



S4 Study Tricks Workbook

What is Your Learning Style

When you..	Visual	Auditory	Kinesthetic & Tactile
Spell	Do you try to see the word?	Do you sound out the word or use a phonetic approach?	Do you write the word down to find if it feels right?
Talk	Do you sparingly but dislike listening for too long? Do you favor words such as <i>see</i> , <i>picture</i> , and <i>imagine</i> ?	Do you enjoy listening but are impatient to talk? Do you use words such as <i>hear</i> , <i>tune</i> , and <i>think</i> ?	Do you gesture and use expressive movements? Do you use words such as <i>feel</i> , <i>touch</i> , and <i>hold</i> ?
Concentrate	Do you become distracted by untidiness or movement?	Do you become distracted by sounds or noises?	Do you become distracted by activity around you?
Meet someone again	Do you forget names but remember faces or remember where you met?	Do you forget faces but remember names or remember what you talked about?	Do you remember best what you did together?
Contact people on business	Do you prefer direct, face-to-face, personal meetings?	Do you prefer the telephone?	Do you talk with them while walking or participating in an activity?
Read	Do you like descriptive scenes or pause to imagine the actions?	Do you enjoy dialog and conversation or hear the characters talk?	Do you prefer action stories or are not a keen reader?
Do something new at work	Do you like to see demonstrations, diagrams, slides, or posters?	Do you prefer verbal instructions or talking about it with someone else?	Do you prefer to jump right in and try it?
Put something together	Do you look at the directions and the picture?		Do you ignore the directions and figure it out as you go along?
Need help with a computer application	Do you seek out pictures or diagrams?	Do you call the help desk, ask a neighbour, or growl at the computer?	Do you keep trying to do it or try it on another computer?
Total for Each Column			

What to do: Complete this handout by circling your preference in each row, then totalling each column, to find out your preferred learning style

Adapted from Colin Rose(1987). Accelerated Learning.

Making your learning style work for you

Visual Learners:

- use visual materials such as pictures, charts, maps, graphs, etc.
- have a clear view of your teachers when they are speaking so you can see their body language and facial expression
- use colour to highlight important points in text
- take notes or ask your teacher to provide handouts
- illustrate your ideas as a picture or brainstorming bubble before writing them down
- write a story and illustrate it
- use multi-media (e.g. computers, videos, and filmstrips)
- study in a quiet place away from verbal disturbances
- read illustrated books
- visualise information as a picture to aid memorisation

Auditory Learners:

- participate in class discussions/debates
- make speeches and presentations
- use a tape recorder to revise instead of taking notes
- read text out aloud
- create musical jingles to aid memorisation
- create mnemonics to aid memorisation
- discuss your ideas verbally
- dictate to someone while they write down your thoughts
- use verbal analogies, and storytelling to demonstrate your point

Tactile/Kinaesthetic Learners

- take frequent study breaks
- move around to learn new things (e.g. read while on an exercise bike, mould a piece of clay to learn a new concept)
- work at a standing position
- use bright colours to highlight reading material
- dress up your work space with posters
- if you wish, listen to music while you study
- skim through reading material to get a rough idea what it is about before settling down to read it in detail.

What to do: Once you have discovered your preferred learning style, use these ideas to help you learn and study most effectively. To develop your weaker styles why not try one or two of the techniques from those lists.

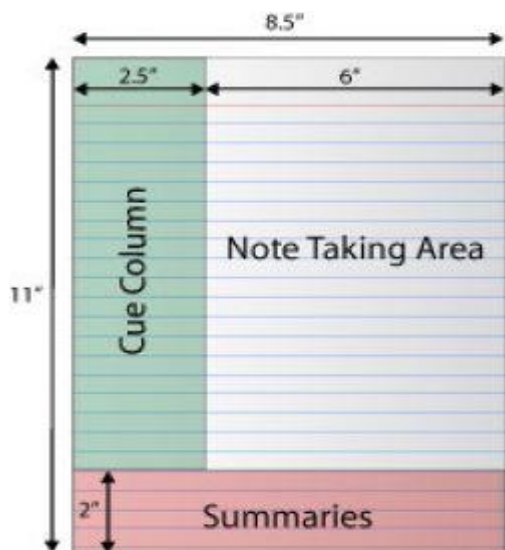
Note Taking Methods

Organised Notes - The idea is that the paper has three sections - the notes section, a "cue" section, and then a summary section.

