



chaseterraceacademy

Chase Terrace Academy

Revision Guide 2020



Introduction

This booklet has been put together to provide you with information. It does not have all of the answers but it is up to you to use it as you think best. We hope you find it useful.

How well you do in your final examinations will depend on how much effort you put into your classwork, controlled assessment and studies.

Ultimately, your grades will be a reflection of the amount of time and effort that you put in now.



Sections

- 1. Mind Mapping**
- 2. Reading**
- 3. Note Taking**
- 4. Concentration – some basic guidelines**
- 5. Planning for effective revision**
- 6. Understanding the Exam Questions – terms and definition list**
- 7. Exam Tips**
- 8. Making a Timetable**
- 9. Revision Survival Guide**

1. Mind Mapping

Mind maps are an excellent tool for effective learning. Mind maps stimulate both right and left hemispheres of the brain and the combination of language, logic, colour and images makes this an excellent memory tool. Used correctly, they reflect the way the brain naturally organises information.

They can be used to:

- record large amounts of information in a small space;
- generate new ideas and organise them at the same time.

The 'rules' of mind mapping

Everyone can create their own personal style of mind mapping. Use these rules as a guide to help you find your own personal style.

1. Paper

- Blank paper
- Landscape not portrait
- Use only one side

2. Central image

- Have a central image which attracts the eye

3. Branches

- Main branches are thicker to show important key ideas
- Use curved lines to create interest

4. Words

- Only use key words
- Main branch word – upper case
- Lower branch word – lower case
- Size should relate to importance

5. Images

- Help to simulate the right hemisphere of the brain
- Easy to remember
- Attract the eye
- The eye takes in images more quickly than words (and remembers them for longer)

