



# WHO??

You will be sitting preliminary external examinations very soon. Think of the next few weekends as STUDY WEEKENDS. Who are the people that can help you make your examinations a successful end result of planning and preparation?

## WHANAU TEACHER

- For general helpful study hints and study planning sheets and the Preliminary examination timetable

## SUBJECT TEACHER

- For specific information about topics to be covered, for old exam papers, extra tuition, websites you can visit and assistance

## WEDNESDAY STUDENT TUTORIALS

- In the library after school on Wednesday we have a team of dedicated senior students ready and willing to assist you with questions and general subject enquiries

## FAMILY

- Let the people you live with see your study plan so that they know what you are embarking on. Have a copy on the fridge as well as on your bedroom wall

## FRIENDS

-for tutorial groups, to bounce ideas off, to practice questions on, to form study date groups...and to generally hang out with in your study breaks. These are the people who you know you can study with...may not necessarily be your bestie but are the ones that you get work done with

My study buddies are

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# WHAT??

The first step is to find out what subjects you will have examinations in and what topics you will be asked about. Take the following table to your classes, ask your Teachers the following

-do I have external examinations for this subject?

-if the answer is YES find out which standards are being assessed and what the topic is.

<b>SUBJECT</b>						
<b>TEACHER</b>						
<b>EXTERNAL EXAMINATION YES/NO</b>						
<b>ACHIEVEMENT STANDARD NUMBERS AND TOPIC</b>						

# WHEN???

The exam timetable for externals is out. They will begin Friday 8th Nov. Therefore there are approximately 5 weeks to go....NOT LONG. Use the coming weeks and weekends as a STUDY TIME to really start preparing for the exams.

## Time Management

- Learn to put priorities on your task
- Focus on the things that need attention NOW
- Do one thing at a time
- Divide larger tasks into smaller achievable tasks Include time for relaxation
- Review your goals
- Use spare 'bits' of time
- Make daily / weekly 'to do' lists

“Failing to plan = planning to fail!”

# HOW???

The biggest question is how to study. On the following pages are some ideas and suggestions.

**REMEMBER-Studying is a skill and it is learnt**

Try some of the following ideas - your Whanau Teacher will go over them with you..see which ones are the best for you.

## STUDY PLANS...

**A study plan sheet has been given out. HOW to use it...**

**-Before you begin, list your subjects and the topics you will be examined on in a list. This is taken from the information you have already collected. Each session will be focused on one specific topic.**

**-THEN plot your topics on your planner and tally the times you will be studying them. Also plot the times you are at work, sport training etc**

**-Different subjects could be colour coded to show where the gaps are in you learning.**

**-As you complete your 50 minute to one hour slots, have a 10 minute break and tick it off your planner to show your success.**

# Weekly study planner

- Fill in your exam or test times
- Fill in the activities that are already scheduled, e.g. class times, sport commitments
- Fill in your study times

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6–7 am							
7–8							
8–9							
9–10							
10–11							
11–12							
12–1							
1–2 pm							
2–3							
3–4							
4–5							
5–6							
6–7							
7–8							
8–9							
9–10							
10–11							
11–12							

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## HOW TO PREPARE...

▪	Getting in the mood – your study environment
▪	<b>TURN YOUR CELLPHONE AND FACEBOOK OFF</b>
▪	Relax – stress and heightened emotions block the brain
▪	Prepare yourself – have pencils, paper and subject material all at hand
▪	Remove clutter – have desk and bedroom clear (less mind distractions)
▪	Fresh air – the brain uses 20% of all the oxygen you take in, so make sure your room receives plenty of fresh air and that you breathe deeply
▪	Exercise – sitting for long periods of time can become uncomfortable. To also help keep blood moving oxygen to your brain take time to move round and stretch
▪	Each person will have their own personal preferences in how they learn....
▪	Most people prefer to study in silence, others like music in the background
▪	Music – listening to instrumental music that has about 60 beats a minute (slightly slower than your heartbeat) improves brain receptiveness. This type of music is called “baroque” (e.g. by classical composers like Bach, Handel and Vivaldi). Loud, fast paced music with vocals does <u>not</u> help study
▪	Light – if light is too bright it reflects off pages and can stress your eyes; equally, low light can strain your eyes and cause headaches
▪	Time of the day - are you a morning or afternoon person? Study when you are most alert, this varies between individuals
▪	Effective notes – never just re-copy all your class work. The purpose of notes is to help you remember key words and information. Good notes would be short, to the point, well organized and easily read. The exact style is up to you and you only

# RATE YOUR STUDY METHODS

Circle your answers.

