

MANOR

CHURCH OF ENGLAND ACADEMY, YORK

Established 1812 • Principal: Mr Brian Crosby NPQH, BEd (Hons)

Year 11 Study Skills Booklet

Name _____



“The secret of getting ahead is getting started”

Mark Twain

Dear Student,

The aim of this booklet is to provide you with some tools to help you prepare for the exams you are going to be doing over the next 8 months. Everybody learns and revises differently and so contained within this booklet is a range of strategies that can be used by you in a way that suits you and your learning style.

Revising isn't always about working harder but more about working smarter and using better techniques to help you learn the information and the skills needed to show how good you are. The strategies within this booklet and this evening can be used any time to revise topics or to review what you've learnt in lessons earlier in the day. Simply this booklet is for you to use to review what you have learnt and to help plan for your exams.

Included within this booklet is also some general advice for you as students, but also your parents, on practical ways to support you through both the exams and the preparation for them.

We hope both the advice and these techniques help you to reinforce your learning and that you find it useful; any feedback on how we could improve it would be much appreciated.

And remember, all we want is for you to do your best. That's all. No-one can ask more than that of you.

Good luck!

Daily Reflection

Lesson	Subject	Rating ✓ / ? / X	Reason / Difficulty	How to Rectify (What can I do to sort out the problem?)
1				
2				
3				
4				
5				

What can Parents do?

1. Provide a suitable learning environment
 - No clutter
 - Good ventilation
 - No interruptions
 - Quiet, comfortable, warm room
 - Books and files to hand
 - Comfortable chair
 - Spacious desk/table
 - Well lit
2. Remove distractions – TV, Phone, email, music, social media
3. Encourage your child to attend support sessions at lunchtime/after school regularly
4. Ensure they are asking teachers for help if they have identified things they are unclear about
5. Make sure they have the correct equipment for both their lessons and the exams (see planners)
6. Check exercise books for targets set and comments on how to improve
7. Encourage the use of revision guides, workbooks and any other relevant revision material e.g. CD's, websites (MyMaths for example) at home when they get stuck
8. Encourage a regular routine – sleep times, eating etc
9. Agree a timescale together – revision timetable (Find time for fun!)
10. Encourage physical activity

Learning styles

What learning style are you? Your learning style will help you decide what type of revision techniques will work for you. There are 3 main ones, Visual, Auditory or Kinaesthetic. Most people prefer one or another but will use some activities from all 3 styles.

Visual Learners



Someone with a Visual learning style has a preference for seen or observed things, including pictures, diagrams, demonstrations, displays, handouts, films, etc. These people will use phrases such as 'show me', 'let's have a look at that' and will be best able to perform a new task after reading the instructions or watching someone else do it first. These are the people who will work from lists and written directions and instructions.

Do you.....

Learn best through pictures, mind maps/spider diagrams, general diagrams, watching videos, live performance.

You should.....

- Draw pictures and diagrams and colour code your work. Use highlighters for key facts
- Create posters and use mind maps/spider diagrams
- Use videos, TV programmes or plays of things you are studying
- Use post-it notes to label things
- Create visual displays of key words, facts and text in strategic places – bedroom/bathroom wall.

Auditory Learners



Someone with an Auditory learning style has a preference for the transfer of information through listening: to the spoken word, of self or others, of sounds and noises. These people will use phrases such as 'tell me', 'let's talk about it' and will be best able to perform a new task after listening to instructions from an expert. These are the people who are happy being given spoken instructions over the telephone, and can remember all the words to songs that they hear!

Do you.....

Like to hear the teacher explain things

Summarise out loud or learn by repeat things to themselves

Make up rhymes to help information stick

You should.....

- Record onto MP3 players or your phone and play back repeatedly
- Read all your notes out loud repeatedly
- Create rhymes, raps, chants
- Remember lists by using mnemonics
- Use a 'study buddy'
- Close your eyes when you are listening so that you are only using that sense.

