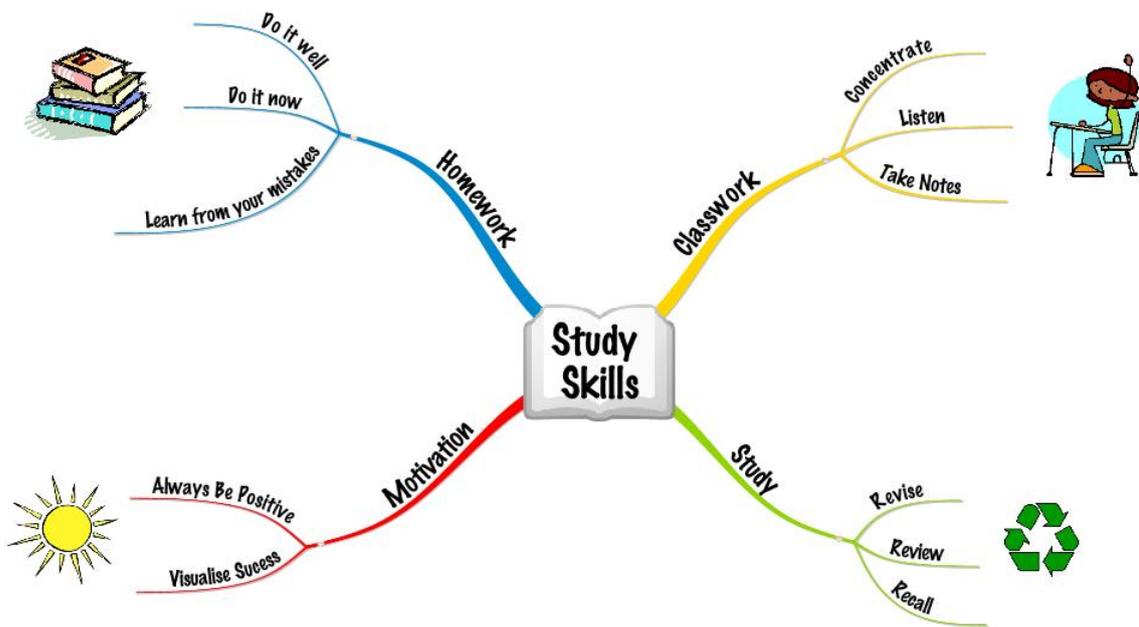




Name: _____
Class: _____

St. Louis Secondary School Monaghan



Study Skills

Tips for your Place of Study

Study by yourself in a room	If possible do your study/school work in a room by yourself. Arrange with parent/ guardian that you have a place of study that is quiet and is separate from others in the house.
Not too hot, not too cold	It is important that the temperature is comfortable in the room you study in. A room that is too warm or stuffy or too cold can have a big impact on your ability to concentrate.
Have good lighting on desk	A desk lamp is essential to avoid eye strain. Place your lamp on the opposite side to the hand that you write with. This way you will avoid shadows falling across your page.
Keep desk free from clutter	Ensure that your desk is tidy and free of clutter before you start a study session. Before you begin spend a couple of minutes organising your desk. You will be amazed how much better you feel working on a desk that is neat and free of clutter.
Actively discourage interruption	Getting distracted by others can be very annoying and frustrating. Get the support of your parent or guardian on having your study place free from interruptions and noise. Turn off your mobile as soon as you start study.
Ensure your chair is suitable	During study you need to sit for a long period of time. Make sure that your chair is as comfortable as possible.
Assign study times and let friends know!	It is important that you inform your friends, parents and family members of your study times. Arrange to text, phone or see friends outside study times. You will not lose friends by letting them know what you want!
No TV / Radio / Internet distractions	Reduce or cut out distraction from TV and music during your study times. Research tells us that it is better for students to work without background music or radio. If this is difficult for you to do without then try rewarding yourself with them during study break times.
Have necessary resources to hand	Always have the textbooks and equipment at hand that you are going to need for the study period.
Study desk for study only!	Never use your study desk for leisure activities such as listening to music. Get your brain to associate your place of study with study activity and nothing else.

