



THE ART OF SELF-IMPROVEMENT

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

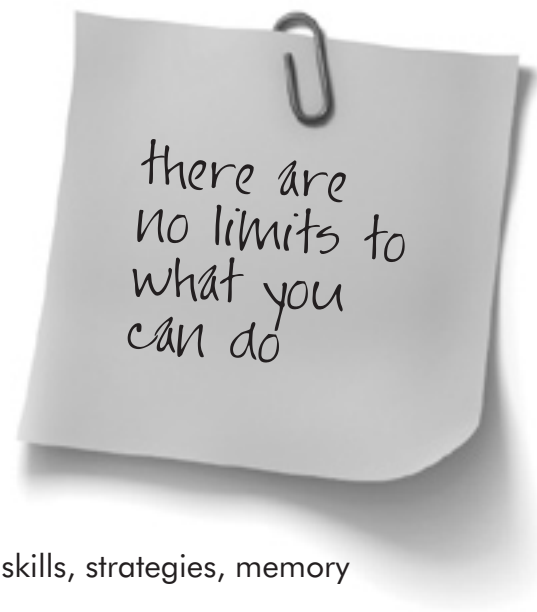
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 **MAXIMIZE**
your potential

Introduction



You are about to learn some of the most powerful study skills, strategies, memory and motivational techniques.

Not only do all the strategies and techniques **REALLY** work, but they will prove to be powerful tools in helping you pass exams, improve life skills and prepare you for further education.

This is **your** life, you came in alone and you'll leave alone. So don't let someone else programme it for you.

$$\text{Success} = 80\% \text{ attitude} + 20\% \text{ skill}$$

Today you will hear from:

- **World Memory Champions**
- **Business Entrepreneurs**
- **Olympic Sports Stars**
- **Motivational Gurus**
- **University Students**
- **Exam Markers**
- **Celebrities**

Today will provide you with tools and practical sound advice that will not only change your life but empower it.

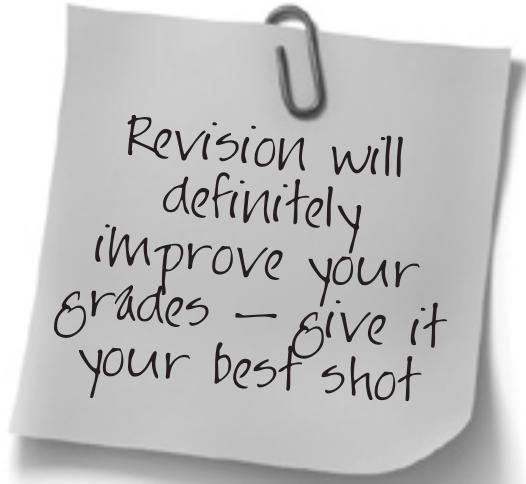
But only **YOU** can make it happen. Only **YOU** can take action.

"Change will not come if we wait for some other person or time"

Barack Obama, President of USA

Revision

Revision is the key to improving grades. It will open the door to university, vocational training, and jobs. However the odd hour is not enough. There is no magic formula that can do this for you. It's all down to hard work and planning.



Revision will definitely improve your grades — give it your best shot



Top Ten Revision Tips

1. Short spurts of revision (20 – 25 minutes) are most effective. Your concentration lapses after an hour so take a short break (5 – 10 minutes).
2. Find a quiet place to revise, your bedroom, school library, and refuse to be interrupted or distracted. You cannot revise watching the TV.
3. Make sure you don't just revise your favourite subjects and topics. Work on your weaker ones.
4. Make your own revision notes because you will remember what you have written down more easily. Stick key notes to cupboards or loo doors so you see the key words everyday.
5. Re-write the key points of your revision notes and read them out loud to yourself. We remember more than twice as much of what we say aloud than of what we merely read.
6. Use different techniques. Make your own learning maps. Use Post-It notes to write key words on, flash cards. Record your notes and listen to them back on your mobile or MP3 player. Ask your family and friends to test you. Use highlighter pens to mark important points. Chant or make up a rap.
7. Practise on past exam papers or revision tests available on the web. Initially do one section at a time and progress to doing an entire paper against the clock.
8. The first ten minutes of your revision should be spent looking back at what you did the night before.
9. Don't get stressed out. Keep your exams in perspective. Eat your meals at the same time and don't stay up until one in the morning because you're now panicking.
10. Believe in yourself and be positive. If you think you can succeed you will. If you convince yourself that you will fail, that's probably what will happen.

Revision Guides and Websites

Although revision guides are very useful, there is no book or DVD that can magically get your grades. However, it is worth investing in support literature, but ensure that it's applicable to the syllabus you are following. Useful revision websites:
AS Guru www.bbc.co.uk/asguru, S-Cool www.s-cool.co.uk



Exam Countdown Checklist



11 weeks before first exam you should have:

- A table giving you enough room for your books
- Comfortable chair
- Enough light
- All necessary books – school files, past papers, revision guides
- Pens, pencils, calculators, scrap paper
- Notebooks for each subject, index cards etc

10 weeks before the exam you should:

- Use blocks of time as per your revision plan
- Start each subject by listing topics (enter topics on a wall-chart)
- Make revision notes on each topic listed with class notes and revision guides
- Use separate notebook for each subject
- Transfer notes onto index cards
- Check and review your notes – compare with a friend and test each other

4 weeks before the exam you should:

- Practise exam questions from past papers
- Prepare for essay exams by looking at essay titles – list ideas and prepare a plan
- Try Active Learning methods e.g. drawing diagrams
- Test yourself
- Begin to memorise notes and index cards
- Remember: never try to memorise something you don't understand; it won't stick

Preparation for University

Q: How do universities prevent plagiarism?

A: Universities take plagiarism very seriously. Most students must sign a form saying they understand what plagiarism is and what the consequences will be. Nowadays universities can use web-based programmes to catch offenders.

Q: How can I avoid being accused of plagiarism and losing marks?

A: Referencing your work consistently and accurately is important. There are precise rules for single and multiple authors, books, chapters within books, journal titles, journal articles, acts of parliament, corporate authors, email discussion lists, websites etc. Make sure you know and use the referencing system your university prefers.

Q: How else can I improve my essay writing?

A: Punctuation, spelling and grammar are extremely important. See 'Eats Shoots and Leaves' by Lynne Truss, Profile Books, London, (2003) or 'Clear English' by Vivian Summers, Penguin Books, London (1991) for more help. Here are a couple of common mistakes to avoid:

- 'Its' is the possessive form e.g. 'its tail was a shiny blue colour'.
- 'It's' is ONLY used when a contraction is needed e.g. short for 'it is' in the sentence 'it's a lovely day today'

Q: What's important to remember about critical analysis?

A: Validity - has the work done what it claimed it would? e.g. has it studied an appropriate population (science) or case study (geography)? Has it checked its own sources and any historical details (arts subjects)? Has it been peer reviewed? Are any statistics/math's correct (any numerate and/or technological subject)? Torgerson (2007) estimates that up to 20% of all published randomised controlled trials within medicine, the social sciences and education are wrong, due to subversion or incorrect methodology (Torgerson, D., (2007), <http://www-users.york.ac.uk/~djt6/>)