

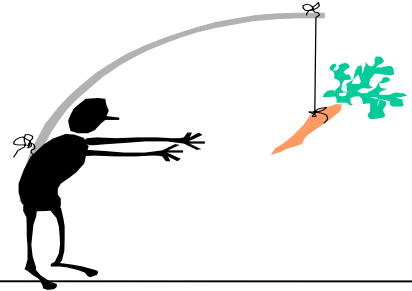
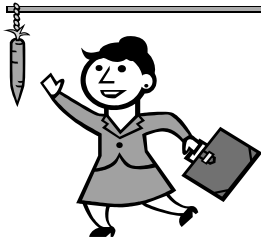


**Gordano School**

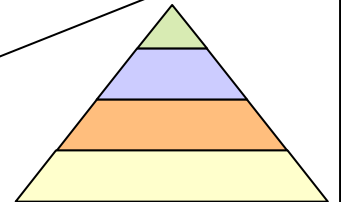
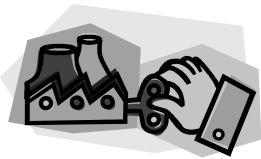
# Year 9 Prep for Learning

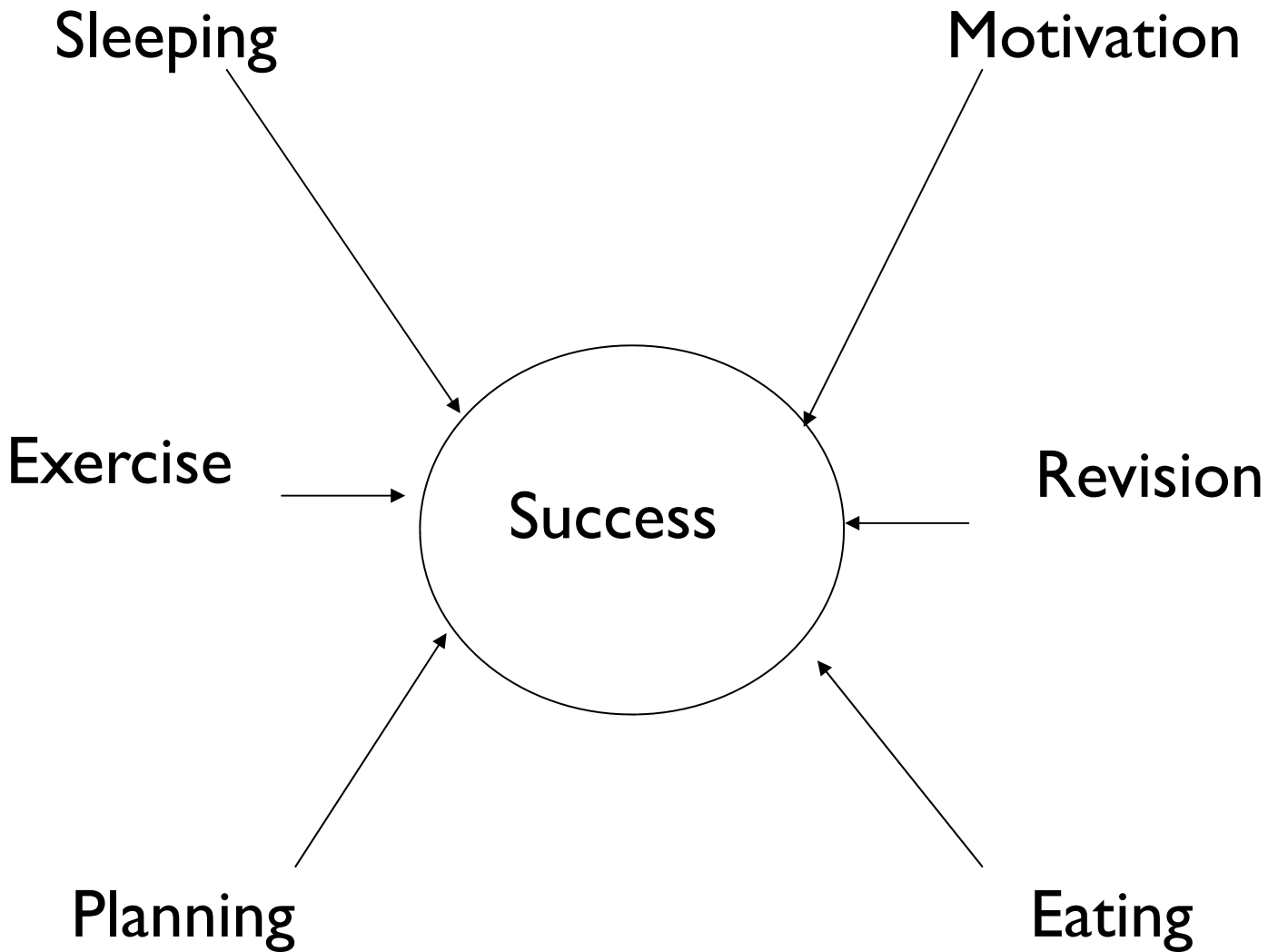
**Year 9**

## **SATS Prep: Time Management & Exam Skills**



**Believing in your  
success**





## **The ingredients of SATs success**

**How hungry are you for success ?**

**What have you got to lose ?**

**What are you doing now to make it happen for you ?**



## What makes me work ?

- We often limit our achievements
- Believe in your ability to succeed
- You can reach the highest goals if you believe in yourself
- If you tell yourself that you can't do something you won't be able to do it

**To achieve  
success you  
must be  
positive**

- If you want to achieve something-  
you will motivate yourself to do  
it
- Master your time to make time  
to succeed
- Make exam success one of your  
priorities
- Successful people plan their time

## Motivation

Time is life

It is irreversible and irreplaceable

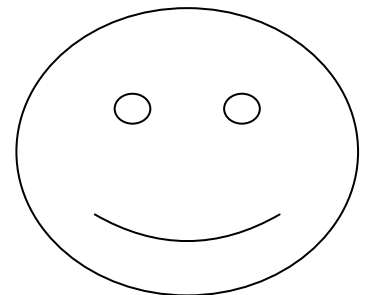
To waste your time is to waste your life.

But to master your time is to master your life and to  
make the most of it.

Lakein



**Planning  
time is  
never  
wasted  
time**



**Believe in  
yourself**



## How do you spend your time at the moment ?

### Look back on last week...

	Yes	No	Comment
1. Did you spend time planning your week ?			
2. Did you decide in advance what you had to achieve ?			
3. Did you set any priorities ?			
4. Did you set any deadlines and meet them ?			
5. Did you meet deadlines set by other people ?			
6. Did you arrange any special activities ?			
7. Did you find time to relax ?			
8. Did you write down your goals ?			
9. Did you spend any time reflecting on how effective your learning was ?			
10. Did you put off anything you needed to do/waste time ?			

### Time Management Task

That was last week..

**STEP 1:** Now write down what I have to do next week:

**Next week tasks I have to do:**



**Step 2: What would I like to do next week ?**

**Step 3:** Now look at both of your lists and number each one, separately, in priority order. Put a number 1 beside the most important thing that you have to do next week and then number the rest of the items in that box. Then move to the next box and repeat the process.

### Step 4: Action Plan for next week

Things to do next week

