

Stage 4 Study Hints

(Years 7/8)



You'll be great at studying if you follow the hints in this booklet!

Stage 4 Study Hints

This booklet is designed to assist you with your studying. You should keep it in a safe place so you can refer to it.

Year 7 is the time to begin establishing good study habits which will help you for your current study as well as preparing you for the future years. Now is the PERFECT time to begin training your BRAIN for studying.

Studying requires constant repetition to help your brain remember the information. Just like when you are trying to master a dance step or soccer drill you practice it over and over and over again! Or when you learn the lyrics to a song – you will sing that song heaps of time to let your brain know it is important and therefore you will remember it. Studying is EXACTLY the same; you need to read your notes over and over and over again until your brain remembers it!

Developing good study habits now will help you to 'LOCK IT' into your brain! When you lock it in studying will become easier!

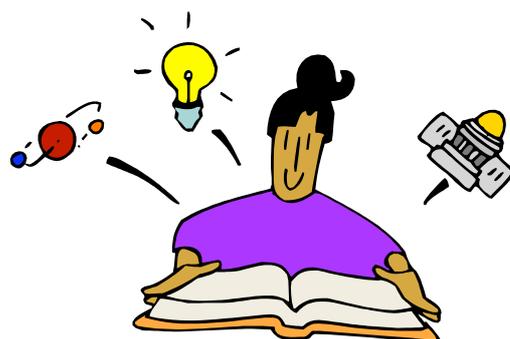
STUDY SPACE

Before you begin you need to make sure you create ideal study conditions at home. This 'study space' may be your bedroom, study or kitchen table. Wherever it is you need to have the following things to make your study period worthwhile:

- Maintain a tidy desk – no clutter, clear the work area
- Turn off music/IPOD. Do not get use to having music going – this is a bad habit as when you complete your exams you need to do it in complete silence.

TRAIN YOUR BRAIN NOW TO WORK IN SILENCE

- Get yourself sorted before you begin i.e. get a drink, go to the bathroom and have all study books on hand
- **NO DISTRACTIONS** – phones off and out of sight, computer off, no checking your face book status or e-mails during studying!
- Have good ventilation – fresh air flowing and good lighting. This may include a desk light shining onto your work and not into your eyes.



THE 4 R'S OF REMEMBERING

Read	Recite	wRite	Repeat
Understand EVERYTHING before you start to learn it	Recite main points	Write out examples	Go over and over and over – 4 or 5 times is not unrealistic
Highlight headings	Recite onto iPhone or other recording device	Write out charts, summary notes, graphs	
	Listen to the recording		
	Over and over and over and over.....	Over and over and over and over.....	Over and over and over and over.....

NOTE TAKING

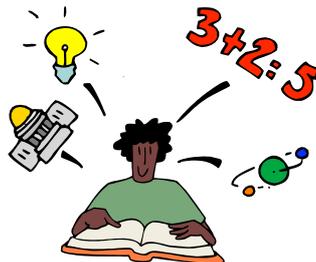
Make sure you are doing the following things when taking class notes:

- Have well organised workbooks for each subject area
- Make notes carefully and neatly
- Set your notes out under headings and subheadings
- Read over your notes within 24 hours of making them to 'lock in' info in your brain
- When you go over your notes UNDERLINE important points
- Prepare summaries of the notes you have taken in class – have a separate study book
- Place a question mark in your margin if you are unsure about a point and ask your teacher/parent for help
- During home study read over your notes

STUDY PATTERN

STUDY 1 HOUR FOR EACH SUBJECT EACH WEEK

THIS IS ON TOP OF SET HOMEWORK AND ASSIGNMENT WORK



PERSONAL TIMETABLE

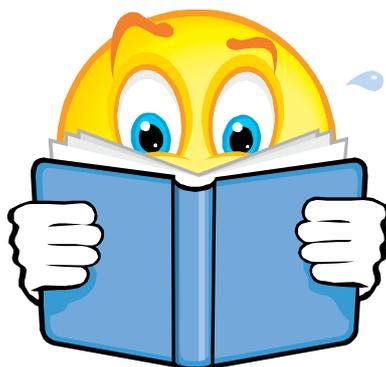
An excellent way to ensure balance between school work, part time work and social activities is to draw up a timetable for your personal needs. Here are some suggestions to design your own plan using the blank timetable given. (See the separate download)

1. Mark off with a line the time you arrive home from school.
2. Write in any part-time work at the appropriate time.
3. Write in any regular weekly activities, i.e. sport training. These are "givens"!
4. A starting time could be one hour every night for homework, listed in the timetable as a set time each night i.e. 8pm.
5. Over the week plan **one hour of study for every subject area**. These should appear in your timetable under subject heading name. This will ensure a balance towards all subject areas. When planning your subjects, limit the time when similar subjects are studied, as a variety of tasks creates interest and motivation for longer periods of time.
6. If any blanks appear on your timetable then you would recognise them as being possible time slots for further work, fun activities, TV etc.
7. As you master the study plan you will more than likely decide to increase the time allocated for homework and study, especially as exams come closer.
8. If for any reasons you cannot complete your timetable on any day/night e.g. unexpected visitors, you should pay it back in time somewhere else in the week.
9. It would be a good idea to have a copy of your study timetable in your homework diary as they should be used in conjunction with each other!

If for some reason you do not follow your study timetable **DO NOT GIVE UP**, just start again the next day.

Place your study timetable up in your bedroom or study area, maybe on a notice board.

Your study timetable will probably change as your commitments change i.e. sport. Make any changes as you go to make it work for you!!!!



TIME MANAGEMENT

Being organised means **managing your time**. One of the best ways to manage your time is to make a study timetable.

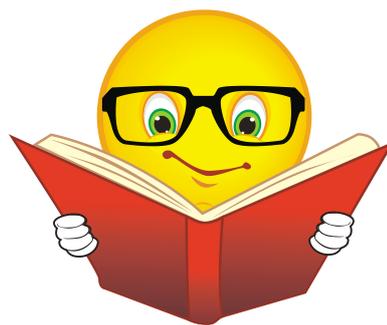
Your Study Timetable

- Your study timetable should be personal and flexible to meet your particular needs. Your study timetable should show how you spend all your waking hours
- The following items need to be included in your timetable:
 - ✓ Meal times
 - ✓ Social activities/sporting activities
 - ✓ Homework
 - ✓ Study
 - ✓ School
 - ✓ Jobs
 - ✓ Free time

Timetable Tips

Keep these points in mind when you're making up your study timetable.

- Study **HARD** subjects first. The rest gets easier.
- **Spread your study** over the whole week. Don't try to do it all on Friday night!
- **Take breaks** between subjects (5-10mins), have something to eat or go outside and get some fresh air. This helps to improve your concentration.



Acknowledgments: Mrs T.Bozzetto and Mr R. Synnott