Kinaesthetic Learners



Someone with a Kinaesthetic learning style has a preference for physical experience - touching, feeling, holding, doing - practical hands-on experiences. These people will use phrases such as 'let me try', 'how do you feel?' and will be best able to perform a new task by going ahead and trying it out, learning as they go. These are the people who like to experiment, hands-on, and never look at the instructions first!

Do you....

Like to get involved – experiment,
Prefer practical things like card sorts, matching activities

You should.....

- Use movement when you are revising – walk around rather than sit still.
- Underline or highlight key facts
- Use online revision activities
- Make mind maps/spider diagrams
- Use the 'journey' method

Revision Strategies/Techniques

Your own notes are best. Whilst revision guides can be useful, the more you personalise your revision the more effective it will be, so the notes you make are best. The process of making the notes is part of your revision and once you “own” the work it is easier to remember.

Traditional – By Rote

Learning by rote is simply reading the text over and over until you remember it. It is the most basic kind of revision, but without the help of other techniques may not be very effective and it can be very boring. There are a few students with excellent auditory memories, who can learn effectively this way.

Highlighting

As you read through your notes use different coloured highlighters to pick out key words /themes/ideas/ points etc. You could try a different colour for each theme or topic.

There are revision websites where you can read revision notes and highlight as you go. You can use very small post-its to highlight things as you go along.

Underlining

As you read through the work in your exercise book underline key words.

You could come up with a predicted list before you start or you could make a list of the key words at the end.

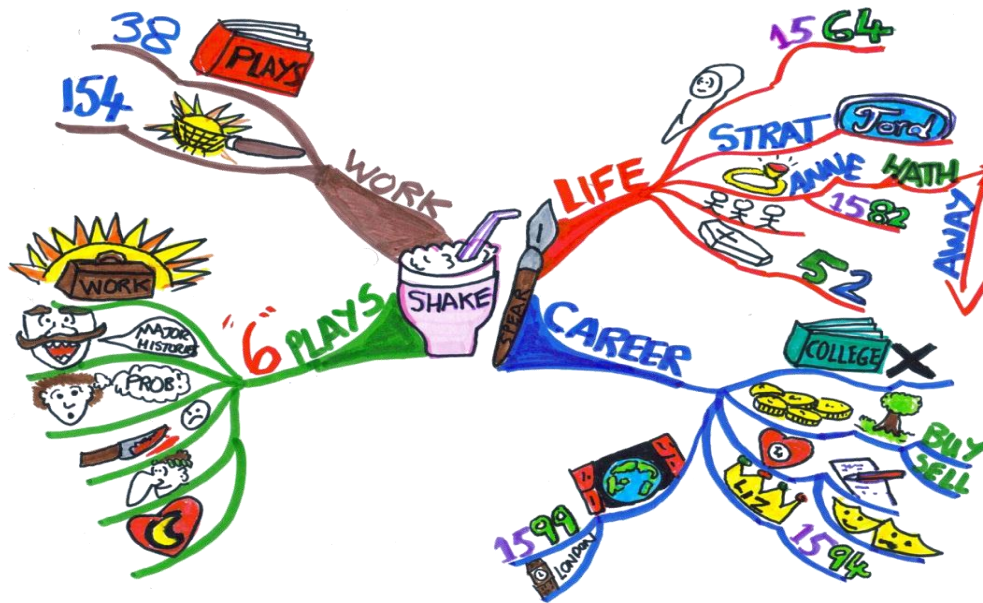
You could underline in different colours, patterns or lines like wiggly, thick etc

30:5:1

In the 30:5:1 Reduce the Key Words exercise you should identify a topic and then write down the 30 Key Words for the chosen topic. Then you Decide which are the top 5 Key Words from the original 30, and then, finally, from the 5 Key Words, the one Key Word for the topic. (Blank copies of proforma at the end of the booklet)

Mind maps/Spider diagrams

A Spider Diagram is like a giant Spider's Web with all the ideas around it. The spider (or main idea) is in the middle and everything is around it. The most important ideas are in the middle and the sub-topics go out further and further. For example this one on Shakespeare's Life



Flash Cards

Highlight the most important information. Write short, concise notes on small cards. Cards can be white or different colours for different subjects or topics. Write in bright colours and try to use codes for key words, like "Reaction Time" could turn into "RT", to make it easier to remember. Make sure your writing is large, clear and well-spaced. Put diagrams on the cards. These can be very useful to flick through just before an exam.