6. Colour

- Stimulates the right hemisphere
- Use one colour for each main branch

7. Spacing

- Leave lots of space so that you can add to the mind map

8. Symbols

- Use arrows to guide the eye
- Create your own symbols

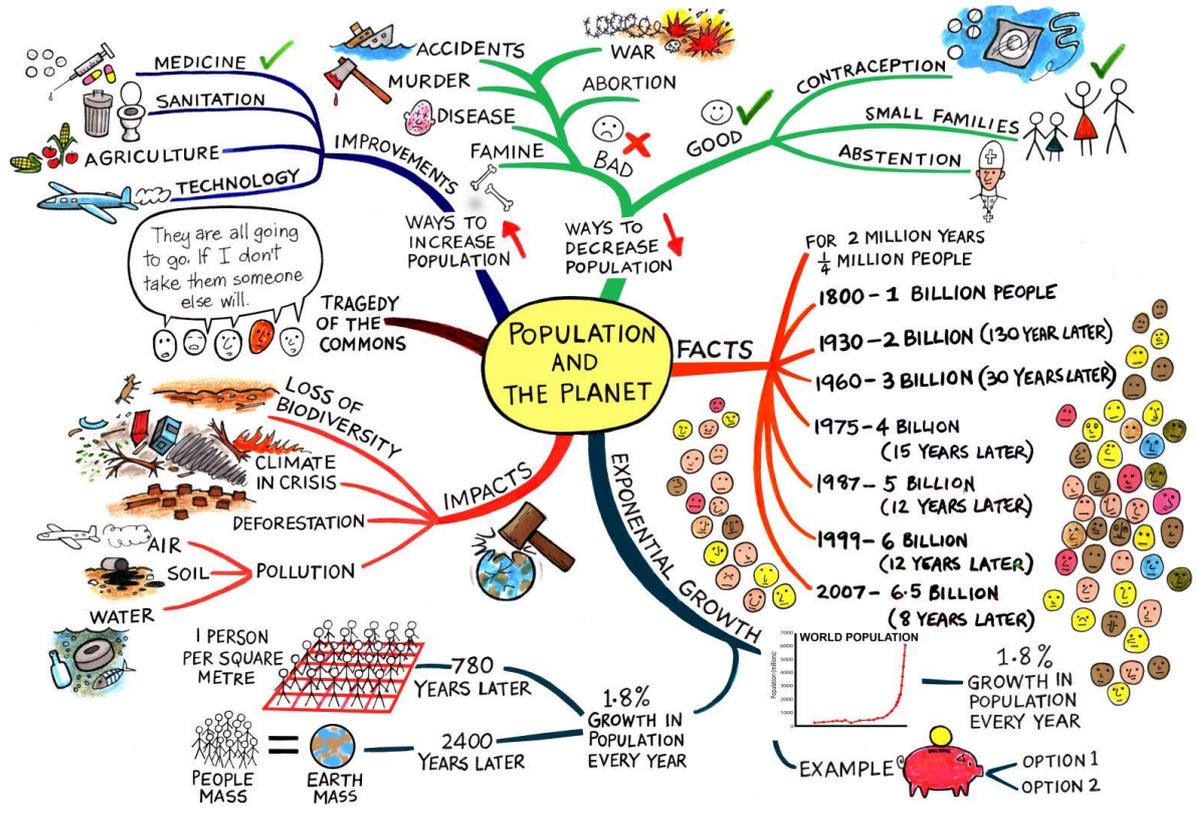
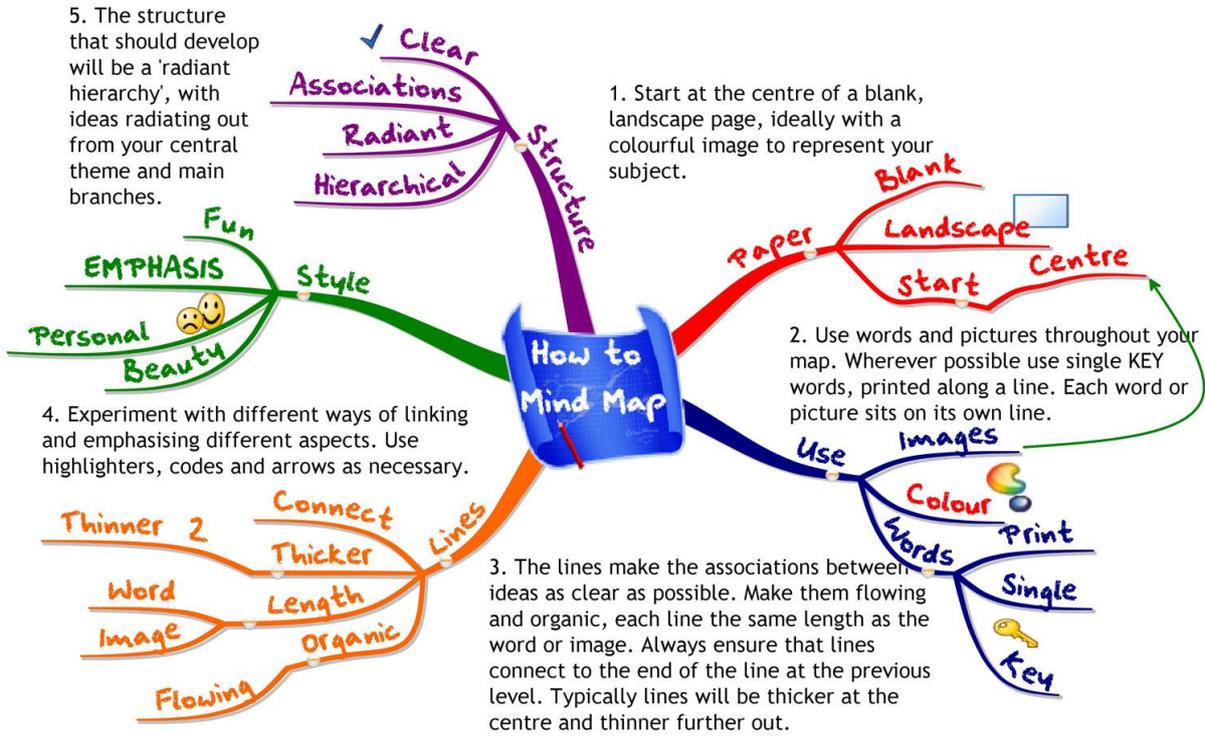
9. Personal style

- This is important, it is your mind map and it needs to be in a style appropriate to you

10. Have fun

- When learning is fun you learn faster and you remember things
- Make your mind maps fun!

A couple of examples.....

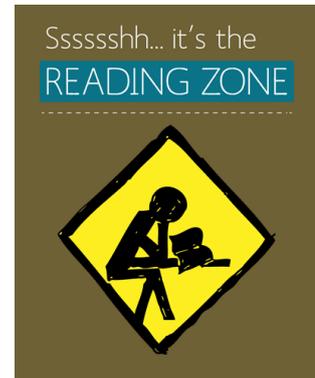


2. Reading

There is more than one way to read! Different texts can be read in different ways for different purposes.

a) Skim-reading

Quick 'skim' reading to get a general impression. This can mainly be used to assess the relevance of a piece of text or sort out which texts might be worth reading in detail later on.



b) Scanning

Similar to 'skim' reading but with the purpose of finding specific information. For example, using the index to find a word and then locating the given page in a book.

c) Receptive Reading

Reading at a steady speed from start to finish as you would read a story. It is useful to get a good, general idea of the contents.

d) Intensive Reading

This is reading in depth, taking notes and asking questions raised by the reading.



3. Note Taking

Note taking is an excellent way in which to record, store and retrieve information quite quickly. You could make notes when you are reading, and when you are revising. You must do it properly though.

