



YEAR 11 STUDY SKILLS SEMINAR

WARNING

THIS INFORMATION CAN HELP YOU...

- ACHIEVE YOUR GOALS
- RAISE YOUR GRADES
- FAST TRACK YOUR LIFE

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**MAKE NOTES ON
THIS DOCUMENT**

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Never stop dreaming

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 **MAXIMIZE**
your potential

Motivation and Goal Setting



If you have a vision or a dream, you have a purpose. If you have a purpose, your energy has a specific focus. If you take the world's greatest footballers, Ronaldo, Zola, Cantona, Rooney, Beckham, Pelé, Maradona, etc. and formed two dream teams, you would have billions of pounds worth of players, with unbelievable skill.

But if you remove the two goal posts all those players would be totally useless - they would have no targets.

90% of successful people set goals and targets

90% of people who feel they have failed did not set goals and targets

Goals must be:

- **Long term** To provide you with a long term vision of what you want to achieve in your lifetime.
- **Short term** To provide you with short term motivation on a daily, weekly or monthly basis.
- **Realistic** Some of the goals you set yourself will be easy; others will be harder.
- **In writing** Goals are not goals until they are written down. Stick a list of your goals on the back of your bedroom door or on a mirror and think about them 2 or 3 times a day.
- **Flexible** Goals are not set in stone. You should be prepared to change and modify your goals along the way.
- **Measurable** Always put a timescale on your goals and work to a deadline, otherwise tomorrow may never come.

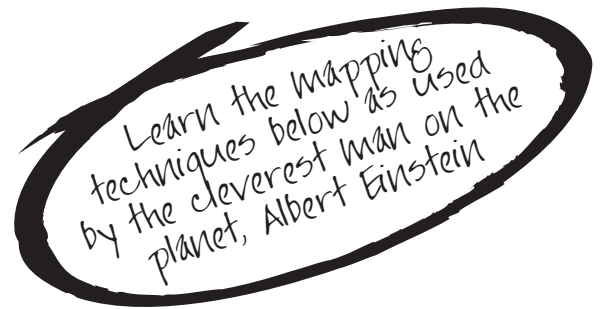
"Believe in what you're doing. If you don't believe in it no one else will."


Jay-z, musician and entrepreneur

Top 10 Tips on Mapping

Mapping is also a brilliant way of helping you with college courses, sixth form, and university.

You can put lots of data on the page about a topic and your brain can fast track remembering the information.



- 
1. Start with the theme in the centre of the page and work outwards.
 2. Then develop your main idea.
 3. Each branch must relate to the branch before it.
 4. Use only key words and images.
 5. Key words must be written along the branches.
 6. Print your keywords to make them more memorable.
 7. Use highlighters and coloured markers to colour code branches.
 8. Make things stand out on the page so they stand out in your mind.
 9. Brainstorm ideas. Be creative.
 10. Design images you can relate to which will help your remember key information.

"Believe in yourself, never give up and go about your business with passion, drive and enthusiasm."

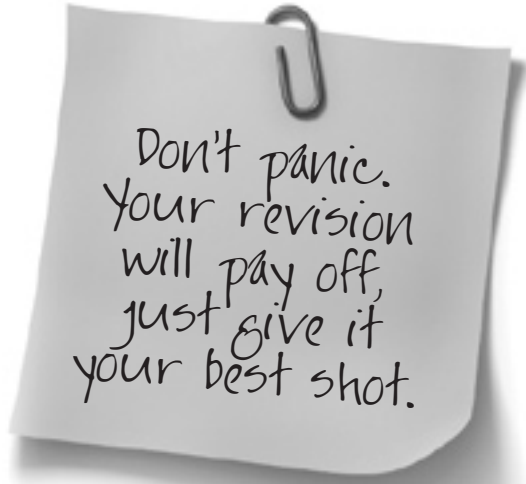
Peter Jones, entrepreneur and businessman

Note-taking

Top 10 Tips on Note-taking

1. Good notes can mean the difference between failing and passing. If you have mastered the "art of taking notes" you will have a tremendous advantage when sitting exams.
2. Make the most of the lesson, even if it seems boring. This is your only real chance to ask questions and clarify information.
3. If you can, sit near the front. You will find it easier to concentrate and understand what's going on.
4. Use looseleaf (preferred) or multiple section notebook. With a looseleaf book you can add handouts to your notes at appropriate spots. Keep all notes and material from each course together.
5. Start each day on a new page with the date and the topic being discussed at the top.
6. Prepare for your lesson before you arrive. Review yesterday's notes just prior to class in order to get "tuned in" to the material.
7. Listen! Be sure you understand what is being said. Concentrate on the lesson as you can't get important points down whilst thinking about last night's TV.
8. Remember, you are there to take notes not dictation, so be brief, but be sure to get the main ideas.
9. Use understandable, consistent abbreviations. p—page, ch—chapter, eg— for example, # — number, vs— versus
10. There are some things you should always write down: Names, dates, significant events, repeatedly stressed points (if repeated three times, you can bet on it being in the exam), formulas, charts, drawings, lists etc. Review your notes as soon after class as possible, but definitely within 24 hours.

Exam Preparation



Don't panic.
Your revision
will pay off,
just give it
your best shot.

In the days leading up to the exams:

- Find out exactly when, where and how long each exam is
- Find out which topics are covered in paper 1 and which are in paper 2
- Find out whether any of your exams clash, and how it can be resolved
- Find out what the shortest papers are and what are the longest
- Check that you have everything you need – pens, pencil, etc, calculator, chocolate bars for energy

In the exam:

- Listen to the invigilator/examiner
- Read the instructions very carefully. Marks are often thrown away because students don't do what they are asked to do
- Choose your questions carefully, never miss out a major mark question
- Keep an eye on the time. Make sure you don't spend too long on one question; you need to allocate the time carefully
- If you finish early you will not be allowed to leave until the exam is finished
- If you are caught gesticulating to another pupil you'll be disqualified
- Absolutely no mobile phones/MP3 players are allowed in the exam hall
- Check the school's policy on uniform for exams as well as the school's food and drink policy
- You are not allowed to sit where you want. You will be given a candidate or pupil number. If you need to go to the toilet you will be escorted
- If you're 15-30 minutes late you won't be allowed in and if you don't turn up for the exam there is no second chance. If you are in hospital you can still do the exam there
- The papers are marked by external markers. If you require project or coursework back ask your school, it is only available from November.

"Education is the reason I'm here. I loved getting As, I liked being smart, being on time and getting my work done. I thought being smart was the coolest thing in the world."

Michelle Obama, African American First Lady of the USA