The Journey/Association

This is a clever trick of memory masters. It involves thinking about a journey (or location) that you know well and the landmarks along the way. The easiest one is your journey to and from school. You then add in images to help you remember information. They do not have to be famous, but things that you notice as you go by. For example perhaps a list of things can be associated with different landmarks/signs/houses you pass on your way home from school or from getting out of bed to going for breakfast.

Chunking

Chunking is breaking up a big piece of information into smaller chunks. It can be used for numbers and words.

Use Bullet points to break up information. An example would be:

This.....

The average person can take in four numbers or words at a time, can concentrate on revision for a maximum of 45 minutes at a time and remembers information best shortly before bedtime.

To this.....

- Remember 4 words/numbers at a time
- Revision max 45 mins
- Remember best before bedtime

This information could then be transferred to flash cards.

Card Cover

There are 2 ways to use card cover, both of which are useful ways of checking that you know key facts. The first is to put questions on one side of the card and answers on the back and to simply test yourself. The second method would be to have a written list or set of questions and move the card down to slowly reveal the answers, again testing whether or not you know the answer before it is revealed.

Mnemonics

Mnemonics help you to remember lists by using short words and rhymes that stand for something to help you. For example for Trigonometry in Maths SOHCAHTOA – Silly Old Harry Caught A Herring Trawling Off America. There are lots out there already but if you can think of them yourself they are more likely to stay with you.

Post-Its

This is similar to using flash cards but with the ability to move them around and leave them stuck in various places around the house. Write information on post-it notes and place them on the wall, door, large sheets of paper etc. You can then rearrange them according to a variety of ideas:

- Group various things together
- Organise them into what you know and don't know – rearrange as you learn more
- Follow trends or themes

Study Buddies

Working with other people and teaching them what you know can be a very powerful learning tool - Devise questions and answers about a topic for other people and quiz each other. You could think of doing a “Who wants to be a millionaire” game where the questions are graded according to the difficulty you choose.

The Forty Sentence Essay Plan

In the Forty Sentence Essay Plan you write an essay title in the centre box and then you identify 8 sections or paragraphs of the essay and write those along the thick branches connected to the title box. You then identify in note form 5 sentences for each section/paragraph. The whole plan takes you five minutes, after which you write a sentence per minute for 40 minutes, sticking to your plan, to complete your essay without wasting a second! (Blank copies of proforma at the end of the booklet)

Recommended Revision materials – By Department

Listed below are the various materials available and recommended by the Manor CE Academy staff. If you have any questions please contact the relevant Director of Learning.

Mathematics :

- Edexcel Higher / Foundation Revision Guide (£2 from Maths department)
- Edexcel Higher / Foundation Revision Workbook (£2 from Maths department)
- Maths Watch Revision CD Higher / Foundation (£3.60 from Maths department)
- My Maths revision web site (www.MyMaths.co.uk)
- Edexcel home page for past papers etc (www.edexcel.com.uk)

MFL:

- Vocabulary booklet provided by the department for use in the listening and reading assessments.
- Pearson Education revision guide for additional listening and reading practice (£2.49 from MFL department)
- AQA home page for past papers (www.aqa.org.uk)

Music:

- Manor's "Complete GCSE Music Handbook" a 90-page handbook written specifically for Manor students for the AQA specification.
- CGP's "GCSE Music Complete Revision & Practice" £13.99 ISBN 9781841463780
- Theta Online Aural Training - There are 40 online listening games to use with 20 levels on each.