<p>1. Do you find it difficult to get down to study?</p> <p>A. Sometimes B. Always C. Never</p>	<p>2. Do you do most of your studying</p> <p>A. Before 9pm B. After 9pm C. Before school</p>	<p>3. Do you study without taking breaks?</p> <p>A. Sometimes B. Always C. Never</p>	<p>4. Do you put off homework, coursework and revision until the last minute?</p> <p>A. Yes B. No C. Sometimes</p>
<p>5. How far ahead do you plan your study?</p> <p>A. Don't plan ahead B. 1 day in advance C. 1 week in advance</p>	<p>6. Do you study in a room with a TV on?</p> <p>A. Sometimes B. Always C. Never</p>	<p>7. Do you study?</p> <p>A. In the same place? B. In one or two places C. Anywhere you can find?</p>	<p>8. Have you always got what you need at hand?</p> <p>A. Sometimes B. Always C. Never</p>
<p>9. What do you work on?</p> <p>A. Your knee B. A table C. The floor</p>	<p>10. Do you make sure you are working in good light?</p> <p>A. Sometimes B. Always C. Never</p>	<p>11. Do you worry about your studies?</p> <p>A. Only at Exam time B. All the time C. Never</p>	<p>12. Do you find it difficult to concentrate on your work?</p> <p>A. Sometimes B. Always C. Never</p>
<p>13. Do you find it difficult to remember things?</p> <p>A. Sometimes B. Always C. Never</p>	<p>14. At the end of a session do you close your books and forget about it?</p> <p>A. Sometimes B. Always C. Never</p>	<p>15. Can you find what you need in a library?</p> <p>A. If a librarian helps B. Yes but it is difficult C. Usually I have no difficulty</p>	<p>16. Do you understand your notes when revising?</p> <p>A. Sometimes B. Always C. Never</p>
<p>17. Do you find essays easy to write?</p> <p>A. Yes B. No C. Sometimes</p>	<p>18. Do you think your exam results reflect your efforts in revision?</p> <p>A. Sometimes B. Always C. Never</p>	<p>19. Are you making progress in your subjects?</p> <p>A. Some of them B. None of them C. All of them</p>	<p>20. Do you plan a piece of work before you write it?</p> <p>A. Yes B. No C. Sometimes</p>

Circle your score for each Question

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
A	2	3	1	0	0	2	3	1	2	1	2	2	2	2	2	1	3	2	1	3
B	1	1	2	3	1	1	2	3	3	3	2	1	1	1	3	3	1	3	0	1
C	3	1	3	2	3	3	1	0	1	0	0	3	3	2	3	0	2	2	3	2

Add up your Total: \_\_\_\_\_

**BELOW 25**

Don't despair. By doing this questionnaire you have identified your problems. Work hard at the suggestions and exercises in this booklet and you will become a much more efficient student. Get busy!

**BETWEEN 25 AND 45**

You have a mixture of good and bad habits

**ABOVE 45**

You obviously have many good study habits. Now compare your methods to those in this booklet and add some to your study skills

Three ways I can help improve my study environment:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

Three ways that I can relax:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_



## Here are some tried and tested methods you could use:

### Using Your Information

#### **MEMORISE:**

- |                    |                 |                          |
|--------------------|-----------------|--------------------------|
| - use your senses  | make mind maps  | colour                   |
| - Pictures         | repetition      | notes around the house   |
| - rhymes sentences | rhythms         | key terms                |
| - copying          | stand out       | chunk – 5 things stories |
| - flash cards      | What else?..... |                          |

- o Study your most important information first and last
- o Repetition – the more the better
- o Use visuals
- o Association–makeupastory
- o Chunk information together
- o Take breaks
- o Rewrite the notes