Tips for Being Organised

Use a timetable	It is vital that you draw up a timetable at the beginning of each week. Remember that the purpose of the timetable is to make your life easier. It will help you get more organised and take control, which in turn will result in less stress.
Set precise learning goals	Begin your study/homework session by asking yourself 'what do I want to know at the end of working on this topic or question?' Ask this for each topic/subject and write it down before you start the session. Be as specific as possible on what you aim to know. This approach will give you focus and a sense of purpose.
Set time limits every question or topic you study	In your Christmas/Summer exams, you will be expected to work against the clock. Therefore, your study should also involve working against the clock. Allocate a set time for each study topic or question. Your teachers will be able to suggest how much time is reasonable to study any given question.
Try relaxing before study	Before beginning study each evening, perform a simple relaxation technique for about 10 minutes. This will help you stay concentrated on your work.
Include leisure time in weekly timetable	This will increase the chances of you sticking to the timetable you draw up.

Revision Timetable

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1							
2							
3							
4							
5							
6							
7							

Motivation and Goal Setting Tips

Write down results targets	Be satisfied that you are happy with the target results you have set. Seek the advice of your tutor, subject teacher or parent, when setting these targets. Writing down the targets you want to achieve will make you focus more on what you really want.
Attend all classes	The more class time you miss the greater the risk of missing important learning points. Often knowledge is built on knowledge covered in the previous class.
Look after your health	An obvious point, but it's easy to neglect your health as examinations approach. A good diet, exercise and a good night's sleep every night is very important as all of these things will have a huge impact on your ability to concentrate and relax when required.

You should complete the following Results Targets Table and fill in the result that you are aiming to achieve in each subject. Think about your results to date so far and set your best realistic target. There is a sample for CSPE included to give you an idea how to fill out the table. Also, see the next page for an indication on what grade each percentage is worth.

Subject	%	Grade
<i>CSPE</i>	<i>80%-85%</i>	<i>A/B</i>
English		

Grade

Percentage

Honour/Pass/Fail

A	85-100%	Honour
B	70-84%	Honour
C	55-69%	Honour
D	40-54%	Pass
E	25-39%	Fail
F	10-24%	Fail
NG	0-9%	Fail