History:

- IGCSE History course- extensive hand-out notes available or electronic copies can be provided on request.
- Textbooks - 20th Century History for Cambridge IGCSE by John Cantrell et al, ISBN 9780199136360.
- Cambridge IGCSE Modern World History by Ben Walsh, ISBN 9781444164428
- BBC Bitesize (recently much improved)
- Websites: Johndclare.net and Schoolhistory.co.uk

RS:

- Manor provides each student with a board specific revision guide (AQA or OCR) that are free of charge and provide an overview of key aspects within each topic, Bible references and exam technique.
- Online revision material from GCSE Bitesize.
- Past papers on each specific exam board site:
- OCR Religious Studies B Philosophy and Ethics through Christianity.
- AQA Religious Studies B Religion and Morality and Ultimate Questions

PE:

- Edexcel PE Revision Guide (£2 from PE department)
- Edexcel PE Revision Workbook (Provided to all students by PE department in January)
- BBC Bitesize web page for revision tips and content.
(www.bbc.co.uk/education/subjects)
- Edexcel home page for past papers etc (www.edexcel.com.uk)

Geography:

- Pearson AQA Geography A Revision Guide (£4 from the Geography Department)
- Pearson AQA Geography A Revision Workbook (£2 from the Geography Department)

Child Development:

- Lonsdale revision guide – available from Mrs Hill £2.50
- AQA website for past papers – www.aqa.org.uk
- Keyword booklet – given to students in class.
- ORCA revision PowerPoint's and questions available in student resources at school.

Textiles:

- Lonsdale revision guide – available from Mrs Hill £2.50
- AQA website for past papers – www.aqa.org.uk
- BBC Bitesize website. <http://www.bbc.co.uk/education/subjects/zkj2tfr>

Food Technology:

- Lonsdale revision guide (£2.50 from the department)

Drama:

- Drama GCSE AQA website for past papers and examiner notes
- Drama revision material (example responses/past papers/practice responses) all given to students throughout the course.

Performing Arts Unit 8 – BTEC:

- Students each have a revision pack
- Edexcel BTEC website: Performing Arts unit 8 online test .

Science:

- CGP Higher/Foundation revision guides for additional Science /Biology/Chemistry/Physics.
- Workbooks for the above and physics formula practice - prices variable - available from Science department or CGP website/amazon
- Edexcel website for past papers www.edexcel.com

English:

- AQA website for past papers and mark schemes.
<http://www.aqa.org.uk/subjects/english/gcse/english-language-4705/past-papers-and-mark-schemes>.
- Regular reading of quality non-fiction – leaflets, Metro, The i newspaper, Guardian, Times, Telegraph. (Online versions for broadsheets are free)
- Letts or York Notes – published GCSE revision guides. These are available in bookstores for “Of Mice and Men” and “An Inspector Calls.”
- BBC Bitesize online - <http://www.bbc.co.uk/education/subjects/zr9d7ty>

Dance:

- Students have substantial booklets covering both the practical and written paper
- AQA’s website for access to past papers.
- <http://www.aqa.org.uk/subjects/drama-and-performing-arts/gcse/dance-4230>
- For choreography students are advised to watch as much Dance as possible on line or even better live Dance. Particularly good examples are:
 - Matthew Bourne’s Nutcracker – in 8 parts on Youtube
 - Anne Teresa De Keersmaeker’s – Rosas Danst Rosas
 - Christopher Bruce’s – Ghost Dances
 - Northern school of Contemporary Dance Year 3 solos

Product Design:

- Electronic revision materials and ISCAT exam prep resources can be found on Showbie.com and can be accessed at home, in school, etc.
- Revision guide textbook - CGP GCSE D&T: Product Design (AQA specification) - currently available in school to sign-out or to buy at a cost of £2.50
- Full textbook (best for coursework support) Nelson Thomas AQA Design and Technology: Product Design - limited number available for sign-out at school but available to buy on Amazon.

Computing:

- My Revision Notes: AQA GCSE Computer Science Computing Fundamentals by Steve Cushing. It's £7.99 on Amazon for the paper version or £4.72 for the kindle edition.
- For the mocks, students should revise the following topics:
 - Data representation: Binary / Hex / Decimal
 - Computer Systems and Hardware
 - Networking
 - Database and SQL
 - Software Development Lifecycles
 - Understanding algorithms in Pseudocode

ICT:

- All web links for revising Computing will be put up on the VLE.
- Revision guide: 'My Revision Notes: AQA GCSE Computer Science, Computing Fundamentals' by Steve Cushing, Hodder Education. This book can be bought from the Dept for £8.00.