- **Notes section:** take your typical notes here. Try not to note down everything but to create your own words from what you're learning.
- **Cue section:** This is basically the margin. You place cue words that give you a bit of understanding as to what is in the notes section. You can also add questions to this side, with the answer basically being in the notes section.
- **Summary:** At the end of each page, write a three sentence summary. It is important to summarise in your own words. It allows you to create your own words, and have your own level of understanding.

Tips

- Cover up the "notes" side. Use the cue to **asks questions**, see if you can answer them, and check your answers
- Review the summary section regularly. You will become very aware of the material to help with your exam preparation

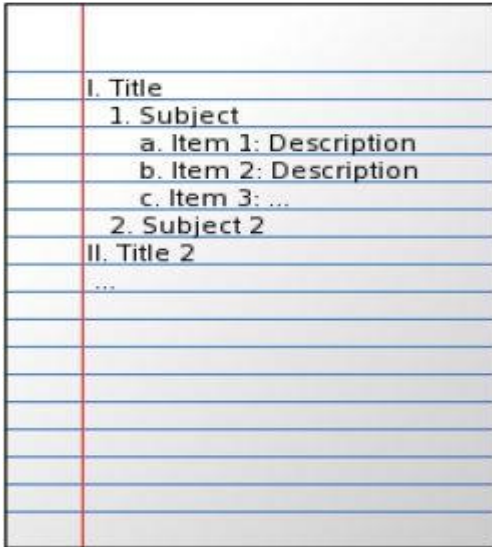


The Linear Method - This is probably the method you are most familiar with. You can use it for essays, projects, and exam revision. This is how to use the **Linear Method**:

- Write down the points in an **organised** manner.
- **Major points** (headings) are placed closest to the left hand margin
- **Indent** and add additional points below the heading (only those that fit)
- You can use **bullet points**, little dots, regular numbers, or any other type of system you like

Tips

- Use your **major points** (headings) as the beginnings of questions for self tests
- This system works best if the teacher gives you the information in an organised linear manner



The Graphic Method - This method allows you to connect concepts together, showing relationships amongst a variety of areas. Remember, this is a graphic representation. This is how to use the **Graphic Method**:

- Start with a circle and branch out concepts, with sub branches, etc

Tips

- Use colourful pens and pencils, either to liven up the mind map, or in an organised manner
- Get creative with it
- With practice comes perfection!



What to do: Look at these methods and choose the one you feel most suits you. Try taking your notes in class and from books like this from now on.

Revision Strategies

Revision mentality all of the year

- Make notes clear, visual, colourful, dynamic and memorable
- Leave lots of space to add notes later
- Make up index cards of key info as you go along
- Go over your work at regular intervals

Self-Discipline

- Take responsibility for your own revision – you are the only one to benefit
- Don't allow other activities to be an excuse to avoid revision – 'I should be doing my maths past paper but my best friend wants me to go to the cinema'
- See this as an opportunity to prove to your peers and parents/carers that you can work independently

Use time carefully

- Start as early as possible
- Draw up a revision timetable
- Draw up a priority organiser
- Make a Time Circle
- Use stray moments for revision

Positive mindset

- Work on your motivation
- Regard difficulties as challenges for which you can devise new strategies
- Remind yourself why you are doing this

Work with others

- Arrange revision sessions with friends

Ask for help

- Find out from your teachers how exams differ to course work

Memory Triggers

- Devise memory triggers
- Distil your notes to key points, key words, memory triggers
- Learn by heart essential information only

Revise by ear

- Record yourself answering questions and listen back

Stay healthy

- Sleep, relax and take plenty of breaks

Previous exam papers

- Check which questions come up regularly
- Brainstorm answers to past questions
- Make outline plans for as many questions as possible
- Time yourself writing some of these to build up writing speed
- Discuss questions with others – work out plans together
- Consider in advance what details can be left out of exam answers

What to do: When you are revising look at this check list to help you get the most out of your revision time and be successful in exams.