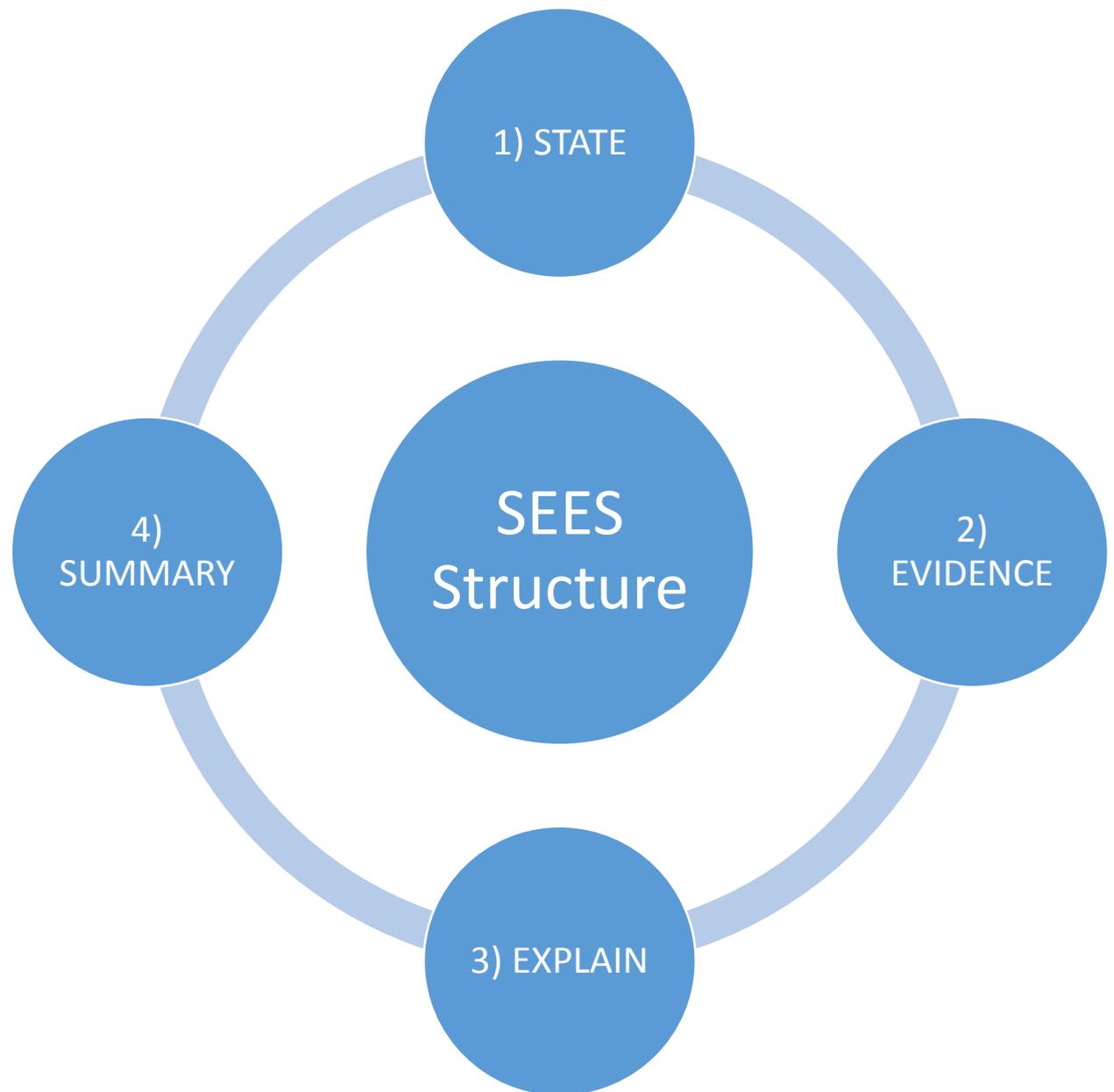


Tips for Note Taking

<p>Keep notes brief but informative</p>	<p>Include information and not just headings in notes but at the same time keep notes very brief. I'd advise that you only include enough key words or phrases that will bring the essential information/ideas to mind. Besides, one of the main reasons for taking notes is to save time, to allow more frequent revision. This won't happen unless your notes are brief and to the point.</p> <p>FLASHCARDS ARE GREAT FOR REVISION!</p>
<p>Make notes clear</p>	<p>It very worthwhile making notes as clear and attractive as possible. The whole point in taking notes is that you refer to them often. They must be easy and attractive to read. It is also a good idea to leave space to jot in additional notes later.</p>
<p>Watch for clues</p>	<p>It is essential that you note the main points covered in the textbook chapter or class. Be alert for clues as to what the teacher thinks is important. One of the essential skills in note taking is being able to identify the key points in what you are listening to or reading.</p>
<p>Use own words</p>	<p>When taking notes always try to use your own words. You will remember your own phrases, sayings and expressions better. Don't use full sentences. Definitions are an exception to this rule.</p>
<p>Use visual cues and reminders</p>	<p>As the brain can deal with information much more easily when it is presented in maps or graphs, it is a good idea to have your notes in this format as much as possible. Use mind maps if you find them helpful.</p>

Example of how a visual may help you to remember the SEES structure for answering questions in English.

