

HOW TO STUDY/ DO AN ASSIGNMENT

These tips are useful once you have filled in your Term Planner and created your Weekly Planner with allocated study/assignment sessions for various subjects. Remember to work back from the due date and plan to finish your assignment or major study at least a day or two before the due date /exam date to avoid last minute panic and allow for unforeseen circumstances/revision time.

Assignments

- Based on how many assignment sessions you have allocated in your weekly timetable, chunk down the required work into this number of sessions and write a quick dot point “to do” list. For example, if you have three sessions allocated, it might be Session 1: introduction and 1 body paragraph, Session 2: three body paragraphs and Session 3: the conclusion, further editing and the bibliography.

Active Study

- Find out from your teacher what the exam content will be for that subject and have all your resources in a neat pile nearby (classroom notes, summaries, handouts, textbooks or online information).
- Find a quiet place to study where there are no distractions or noises...keep your phone out of that space ...DO NOT LIE ON A BED. Occasionally change where you study so it feels fresh and not the same old.
Divide how much you have to learn into the number of study sessions you have allocated. **Don't over cram these sessions and remember memory likes repetition so allow enough time to do it over and over again...this plants the information in your mind.**
- For example, if you have three sessions, you might plan to learn definitions in one session, learn pages 4-10 in your textbook in another session, and in the third session, do a practise test.
- Some techniques for learning and remembering include.
 - : Read through information and highlight key words or make your own key point notes.
 - : Look, say (out loud to yourself), cover, write, check ...and repeat until you have planted that information in your mind, then move onto the next section of information to learn.
- At the next study session, quickly say out loud or read what you have covered on earlier days and then proceed to learn the new section for that day.
- Keep notepaper handy to write down key words as you say it out loud to yourself. This helps to reinforce the words. These are not study notes, just doodling paper and can be thrown out at the end of a study session.
- Put key words, dates, formulas you need to remember up on the wall in bright big letters to look at whenever.
- Some people like to make up a rhyme /or a picture association to help remember facts. For example, the French Revolution was in 1789...so 1...the 789 in order like you are counting. Use mnemonics – take the first letter of each word and make a nonsense word to help you remember. For example ARITHMETIC: A rat in the house may eat the ice cream. ROY G BIV ...The colours of the rainbow.
- Get someone to test you or listen to you explaining what you just learnt. This is a great way to see if you really understand it.