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30:5:1

Topic: _____

30 words only

5 words only

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1 word only

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30:5:1

Topic: _____

30 words only

5 words only

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1 word only

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30:5:1

Topic: _____

30 words only

5 words only

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1 word only

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30:5:1

Topic: _____

30 words only

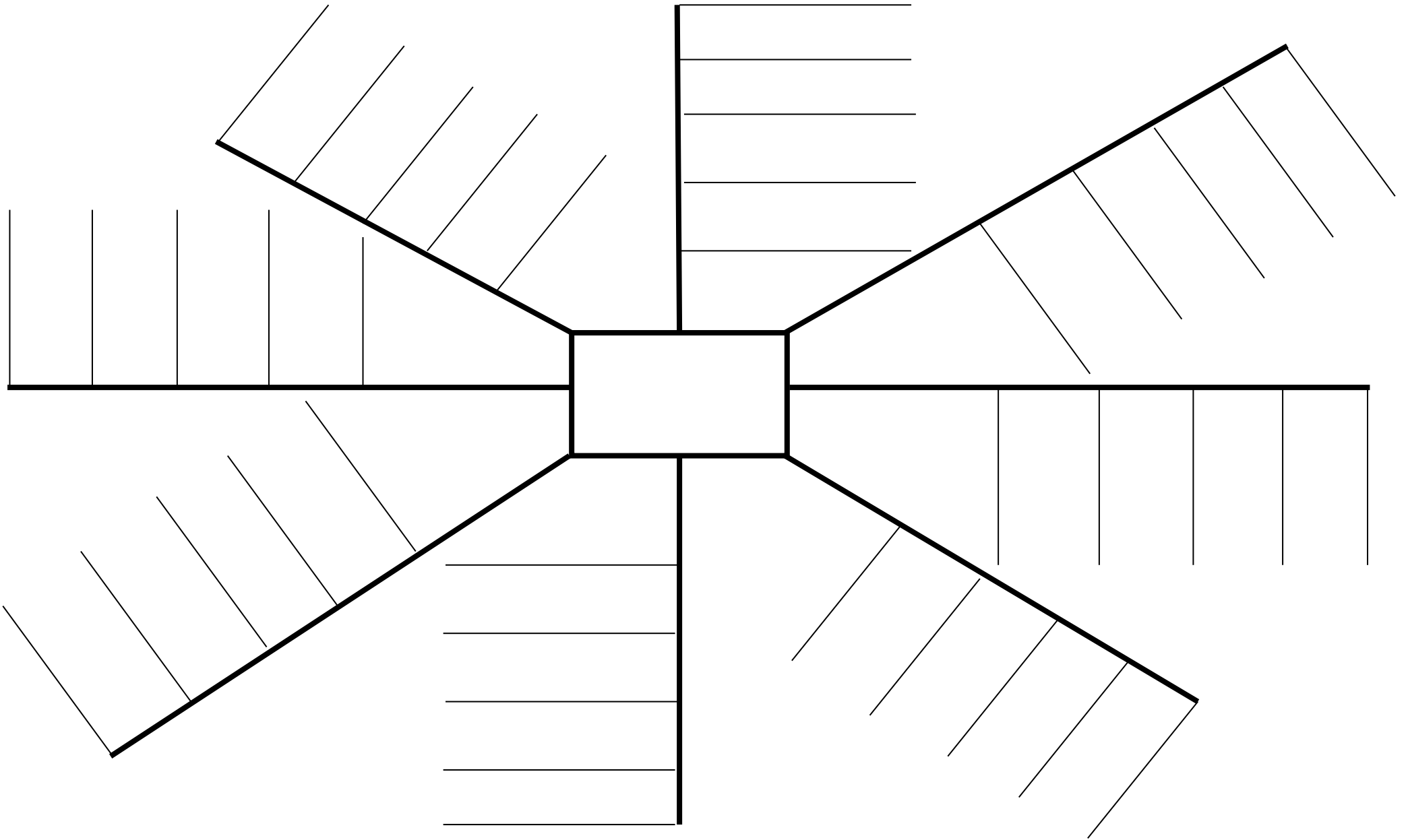
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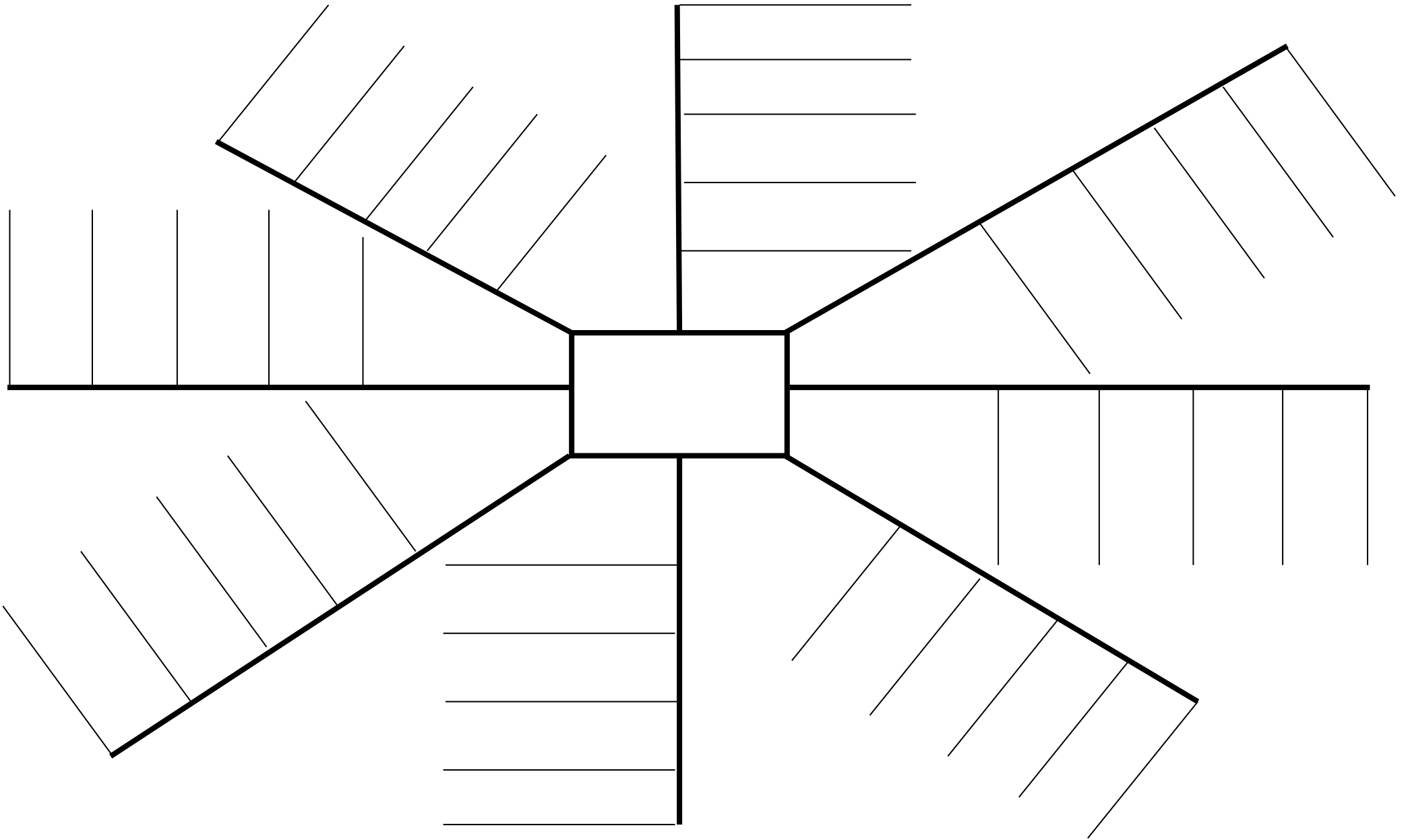
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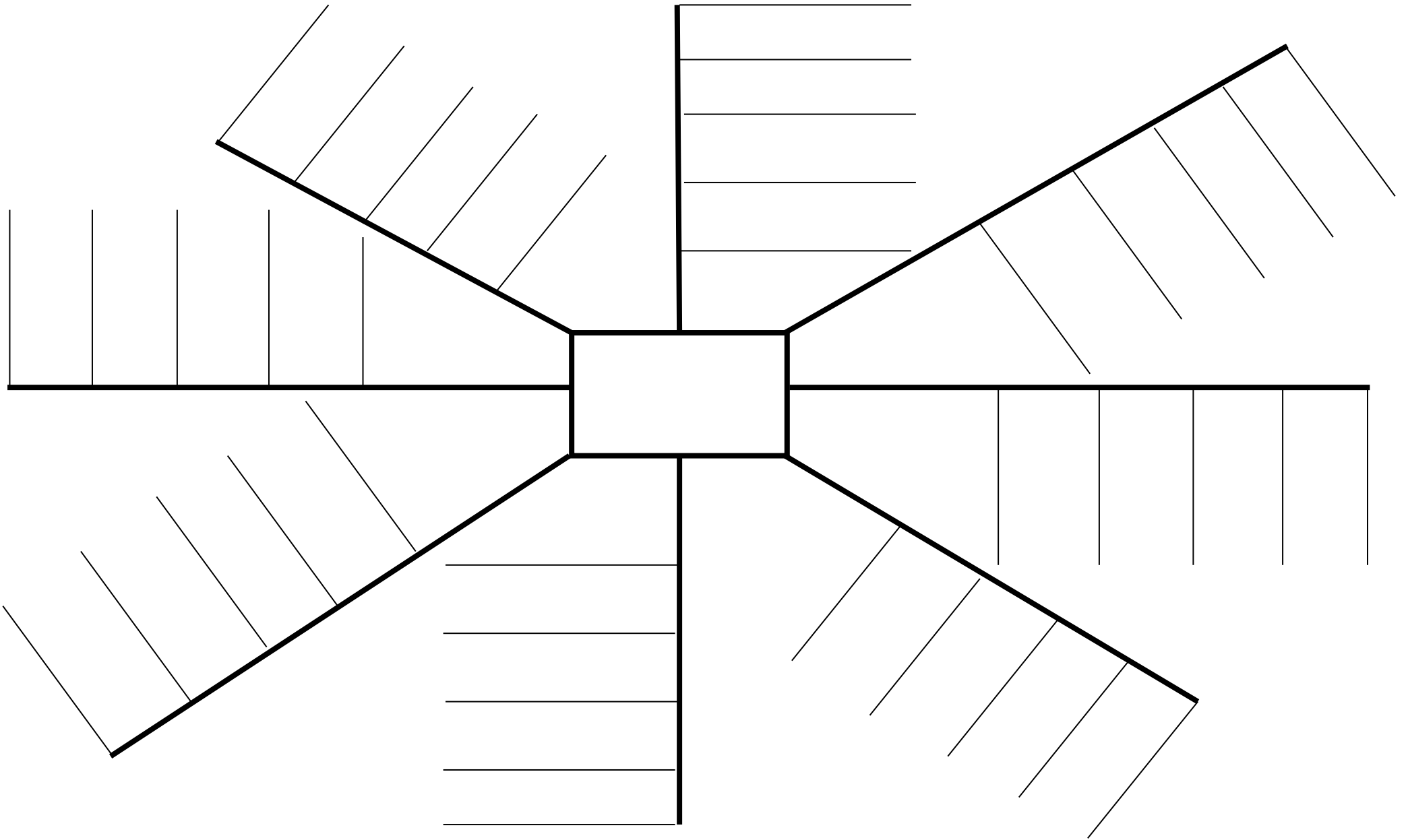
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