When I will do them

Tick when done



# Learning Tips



- Write notes that are **legible, well spaced**, that use **colour** and are **dated**.
- Divide your work into **topic sections** that are ready to chunk down ready for revision using file dividers
- Make sure that all the pages in a file are **ring bound** and/or pages in a book are **stuck in**.
- **Process work**, learn it, test yourself
- Know your **Target Minimum Grades (TMGs)** and **Target Challenge Grades (TCGs)** and **how to achieve them**
- Know what is expected in a **mark scheme** to achieve a Grade C or B or A or whatever grade you are aiming higher for.
- Don't go on studying if you are **tired**. This is not profitable time and it will be better spent sleeping and picking up that time later. Give **yourself a break**, especially before bedtime and work to a plan, **not** adhoc (make it up as you go)
- **Don't necessarily measure** yourself against your **friends**—they learn in different ways, they may study quicker or may not be telling you everything about the quantity of work. If your friend hasn't done much either then feeling more confident is very short sighted—you both will fall short of your potential !
- **If you miss a lesson** get your notes up to scratch and plug any gaps NOW
- Chunk down when revising for a test
- **Plan your time** & stick to it
- Give yourself **rewards**
- Think of the **long term benefits** and not the short term !
- **Believe in yourself**
- Friends are for life, **SATs happen just once**



# How do I Learn ?

- We all learn in different ways
- There are at least 8 different types of 'intelligence' that we know of, so nobody is actually not intelligent, people are simply intelligent in different ways.
- You must formulate your own ways of learning and decide what is best for you, which will differ in many ways to your friends and colleagues.
- You do not have to revise the same way for each SATS. What works best for what subject ?