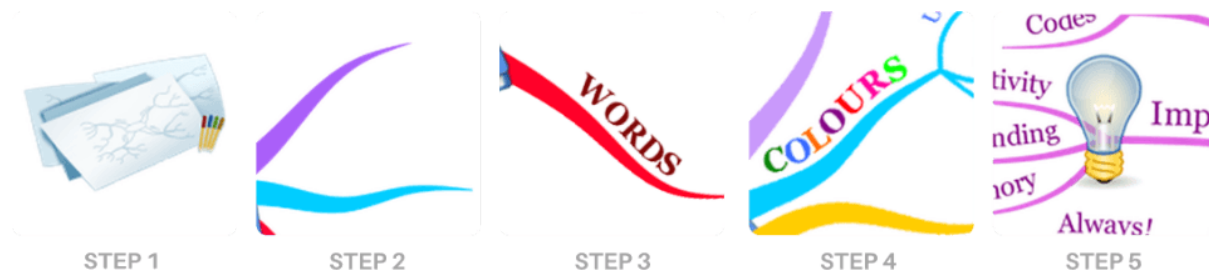
#### **TAKING NOTES**

1. Use lots of colour and highlighting
2. Mind maps and diagrams
3. Use Flash Cards or Fortune Tellers
4. Make things stand out by using headings
5. Mnemonics
6. Sayings

*There is no one way to take good notes  
– the important thing is that they make sense to you!*

# MIND-MAPS

This idea of making notes was developed by Tony Buzan in the early 1970s. You construct a mind map, stretching ideas outwards from a main point or key word. This is best done based on notes made during your class lessons.



Check out how to create a Mind Map <https://youtu.be/tAUz9eiorY> or use <https://imindmap.com/how-to-mind-map/>

# SERIAL NOTES

This is a simple note making style. You do not write everything, just select out the most important points, Concentrate only on those points that will help you recall the lesson content. Use lots of sub-headings, numbered points, bullet points etc. rather than writing in paragraphs.

Check out how to create Serial Notes <https://youtu.be/AffuwyJZTQQ>

# CLUE CARDS

Use small 'clue cards' (similar to speech notes) on which you write key points of information. Use these keywords to trigger your mind to recall the information, which you speak out loud as if giving a speech. Repeat this until you do not even need to refer to the key word, repeat the next day and next week.

# VISUAL NOTE TAKING

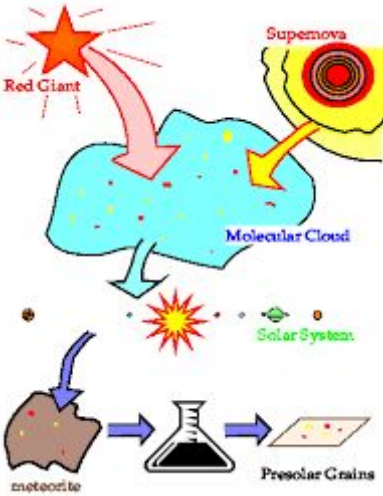

Drawing pictures and diagrams is an essential part of memory. Use your own pictures, colour and key words cross one of a page to summarise and illustrate information about a topic or unit of work.



side



Here are some visual guides that help you learn and remember information:

<p><b>FLASH CARDS</b></p>	<p>Especially useful for learning vocabulary, terminology or another language. Write key word on one side, then definition/translation on the reverse, then test yourself.</p>
<p><b>MEMORY FLASHING</b></p>	<p>Look at the information you want to recall, turn page upside down so you can't see it. Next rewrite it from memory, check to see if you remembered it all.. Repeat several times, until you know it. It is important to review the next day and a week later to check you can still recall it.</p>
<p><b>JIGSAW CARDS</b></p>	<p>A fun hand on way of learning. Write questions and answers on either end of a strip of paper or card. Cut the card in half with jigsaw cut. Practice putting piece back together, saying question and answers out loud. Time yourself, can you do it faster?</p>
<p><b>FLOW CHARTS</b></p>	<p>Draw flow charts for information with a sequence</p> <p><i>Simply constructing these visual items can often be excellent revision by itself.</i></p> 
<p><b>FORTUNE TELLERS</b></p>	<p>This is a good way to learn ideas</p>  <p>terms or key</p>

Goconqr is a great website where you can use a lot of these skills to produce some great study materials