Different people make notes in different ways; the most important thing is that you understand them later. When you are making notes, ask yourself the following questions:

- a) Why am I taking these notes?
- b) What are the key points?
- c) How am I going to arrange and organise these notes?
- d) Do they make sense?

Once you have completed a set of notes, check through them carefully to make sure that you have covered all of the main points and that you understand them. It is also useful to underline and highlight key words or quotes.

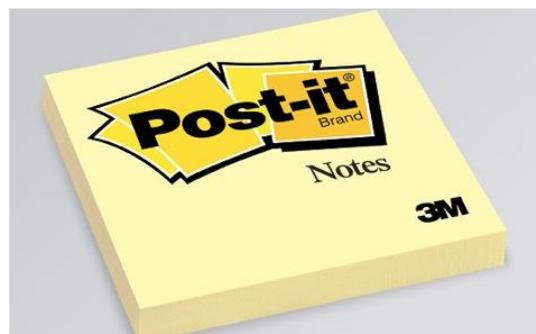
Top Tips for Revising with Notes

- This method will only be effective if you actually write things down.
- Try to write as concisely as possible, you only want to note down the key points so that you can then refer back to them quickly and be reminded of them.
- Place your notes in different locations around the house so that you are reminded of key concepts e.g. on the fridge, in the bathroom, on the doors etc.
- Use colours to distinguish important ideas and to highlight key concepts. Don't spend ages just making your notes look pretty though.
- Sometimes, making mnemonics can help.
- Once you have created a set of notes, revisit them later and test yourself on the content.

Revision cards can be particularly useful



Post-it notes can also help



4. Concentration – Some Basic Guidelines

1. Set aside a time and place for study and study only!

- a) Identify a specific place that you can use for revision.
- b) Ensure that your study area has:
 - good lighting;
 - ventilation;
 - a comfortable chair, not too comfortable;
 - a desk/table or area large enough to spread out your materials.
- c) Ensure that you **avoid** having the following in your study area:
 - A distracting view of any other activities you may wish to be involved in
 - A mobile phone (did you know, you can actually turn them off!)
 - A loud stereo
 - A television
 - A friend who wants to talk a lot

2. Divide your work into small, short-range goals

- a) Don't set vague targets which are too demanding e.g. 'I am going to spend all day Saturday studying'. This is not practical and could end up demotivating you.
- b) Take the time block that you have scheduled for study and set a reachable study goal. For example: finish making notes on chapter seven of my science book, complete one maths exercise, write the rough draft to my English essay etc.
- c) Set your goal when you sit down to study, before you start to work (reward yourself once you have achieved it...chocolate is good for this!).



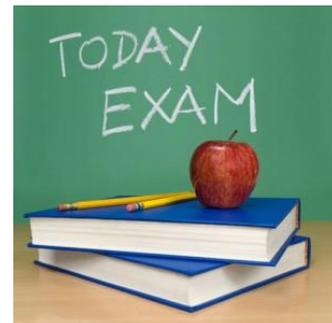
Make sure that any goals you set are challenging but achievable.

5. Planning For Effective Revision

- Make a list of all the subjects that you are revising for.
- Look through the syllabus/check with your teacher and make sure that you cover each topic that may come up.
- Make a detailed revision timetable several months/weeks before the exam. Make sure that you include time-out to relax and do other things.
- Find out how many papers there are for each subject. Find out where, when and how long each exam is. Do you know what each paper covers and if you need any special equipment e.g. a calculator?
- Be clear about what you already know and are therefore confident with.
- Organise a suitable place to work away from distractions.
- Do a 'reality check' – check your understanding of what you have been revising: get others to test you, test yourself, complete an online activity etc.
- Decide how much time you need to spend on each area.
- Take regular 'stretch breaks'. Every 30 minutes or so move around and have a stretch, then re-focus.
- Keep your revision organised and planned. If for some reason you fall behind on your timetable, re-organise it realistically so that you are still able to cover everything.
- If you have made some notes, review them on the same day to help you remember them. Look at them again two days later, then a week later to check you have remembered the key points.
- Make sure that you are in the right frame of mind. Be positive and believe in yourself!
- Drink water, eat high-energy foods and get some good sleep (at least 8 hours). Your brain needs to be rested, fed and watered in order to learn most effectively.
- Use a range of methods for your revision, such as: mind maps, body actions, recording notes on a phone or other device verbally, flash cards, post-its etc.