## Possible Revision Techniques

### Highlight Key Points

- Underline in various colours (colour coding) important aspects of work. Use to chunk down work, giving you information to process later
- Very effective to visually draw out key points for revision

### Make Lists / Bullet Points

- Make lists of key points - it will be easier to remember than lots of words and paragraphs

### Highlighter Pen

- Highlight key points in your work with a highlighter pen—make them stand out

### Make a Mind Map

- Like a spider diagram using colours so that each leg of the spider is a different colour and is a related aspect. Use pictures as well as words. This could be used as a summary from highlighting key points and is a good way to visually remember things

### The Shrinking Mind Map

- The aim in revision is to shrink as much of the key points down into a small space. The process of this actually helps you learn the information.
- The result is that you have a portable device that you can carry around and learn from. Chunk down your mind map further.
- Cut off the outside legs and use the main stems to stimulate your brain to remember the other parts. This is useful to take into the exam.

## Mnemonics and Acronyms

- A mnemonic is a word or abbreviation that helps you remember.
- An acronym is a word made up using the first letters of a series of other words, or the first word of a series of sentences. An example—to remember the advantages of carrying credit cards (for a business studies question):

**Convenient to carry**  
**Outlets for use everywhere**  
**Pay later**  
**Security**  
**Extras, insurance, air miles**

## Annotate

- Write things in the margin on the paper to help you remember things

## Keywords

- Put key words on your wall at home

## Revision Cards

- Some people like to condense information onto small revision cards
- These are portable and can be carried around
- Keep words to a minimum, key points only, don't over-crowd the card, it becomes difficult to read and visualise
- Have some organisation, i.e. one card per topic
- Use colour, use pictures, use bullet points
- Make it fun and use mnemonics to make it fun
- The process of carding up a topic is as important as reading the card later as it will help you revise

## Take a break

- People learn best at the start and finish of each revision session, so have lots of starts and ends !
- Reward yourself by finishing something and then taking 5 minutes out for a coffee—then back to it

**Re-read it**

**Look at re-worked notes**

**Mind-map**

**Illustrate it**

**Sing it**

**Poster-it**

**Think about it**

**Make up a mnemonic**

**Attach it to your memory by linking it to a personal memory or emotion**

The Shrinking Resource:    Process It    Learn it

# Exam Preparation

You need to check these questions:

1. How many exam papers will you get for each subject ?
2. How long will each paper last ?
3. How many questions will you need to answer ?
4. Do you have to do all of the questions OR is there a choice ?
5. Have you covered enough to answer all the questions ?
6. Do you have a resources booklet to work from ?
7. Are all the questions worth the same marks ?
8. How many marks can you get per minute ?
9. Which tier are you doing ?
10. Have you seen examples of the type of questions you will get ?
11. Are the questions structured or will they require long answers ?
12. Have you seen a copy of the syllabus for your subjects ? Are you sure that you have covered all of the topics ?

# Key Words in Exams

## Breaking The Code—Critical Word Analysis

These are action words—trigger words that examiners use that ask YOU to do something.

They are absolutely CRITICAL as it tells you WHAT you must do.

**Contrast**—explain the difference between..

**Summarise**—sum up the main points

**Examine**—investigate, closely ask questions of..

**Discuss**—debate the issue from different viewpoints

**Evaluate**—weigh up the strengths and weaknesses

**Prove**—demonstrate, make certain

**Compare**—explain the similarities and differences

**Justify**—support with facts and or figures, examples, references

**Describe**—give a concise statement of meaning and/or identify the main characteristics

**Criticise**—identify problems/disadvantages

**Define**—give the meaning

**Distinguish**—explain the difference

**Relate**—show the connection between things

**Trace**—show how something has developed from beginning to end

**Outline**—choose the most important aspects of a topic

**Interpret**—explain the meaning in your own words

**Differentiate**—explain the difference



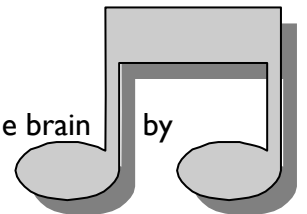
# Where I Learn

## Essential Checklist

- Comfortable place to work & revise
- Desk/table
- Comfortable chair to support your back
- Good level of lighting
- Good level of ventilation and warmth
- Quiet
- Family understands your needs
- No TV, CD player noise
- All the resources that you need, including notes, books, pens, pencils, paper, card, colours
- Organise your space and remove distractions
- Keep a tidy room (untidy rooms lead to low self-esteem !)
- A 'do not disturb' sign !