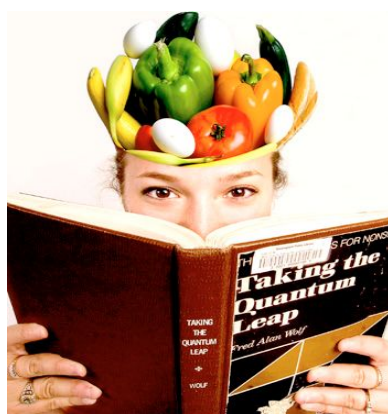
## **BRAIN FOOD – YOU ARE WHAT YOU EAT!**

- *Research shows our eating habits affect your study performance. Some good things to eat are:*

<b>Oily fish</b>	(e.g. trout, tuna salmon, sardines) contain omega-3 fatty acids very important for healthy brain cells
<b>Fruit, vegetables and nuts</b>	Contain vital minerals, vitamins and antioxidants. You need vitamin B and C to help remember things
<b>Wholemeal breads, cereals and pasta</b>	Provide valuable carbohydrates for energy and alertness
<b>Meat, eggs and dairy products</b>	Provide protein which stimulates the brain
<b>Drinking water is essential</b>	Not enough will lead to dehydration which causes headaches, lack of concentration and focus and tiredness. You should drink 6 to 8 glasses of water each day.

### **Avoid eating or drinking the following...**

<b>Caffeine</b>	Is a diuretic which dehydrates your body
<b>Sugar</b>	Causes cravings for more sugar, also causes mood swings and is followed by tiredness
<b>Artificial sweetener (951)</b>	A leading cause of mental fatigue
<b>MSG</b>	A flavour enhancer in food that causes mental fatigue and research linked it to poor brain development in children
<b>Trans fats</b>	(e.g. fried foods) slow down the brain, and cause circulatory problems



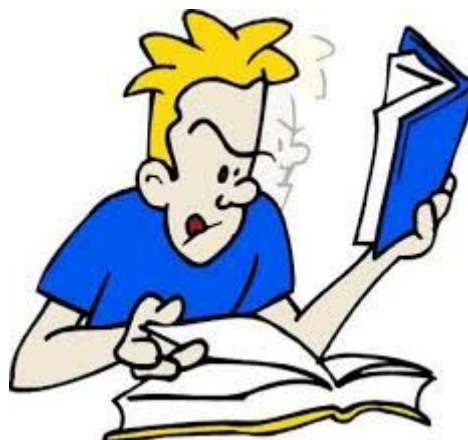
# EXAM DAY

## Before the exam

- Get up in plenty of time
- Eat a light, healthy breakfast
- Check you have everything you need for the exam
- Arrive at the exam venue with time to spare
- Have all your stationery in a clear plastic bag - each exam has different requirements check with your teachers first.
- **Take your examination admission slip (for end of year)**

## In the exam

- Listen carefully to the supervisor's instructions
- Read instructions on the exam carefully - Work out how much time you have for each question
- Don't waste time doing things that don't gain grades (e.g. writing out questions)
- **READ** the questions correctly
- Always attempt all questions
- Quietly take deep breaths and stretch to keep fresh
- Keep busy – if you get stuck on a question, come back to it later
- If you make a mistake, clearly cross it out and start again
- If you are running out of time, make sure you get down the main points
- At the end, if you have time, proof-read your answers



## ***STUDY TIPS FOR SUCCESS...KEY POINTS IN SHORT.....***

1.	<b>Get started</b> – that is always the most difficult
2.	<b>Organise my material before I study</b>
3.	<b>Study in good light</b> – prevent your eyes from getting too stressed
4.	<b>Study in silence or to calmer music without words</b>
5.	<b>Put all important information up high</b> – visual memory is the most powerful (just above eye level helps learning)
6.	<b>Study the information I don't know</b>
7.	<b>Study my most important information first... and last</b> – I am more likely to remember this information
8.	<b>Review my notes one day after learning them</b> – this is the most important tip to help remember things
9.	<b>Make my information stand out</b> – use colours, make pictures, highlight, make up mnemonics etc.
10.	<b>Say affirmations daily</b> - positive statements to improve your attitude and self belief (e.g. I have a good memory).
11.	<b>Look online</b> – there are numerous study sites online. A good one is <a href="http://www.studyit.org.nz/">http://www.studyit.org.nz/</a> as it is specifically about NCEA.

- Once is not enough
- Just enough is not enough
- Have an overall plan and then plan your sessions.

**Revise! Revise! Revise! Revise!**

