text
1:00-4:00	Geography	Re-reading English Lit text		Science	English Revision using guide	
Evening Session 1 hour anytime	Method Maths Paper	English Revision using guide	OFF	Method Maths Paper	Science	Homework and/or Geography
Rest After 9:00	x	x	x	x	x	x
	Longer sessions of revision (timed)	"Memory" subjects: RE Science Geography	"Working Out" Subjects: Maths English Language English Lit "Homework"	"Creative" Subjects: Art Textiles		

## If you prefer a more structured approach... Easter holiday revision timetable

<b>Date</b>	<b>09.00-10.00</b>	<b>10.30-11.30</b>	<b>13.00-14.00</b>	<b>14.30-15.30</b>	<b>16.00-17.00</b>	<b>Option</b>
Fri 30 March						
Sat 31 March						
Sun 1 April						
Mon 2 April						
Tue 3 April						
Wed 4 April						
Thur 5 April						
Fri 6 April						
Sat 7 April						
Sun 8 April						
Mon 9 April						
Tue 10 April						
Wed 11 April						
Thu 12 April						
Fri 13 April						
Sat 14 April						
Sun 15 April						

## May Half term revision timetable

<b>Date</b>	<b>09.00-10.00</b>	<b>10.30-11.30</b>	<b>13.00-14.00</b>	<b>14.30-15.30</b>	<b>16.00-17.00</b>	<b>Option</b>
Sat 26 May						
Sun 27 May						
Mon 28 May						
Tue 29 May						
Wed 30 May						
Thur 31 May						
Fri 1 June						
Sat 2 June						
Sun 3 June						



## **How to ensure concentration on the task**

### **Where?**

Find a fixed place to study (a particular desk/room at home, in the library) that becomes associated in your mind with productive work. All the equipment and materials you need should be within reach and the room should be well lit and ventilated, but not too comfortable.

### **What?**

Remember that its all about being active and focused on tasks. Know at the start of a session what you want to have completed by the end of the period. Make the tasks specific and realistic not vague and unachievable. Being passive is not revising.

### **How?**

Always work with a pen and paper at the ready. Getting started is often the most difficult bit, so start by "doing". Tackle a homework question or writing up revision notes at the start of the session. Begin with a subject you like, move on to other less favoured areas and then finish up with a favoured topic to maintain the interest.

### **When?**

Most people find their ability to focus deteriorates towards the end of the day. Getting revision done earlier in the day aids efficiency and also offers the reward of having time to relax after the work is done. At the weekend and during holidays get up at the same time as you would for a normal school day. Try to keep the same times, if you do then you would have deserved to have the evening off.

### **Why?**

Test your progress at the end of a study session. Ask yourself, "What have I just learned?" Review the material covered in school that day. You need to be able to reproduce this knowledge and demonstrate an understanding without the aid of the book or your revision notes.

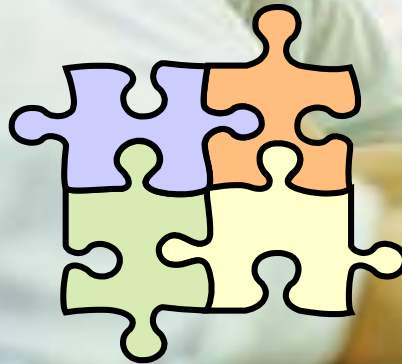
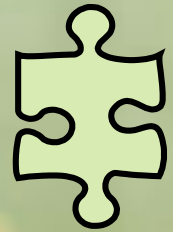
## Effective Study

When you start a session on your revision timetable it is important that you make each one...

- **Active** – Always work with a pen and paper, look for key points, test yourself. Never just sit down and read for a set period. Focus on tasks.
- **Organised** – Always ask yourself at the start of a revision session “What do I want to have completed in this session?” Have a plan for what you want to cover this week and this month. Have an overview of the priority areas in each subject.
- **Aimed at understanding** – Always look to build material into a form that makes sense to you (refer to revision notes session). Link new information with your existing knowledge of a subject. When you understand something, you will have little difficulty in remembering it.

# Exam Techniques

Every subject will have its own techniques for success in their exam. Here are some general Techniques for most exams.



## **The day of the examination**

- Have breakfast before leaving home
- Pick up your equipment and examination number
- Leave in plenty of time, especially if dependent on public transport
- Check the location of the examination
- Check the start time, be there well before hand

## **At the exam**

- Take a selection of differently shaped pens. These can ease the pressure on your fingers and thumbs when writing.
- Take spares - a ruler, rubber, and any instruments you might need.
- Settle in as quickly as possible, and avoid distractions.
- Check the instructions and directions on the exam paper.
- Confirm that the structure is what you expect [number of questions to be answered, time allocated].
- Remember that the time allowed includes the time for reading the paper and preparing answers.

## **Making choices (some papers may have no choices)**

- The easiest approach is to start with your favourite topic.
- This will give you a sense of confidence, and promote your fluency.
- You will also gain marks easily.
- However, you **might** start with a more difficult question, and save your favourite as a 'reward' for later.
- This approach has the advantage that you are tackling the more difficult question in a fresher state.
- Remember that you might have ideas about one topic whilst writing about another.

## **Making plans**

- Make an outline plan or brief notes for your answer(s) in the exam booklet.
- This will create guidance and a reminder to which you can refer whilst writing.
- Examiners may even give you marks for a plan, if your answer is unfinished.
- If possible, prepare brief plans for all your answers.
- You can then add notes or examples as you are going along.

## During the Exam

- Write as much as possible on each question.
- Clear and short answers are better than those which wander aimlessly just to fill up the page.
- If you finish a question early, either think up more to say, or go on to the next question.
- If you go on to the next question, leave a blank space on the page for possible later thoughts.
- Keep an eye on the time allocated for each question.
- If you go over the time you have allotted for a question, be prepared to stop and move onto the next.
- **Remember! It's easier to score the first few marks for any question, rather than the last few marks.**
- Don't panic if there is a single fact you can't answer, come back to it at the end, you will frequently recall it whilst thinking about something else



## **Check your answers**

- Spend the last few minutes of an exam glancing over what you have written.
- Check for possible mistakes of fact, grammar, and punctuation.
- Correct mistakes as neatly as possible. Don't scribble.
- Write any additions on the left-hand page, and show insertion points clearly.

## **When leaving the exam hall**

- When dismissed, walk quietly out of the room as there will be lessons going on.

## Academic Puzzle Pieces, In Summary

# Dealing with Stress