## Music

- Some people work better with a low level of musical background.
- Some classical music has been shown to improve the concentration of the brain by stimulating it.
- Avoid fast beat music (stops learning)
- Slow and quiet music can be relaxing
- Some Mozart and parts of Vivaldi's Four Seasons plays at about 60 beats per minute, the same as the heart
- Instrumental music often more beneficial than singing/talking



## Aromatherapy Oils

- Burning essential oils can be beneficial to concentration and others for relaxation
- Rosemary is said to help concentration



# And Finally.....

## Be positive

Climbing the ladder to success is not meant to be easy

SATs are meant to challenge you

They are hard work

SATs need a great deal of prep work

You can do your best

You can focus on your own learning

You can avoid *distractions* from friends

You can use friends for *support*

You can plan

You can find your way of effectively revising

**Keep saying it and you will believe it**



**Falling back on failure is no excuse and is often too comfortable as the way out.**

## Say no to:

I could have done better

I am not very good at..

I can't do..

I haven't got time to...

I am too thick to...

I never eat breakfast because..

I get too tired to...

I get really stressed out by exams..

I don't know how to do a revision timetable..

I don't know how to revise...

I can't do exams....

**Keep saying it and you will believe it**

Be proud of your achievements

Take charge of your learning

Be pro-active

Believe in your success

You CAN DO it !

Year 9



# SATS Prep: Time Management & Exam Skills

Thursday 3rd  
March 2005  
P2

Learning  
To Learn



## Aim

- To understand how effective revision techniques and time management will help with the SATs

## The Starter, 5 mins

*Dedication, practice and hard work gives results*

Session co-ordinated by Mr Ball



## Good Exam Practice—Know the Goal Posts

### The Recap, 5 mins

How many exam papers will you have? How long are they? ... and other things YOU are expected to know.

Session co-ordinated by Mr Ball



## The Main Course

### -The Shrinking Resource

Shrinking your notes into manageable proportions—the Russian doll idea. Be ready for your GCSE mock examinations.

*Shrink and chunk*

session led by Mr Ball, 5 minutes

### -The Shrinking Mind Map

A particular example of how to shrink your notes and remember what they say, using a very powerful tool called mind mapping. We will show you how this works and show you how mind maps can shrink down even further.

session led by Mr Ball, 5 minutes

### Key points

- ◆ Notes—process them—learn them
- ◆ Shrinking the resource / Russian doll idea / chunking down
- ◆ Pruning the tree



## Revision cards

Revision cards are an excellent way to chunk down your notes and to revise from.

This session will show you appropriate and effective ways to shrink content onto cards and how to revise from your cards.

Session led by Mr Ball

5 minutes

## Time Management & Organisational Skills

Looking at how you manage your time is very important. This session will examine how you manage your time prior to the exams and during the exams.

We will draw a day by day time line and then chunk this down into how we allocate time to different activities during the day.

Session led by Mr Ball 5 mins



## Answering Exam Questions & Thinking Skills:

Session led by Mrs Bowen,

We will look at:

- ◆ Words you need to know / Critical command words
- ◆ Highlighting key words
- ◆ Bullet points
- ◆ Annotating
- ◆ List & columns
- ◆ Spider diagrams
- ◆ Styles of writing

### We will also look at

- ◆ problem solving,
- ◆ Ideas webs
- ◆ Lateral ideas
- ◆ Analysis
- ◆ Evaluation

20 minutes

## Session Four: The Plenary

### Things to take away...

- If I knew what I know now
- Key points to take away
- Keeping the vision
- Being motivated to succeed / believing in success
- Personal Organisation

5 minutes



YOUR FUTURE STARTS TODAY

TIME IS VALUABLE

THERE IS ONLY ONE LIFE.....THERE IS NO DRESS REHEARSAL

MAKE IT COUNT