

Library Helpsheet



Study & Revision Skills

This help sheet provides tips and suggestions for revision and study – especially important prior to examinations. Try out the different methods **IN ADVANCE** to see what works for you, and then



stick to it. There is no point in trying to find a method that works for you the night before an exam! Also get your mind set ready for studying – it is to help with learning and to prepare for exams, not punishment, but you will need to give up free time to achieve your targets and goals

When to study

There is no sense in getting up at 6 am to start writing an essay or report if you are not a morning person! Equally, you will not have written your best work if you start at midnight and you are falling asleep! You need to think about your best available time for studying, depending on what else you have on. It's never too early to start! Revising as you go along helps the information stay in your head for longer.



- **Get organised** – but don't set aside 5 hours for study all at once as you will never study for that length of time – other things to do and distractions!
- **Plan** at least 8 hours of study over 7 days as this spreads out your learning and paces you – a little every day is better than trying for 5 hours in one go
- **Study time** of less than 30 minutes is not beneficial so aim for at least 30 minute chunks of study time
- To start with, try for 30 minutes of studying, then have a 5 minute break – walk around the room, get a drink, stretch. This helps you digest what you've just covered and gets you ready for the next chunk of learning
- Build up your study time to 1 hour at a time, but remember to have a 5 minute break each hour
- Use '**dead**' time for studying e.g. train or bus journey, eating breakfast
- Don't study just after a large meal as the blood will rush to your stomach and you will feel sleepy.

Where to study

You will have a place you feel most comfortable for studying, but here are a few things to consider:

- If possible use a desk and chair where you are not too cramped
- Make sure your study space is not too hot and is well lit
- Make sure your study space is tidy – you will just spend time tidying and less time studying!
- Use the School Library after school to study
- Use your local library if open in the evenings.



How to study

Getting organised

- **Organise your notes** – get them into a folder perhaps and if any are missing, ask your teacher for copies
- **Make a list** – of the things you need to do listing 5 things at a time so that you can achieve your targets
- **Have a plan or timetable** – e.g. Monday after school study History; Tuesday after school study English and so on. However, don't panic if you don't stick to it as that will only add to your anxiety
- **Review** – your list and plan regularly to see what you still have to complete
- **Relaxation** – remember to plan for a bit of relaxation otherwise you will burn out and study less.



Study methods

- **Mind maps** – not only useful for planning research, mind maps can be a great study tool for aiding your memory
- **Note taking** – make notes of your notes! The repeated nature of this exercise helps you to remember facts, dates and so on
- **Use colour** - pens, pictures, lines, highlighters, coloured paper – whatever you can to make the topic memorable
- **Reading** – reading notes over and over
- **Mock questions** – use past papers to practice exam questions to test yourself
- **Ask yourself questions** – write questions for yourself as you go along reading your notes
- **Ask your friend questions** – if you and your friend are studying the same subject, then make up questions for each other to test your knowledge
- **Supported study** – go along to any supported study classes your teachers are offering.



Tips

- **Experiment** with different methods to find one that suits you – that is why you should start early – to find the right method for you and stick to it
- Set yourself a **goal** for each study period – you will feel better about studying if you feel you are achieving something
- Make sure you are **strict** with your **5 minute breaks** – don't be distracted
- **Practice** your reading skills – skimming and scanning – to make best use of your time
- Write down any problems you come across and **ask your teacher** to explain it to you
- Make sure you **go to classes** and **do your homework**
- **Talk** to your friends to see if they have a method of studying which might suit you
- If working with friends is just a distraction, then go solo!
- Leave your mobile phone in another room to avoid distractions.