Revision: Six Point Action Plan

1. **Positive state of mind** e.g. checking my motivation; giving myself positive messages; working on stress; accepting the challenge. *Things I will do to stay positive:*

2. **Time** e.g. going over my work from early in the year in different ways; organising a timetable, producing a **Priority organiser or Time circle**; dealing with my excuses for not revising; using spare moments. *I will:*

3. **Variety** e.g. working in many short spells; using varied and interesting ways of going over my material. *I will:*

4. **Over-learning** e.g. rewriting notes, index cards, new essay plans, memory triggers. *I will:*

5. **Practice** e.g. doing past questions; working under exam conditions; having a trial run. *I will:*

6. **Selection** What topics will I revise? What level of detail can I really use under exam conditions? *I will:*

What to do: Look at each of the points on the revision action plan and write down one or two actions under each point. Once you have some actions use them; they will make a difference and you will see an improvement in your revision.

Ten Time Management Suggestions

1. Keep a timetable or planner – set aside definite time for study to help you focus and stay on track
2. Give structure to your study time by dividing it up – year, term, week, day
3. Prioritise – decide what are the most urgent and important tasks & tackle them first
4. Break down tasks into smaller more manageable chunks
5. Decide how long you need to spend on each task and set yourself targets
6. Keep your study sessions to several short time slots with breaks in between
7. Be realistic – you need a balance of study & relaxation times
8. Stay motivated – give yourself rewards or treats on completion of a task
9. Don't rush at the last minute – take it slowly over a longer period of time
10. Be flexible - if your study plan isn't working for you change it

Environment Matters

Time of day: Schedule your most challenging study sessions during the time of day when you are most alert. Are you more alert/productive during the morning, mid-day, or evening?

Grouping: Do you prefer to learn or study alone or with friends? If you like to work with others ask friends to form study groups to prepare for tests and exams.

Posture/Mobility: Some people prefer to sit at a table or desk to concentrate and study effectively. Others are able to learn more easily while sitting comfortably on a sofa or lying on the floor. Still others need to move about in order to learn. Some people have the ability to sit and study for long periods of time, while others need to take frequent breaks. Recognising your posture and mobility will help you to plan where and when you should study.