6. Understanding the Exam Questions – Terms and Definition List

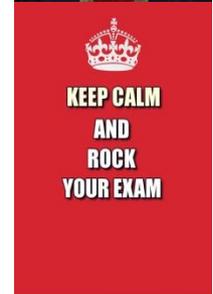
Analyse	Look very closely at the detail.
Compare	Say how things are the same and different.
Illustrate	Give examples to make your points clear. It can also mean to use diagrams, drawings or figures to support your answer.
Outline	Describe without too much detail. Give the main features of.
State	Present the information clearly but briefly.
Summarise	Using your own words, bring together the main points without including detail or examples.
Review	Go over the whole thing picking out the important parts to give your opinion on.
Clarify	Make it simple and clear.
Comment on	Give your opinions or point of view.
Consider	Take it into account. What are your thoughts about it?
Demonstrate	Show using lots of examples.
Describe	Give a detailed account of something as it is. You do not need to give your opinion on it.
Discuss	Give the important reasons for and against and come to some conclusion from these.
Contrast	Show how things are different.
Explain	Make the information clear by giving reasons and further evidence to support it.



You can add some other exam terms below and find out the definition yourself:

7. Exam Tips

- Get a good night's sleep before the exam.
- Before you set off from home, relax and imagine yourself walking calmly to the exam room and successfully completing the exam. If you see it and believe it, it is more likely to come true.
- Make sure that you take all of the equipment that you might need.
- Get to the exam early.
- If possible, take a bottle of water into the exam room (with the label removed).
- Read through the whole paper.
- Don't spend too long on one question; be clear at the start of the exam about how long you will spend on each question.
- **Read the instructions carefully.** Put a tick next to the questions that you want to do/have to do.
- Look at how many marks are awarded for each question – this often indicates how much detail you should go into.
- Underline the important words in a long question – this will help you to break down the question and check you have answered all parts.
- Don't be afraid to write on the exam paper – you might want to underline words in a question or make very quick notes.



8. Making a Timetable

Planning your revision is possibly the most important part of the process. It's not realistic to sit down for an hour and just pluck out some books to start revising; it's also not great use of your time. You need to be organized and, thankfully, we have a process that will help you out.

Always follow these three steps: **Prepare it, Learn it, Test it**

The process works so well as it gets you to revisit and reshape your notes so that you actually process them; it also builds in time for learning the information and testing it. There is a blank revision timetable ready for you to use at www.chaseterraceacademy.co.uk

You need to evenly plan your subjects out across the week, doing some after school and some at weekends. Be realistic: revision sessions of about 45 mins work well followed by a short break. Building in breaks is essential, however, not too many as there's lots to get through!

Where can I get further help?

There are a couple of useful websites below. There are also lots of examples in the second part of this booklet with subject specific websites and revision guides. Be cautious when using any website though and make sure that the information you are working with is accurate and relevant to the content of your course.

The best person to ask for any further guidance is your subject teacher. Don't forget, there are lots of opportunities in school to attend revision and booster sessions, make the most of them!

www.s-cool.co.uk

www.bbc.co.uk/schools/gcsebitesize/

www.getrevising.co.uk/planner

www.revisionworld.com

9.Revision Survival Guide

Relax and Stay Calm

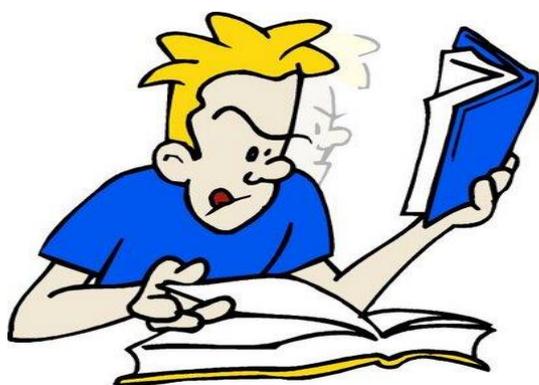
Prepare well - pace, not race.

Make a list of things that are worrying you and talk them over with someone who knows what you are going through—get help if you are stuck!

Recognise the symptoms of stress: Excessive tiredness, irritability, headaches, increased heart rate and inability to relax may all be clues that you are suffering from stress.

Tackling stress: Take a break, go for a walk, breath deeply in and out through your nose to the count of 5, have a bath, have a chat with a friend, go out for a while.

Come back to the revision when you feel more relaxed and motivated.



Stay Positive

'If you think you can, you can,
If you think you can't,
you can't!'



**Eat
Breakfast
on the
morning of
each exam**



Time management

Be realistic with your revision timetable. Mix your subjects up and try not to spend more than 50-60 minutes on each one. Factor in breaks too.

Exercise

Take time out to get some fresh air, socialise and take part in your favourite sport.



Sleep

Wind down before bed with a hot drink and relaxing music. Avoid computer games before you go to sleep as these will not help you to relax.

Eat Well

Avoid lots of fizzy drinks and caffeine; drink smoothies, milkshakes or water instead. Have plenty of fruit.



Nibble on bread sticks and pasta. Carbohydrates will give you energy.

Use the power of 'brain food' such as proteins found in fish and cheese.



Have small 'treats' to reward yourself for hard work!