English Revision Notes: The SEES Structure



Reading Skills Tips

The SQ3R system is a reading method practised by many students with good success. Read down through the descriptions and have a go at using this method the next time you use a textbook.

SURVEY - the information necessary to focus more sharply on the material

Spend a few moments browsing through the part of the book you are going to read. Take note of the way the author has organised the information. The headings and the sub-headings give you the best idea of the way the writer has arranged the key points. Be careful to note any diagrams, tables and maps there may be. Note the heading used and what is shown.

The purpose of this survey is to gather the information necessary in order to get focused and to decide what it is you are about to learn. This activity will help you formulate questions relating to the given subject.

Questions: Who? What? Where? When? Why?

One section at a time, turn the main headings into as many questions as you think will be answered in that section. The better the questions, the better your comprehension is likely to be. You may always add further questions as you proceed. When your mind is actively searching for answers to questions it becomes engaged in learning. So you will always be reading with the purpose of finding answers to the questions you have come up with.

READ - fill in the information around questions

You will have accomplished much of the first two steps in only a few moments and so the time you will spend on step 3 will be reduced. Only now do you actually read the words in the section. Read each section with your questions in mind. Look for the answers, and notice if you need to make up some new questions. Note down your questions on paper.

RECALL - test how much you can remember of what you just read

After reading each section put the book to one side and try to recall the answers to the question you posed. Jot your points down in quick note form (see the note taking skills section). Look back again at the textbook (as often as necessary) and fill in any points you may have missed out on. Don't go on to the next section until you can answer those questions.

REVIEW - reinforce what you have just learned

When you are coming near to the end of your allocated time for this section of your study session, review all you have read. Go back over all the questions from all the sections in the textbook you covered during this session.

See if you can still answer them. If not, look back on your notes and refresh your memory.



Tips to Improve Exam Performance

Read the questions and instructions!	Check the instructions at the beginning of each test paper carefully. There may be a small change in the exam format from year to year. Read each question carefully. Highlight or underline the key words and phrases.
Check for compulsory questions	Tick the questions that must be answered in each section. Then tick off the question(s) you are likely to answer (using a different colour or symbol).
Allocate time for each question	This should be done before the exam itself. The amount of time spent on each question will be determined by the percentage of the overall marks going for the question. For example, the time you allow will double if the marks awarded are double those of other questions. Allow at least five to ten minutes at the start of the test to read over the paper and ten minutes at the end to read your answers.
Begin with your best question	Begin your exam with the question you feel you could best answer. By doing this, you build confidence in your ability to tackle the remainder of the test.
Plan answers in the exam	Jot down an outline of your answer by noting the main points before beginning to work on the full answer. It is useful to let the examiner see this work.
Avoid clutter	Remember to allow plenty of space between points and sections and label all your answers clearly. Do everything you can to make the job of the examiner easier.
Keep an eye on the time	If you run over the allotted time when dealing with a question it may be better to leave a space and continue to the next question. Above all, avoid the disaster of not having time to attempt all the required number of questions.
Don't waffle	There are simply no marks going for repeating the same points or ideas. Be as clear and concise as you can. This does not mean that you don't explain things fully and give examples.
Recognise typical question formats	Know exactly what is expected of you in an exam when asked to Compare, Contrast, Define, Discuss, Explain, Trace, Summarise, Describe or Outline. Take special note of words such as "including", "and", or "or".
If you have time to spare, re-read your work	Don't stop working on your paper before time is up. There are no extra marks awarded for being finished early. Your exam is designed to be undertaken within the time allocated. If you have time left after you read over your

Use notes	paper read over it a second time. Ideas may come to you even at this final stage. It could happen that you discover that you have done something wrong, left a question out or perhaps misread a question. If time is not on your side, lay the correct answer out in note form first. Then elaborate on the notes. Try not to panic.
Bring a drink!	Bring a drink of water into the exam hall with you in order to avoid dehydration.

Wishing all students at St. Louis Secondary School, Monaghan good luck with examinations.