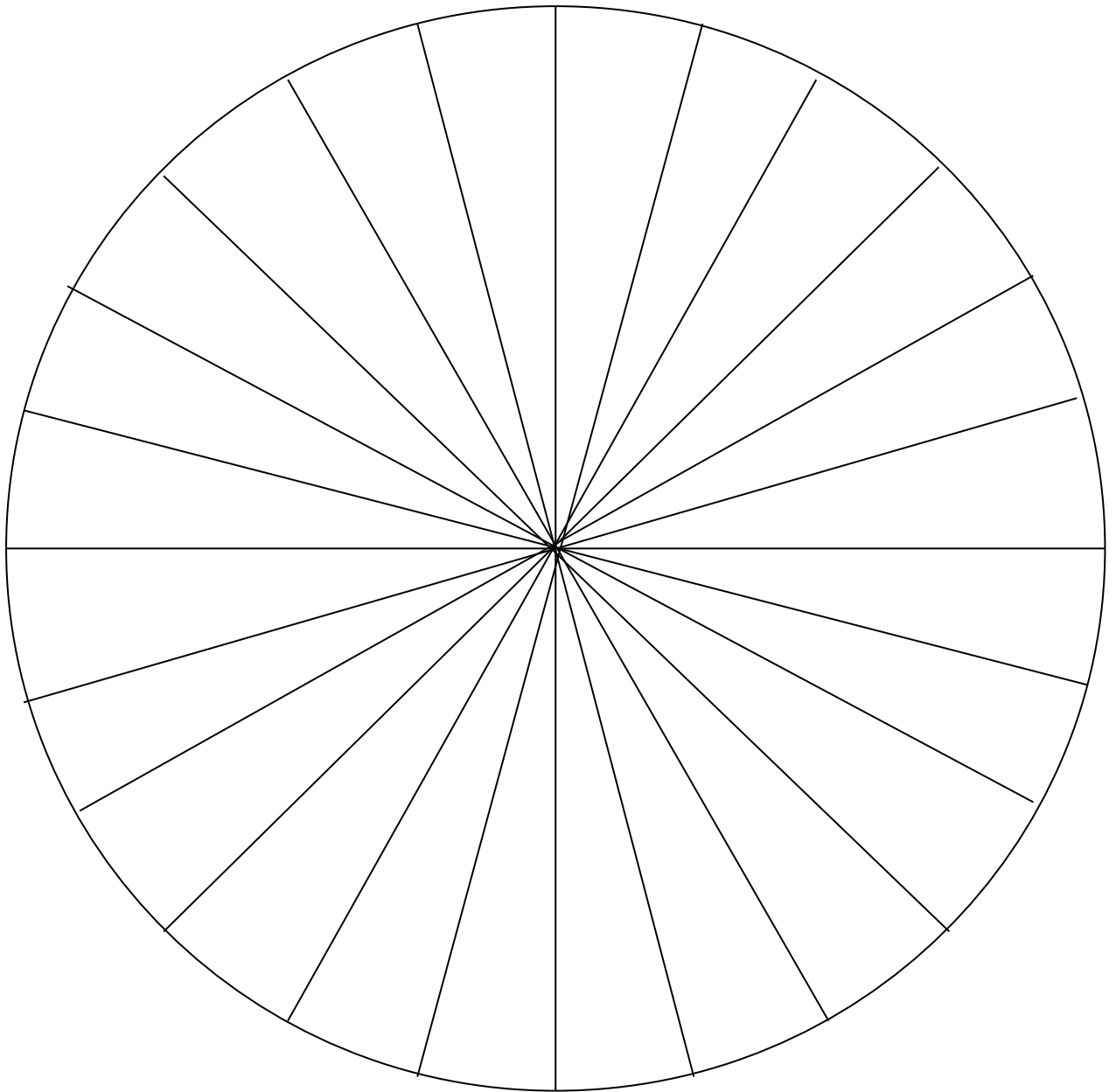
Sound: Contrary to popular belief, not everyone needs to study in a perfectly quiet environment. Some people prefer to study to music. Do beware of distractions though and choose a quiet environment where you won't be disturbed.

Lighting: Studies have shown that some people become depressed because of light deprivation during the winter months. If you are one of those people, you should try to study and spend as much time as possible in highly lit places.

Temperature: While you can't always control the temperature of a room, you should be aware of your preference for either a cool or warm environment. Choose to study in the environments in which you feel most comfortable.

What to do: Use these tips to manage your time well and choose your best study environment. This way you're much more likely to succeed!

Time Circle



Think About:

- Sleeping
- Eating & preparing food
- Travelling to & from school
- In classes
- Helping out at home
- Having fun – going out, clubs, meeting friends, internet, TV etc.
- Working in a part time job or volunteering

Study Tricks – Useful Resources

<http://www.bbc.co.uk/scotland/learning/studyskills.shtml>

Study tips to make your revision as effective as possible

<http://www.bbc.co.uk/scotland/brainsmart/>

Brainsmart is full of hints on how you can study for your exams and have fun at the same time.

<http://getrevising.co.uk/>

Need to make a revision timetable? Or some revision cards? How about testing your knowledge in a wordsearch or quiz?

<http://www.sqa.org.uk>

The SQA have created a guide to sitting your exams. There's also an exam timetable app for mobile phones.

<http://www.bbc.co.uk/schools/bitesize/>

Great revision resources for revising for your Nationals and Highers.

www.bbc.co.uk/scotland/pinball

Kick start your ideas, develop creativity and get thoughts flowing with these fun and simple tools.

What to do: Visit these websites for more information in study skills and revision techniques. Try out the interactive tools to get your brain working!

