

## FOLLOW UP MATERIAL FROM YEAR 9 PARENT/STUDENT EVENING

*Enhanced Learning*  
*Educational Services* 



### MANAGING YOUR TIME

#### **STEP 1: Are you using a wall or term planner? YES/NO**

Wall or Term Planners are a great way for you to see when the heavy weeks are. Buy a commercial one, draw up a table in word or create one on your computer (start with the template on the website). Write in tasks and tests and have it somewhere visible - like above your desk!

#### **STEP 2: Are you breaking down pieces of work (assignments & homework) and allocating the steps for these into your diary? YES/NO**

Each time you are told about an assignment or assessment, spend some time allocating the work into your diary. Don't write your homework in only on the day it was given to you, break it down into smaller chunks and write these in on the day you will plan to actually do them.

**Make your diary a 'TO DO' list, not just a when things are 'DUE' list**

#### **STEP 3: Do you have set periods of time allocated to do work in? YES/NO**

You will be much more effective if you have 2-4 half hour blocks allocated each day to schoolwork. Make working at home a habit!

1. Do homework first.
2. Then work on assignments or prepare for tests.
3. On nights that you have less homework, get organised, file and summarise.



#### **STEP 4: Each day, do you prioritise your homework, estimate how long it will take and allocate this homework to specific times? YES / NO**

Manage your time on a daily basis. As soon as you get home (or even better, before you leave school), look through the work in your diary (the homework from the day and the work you had already scheduled). Prioritise, by numbering from 1 (most important) to the least important task. This way you'll do what is important rather than doing the things you like first! (The exception to this is that if you have a few easy and quick tasks, you might want to allocate a half hour to do as many of these fiddly things as possible before moving to the bigger more important tasks. Alternatively you might like to sandwich the smaller tasks between the bigger tasks). Estimate how long each task will take and if you struggle to make yourself do the work, write down times next to each task (eg Maths 4-4.30pm).

#### **STEP 5: Are you creating a good distraction-free environment? YES/NO**

Work out what the main distractions are in your room and decide on specific strategies for dealing with them. If you just rely on 'willpower', you'll find you often weaken!

#### **STEP 6: At end of the night, are you highlighting the work completed, and rescheduling work not done? YES/NO**

Learning to keep track of the work to complete and reschedule when necessary is an essential time management skill. Highlight the work you completed that night. Put a line through anything you didn't complete and decide WHEN you will do this piece of work. Think about how long it will take, how much time you will need, when it is due and what other commitments you have. Allocate the work to a particular day and write it in as homework.



## 👉 ORGANISING THE MATERIAL TO LEARN

The process of making notes, of selecting the main ideas and what is and isn't important for future reference, helps you put the pieces of the topic together and see how facts are linked. Organising the information into subheadings and breaking the content into digestible chunks helps your memory retain this information. You also get a clear picture of any work you still don't understand or aren't clear on. Making study notes involves working out what you need to know, how it is all linked together and translating it into words or format that means something to you. Most importantly - it means you are revising as you go and gives you a huge time and knowledge advantage closer to exams.

### LINEAR NOTES

To make a summary:

1. Include all you need to know.
2. Refer to all material.
3. Group and chunk information.
4. Key information in point form.

Good summaries are:

- an overview of the topic
- comprehensive
- memorable
- easy to review
- flexible
- a test of understanding

#### Linear Notes

Concise outline notes

Use numbering

Use lists to order info

Can be used with all subjects

### COMPARISON CHART

#### Similarities

\* both good to look at

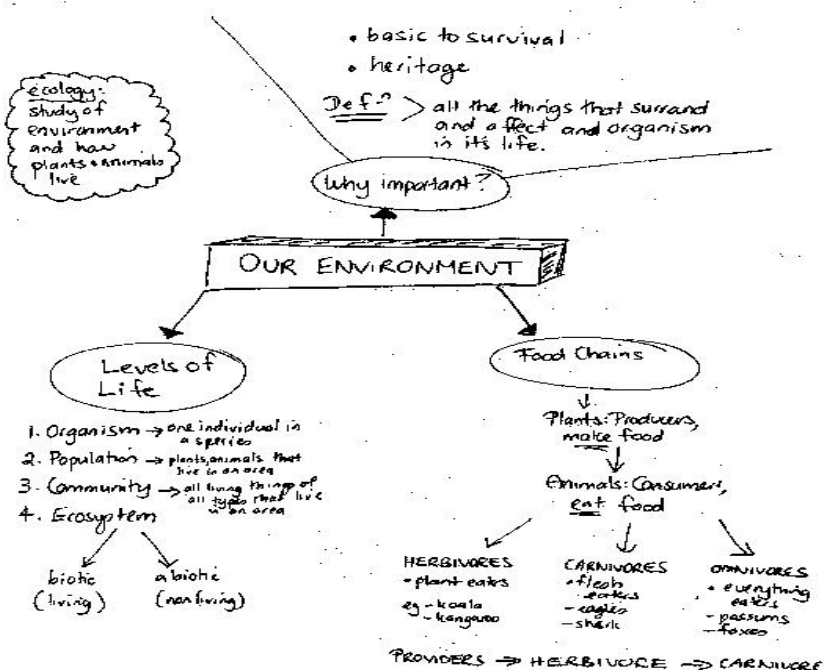
\* both motivated to achieve their goals

#### Differences

Eric Bana	Brad Pitt
Fighting for Trojans Australian	Fighting for Greeks American

Plus	Minus	Interesting
<ul style="list-style-type: none"> <li>• Strong character</li> <li>• Cares for family</li> <li>• Passionate about life</li> </ul>	<ul style="list-style-type: none"> <li>• Stubborn and obstinate</li> <li>• Does not listen to other people</li> </ul>	<ul style="list-style-type: none"> <li>• Finds ways to get what he wants by manipulation</li> </ul>

Organising Comments	Key Facts	Supporting Info
<b>Causes</b>	<ul style="list-style-type: none"> <li>• Alliance systems</li> <li>• Competition for colonies</li> <li>• Militarism and nationalism</li> </ul>	Causes of the war are not at all clear cut - it had been building up some time prior to 1914.
<b>Effects</b>	<ul style="list-style-type: none"> <li>• Destruction of middle class in Germany</li> <li>• League of Nations</li> <li>• Rich get richer</li> </ul>	Soldiers returning from the trenches would find a different Britain to the one of 1914, with high unemployment, a rising cost of living, strikes by new organised unions and a severe shortage of houses.



How would you rate the notes that you take? Are they strongly visual or just paragraph after paragraph? What could you do to improve your study notes? Are you up-to-date in your study notes?



## USING LEARNING PREFERENCES

*There is no one 'right' way to study. We all learn in different ways and with different styles. It is a good idea to try techniques from all the different groups and work out what combinations work best for you (and this may vary depending on the subject or content you are learning).*

### Should you try some Visual Learning techniques?

Do you do best in classes in which teachers do a lot of writing at the chalkboard, provide clear handouts, and make extensive use of an overhead projector? Do you try to remember information by creating pictures in your mind? Do you take detailed written notes from your textbooks and in class? If YES, then you should definitely be trying visual learning techniques.

**Visual** learning means you could:

- ☐ organise notes using COLOUR, highlighting and structure
- ☐ use MIND MAPS, sketches, flowcharts and diagrams
- ☐ VISUALISE words or facts to be memorised
- ☐ make MENTAL PICTURES and associations
- ☐ PRE-READ textbook sections before class
- ☐ make FLASHCARDS and limit the amount of info so mind can make mental pictures
- ☐ put up NOTES or signs around the house as visual reminders
- ☐ translate words and ideas into SYMBOLS, pictures and diagrams
- ☐ read a section of your notes, then WRITE OUT what you remember without looking, check and see how good your recall is



### Should you try some Auditory Learning techniques?

Do you seem to learn best in classes that emphasize teacher lectures and class discussions? Does listening to audio recordings help you learn better? Do you find yourself reading aloud or talking things out to gain better understanding? If YES, then you should definitely be trying auditory learning techniques.

**Auditory** learning means you could:

- ☐ make RECORDINGS of study notes or a qu. and answer recording
- ☐ RECITE, repeat and say it out loud to aid recall
- ☐ always READ OUT LOUD so you hear the words, not just look at them





- ☐ EXPLAIN it to the cat (or anyone who is around)
- ☐ make DISCUSSION groups with friends
- ☐ never miss a CLASS, you'll learn more in class
- ☐ when trying to understand something, TALK your way through the info.

### Are you a Tactile/Kinesthetic Learner?

Do you learn best when you can move about and handle things? Do you do well in classes in which there is a lab component? Do you learn better when you have an actual object in your hands rather than a picture of the object or a verbal or written description of it? If YES, then you should definitely be trying kinesthetic learning techniques.

### Kinaesthetic learning means you could:

- ☐ do some EXERCISE first, REMOVE DISTRACTIONS then work in 20 minute blocks
- ☐ do something active like ride an EXERCISE bike while reading or gripping a stress ball or rolling bluetack
- ☐ REWRITE notes or TYPE into the computer to reinforce by sense of touch
- ☐ ALTERNATE tasks so you don't get bored and distracted
- ☐ PACE OR WALK while studying or reading notes
- ☐ write notes or facts out OVER AND OVER to reinforce them
- ☐ sit near the FRONT of the classroom to help you stay focused
- ☐ take NOTES or draw diagrams of the info so you stay on track
- ☐ find ways to make it TANGIBLE, lots of EXAMPLES in study notes



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Do you think you have an idea of which categories of techniques you might try? YES / NO

Do your past methods of study use techniques from all learning styles? YES / NO

Have you decided on a few more new techniques to start trying? YES / NO

Do you have a good balance between 'learning' and 'practising' when studying? YES / NO

Have you started the first stage of exam prep – sorting and summarizing your notes? YES / NO