

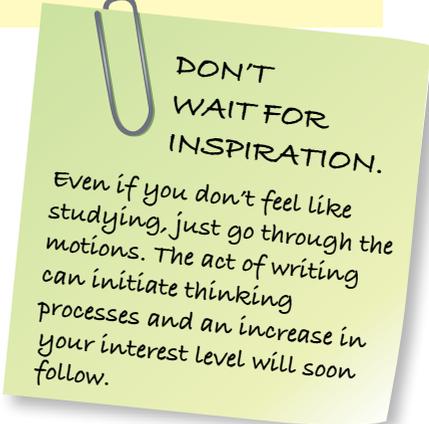
# Tips for Effective Study

The ability to study effectively is not something that some people are born with and others are not. In fact, studying effectively consists of a number of positive habits that can be consistently practised. Anyone can improve their ability to study.

The following tips will help you develop effective study habits:

## 1. FIND A GOOD PLACE TO STUDY

Try to establish a regular place to study. You will need to set up a good study area that will be quiet and free from distractions such as the television or radio. It should have good lighting and a good flow of fresh air. Your desk should be clean and organised with your study materials.



**DON'T WAIT FOR INSPIRATION.**  
Even if you don't feel like studying, just go through the motions. The act of writing can initiate thinking processes and an increase in your interest level will soon follow.

## 2. GET ORGANISED

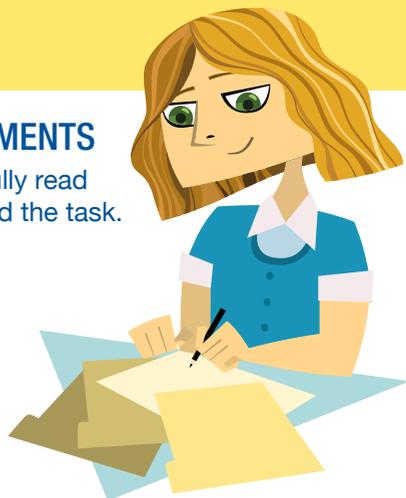
Create a study plan. Break your time up into 30-60 minute blocks or 'study segments'. Transfer your homework from your diary into your study plan. Take a short break after each segment, and don't forget to include space for leisure and other commitments. Using a study plan will help you become more organised. Perhaps you could attach it to the wall above your desk so you can clearly see how much study time you have each week.

Here is an example of a study plan:

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
4.30		Soccer training			Maths revision
5.00	Read English	Soccer training		1 Hour Bike Ride	Algebra
5.30	text p18-24	Soccer training			
6.00	Dinner	Dinner	Dinner	Dinner	Science Ch 4
6.30	Dinner	Dinner		Dinner	Part Time Job
7.00	Maths Ex 2A	Science revision		Commerce	
7.30	Go for walk	Start Eng essay		Eng essay	
8.00	Geog revision			Complete draft	Dinner with friends

### 3. UNDERSTAND YOUR TASKS AND ASSIGNMENTS

Before you begin your tasks or assignments, carefully read through the set work and make sure you understand the task. In order to avoid confusion and time wasting, identify what you need to complete. If you are unsure of a task, write questions in your diary so that you can remember to ask your teacher about it the following day. Complete the most challenging tasks first when you are likely to be rested and feel refreshed, as your concentration levels will be higher. Leave the 'fun' or 'easy' stuff until later.



### 4. BREAK IT DOWN

Assignments that need to be completed over a set period of time should be dissected into small manageable chunks. This will allow you to complete it in stages, rather than all at once or the night before it is due.

### 5. DO ONE THING AT A TIME

Focus on one task or assignment at a time, and complete it in the amount of time you have set for it.

### 6. USE 'TO DO' LISTS

Make a new 'To Do' list for each day. Cross off the accomplished tasks and carry over the unfinished tasks to tomorrow's list. Use a coloured text liner to highlight the important or immediate tasks. This will help you prioritise and meet deadlines.

### 7. REVISION AND SUMMARY NOTES

Revising what you have learnt should be part of your study timetable. Reading over your notes and checking your understanding of new topics learnt in class is an important part of study. Each week, set aside a period of revision of your notes for each subject. This will help improve your understanding of the subject, and will help you to avoid cramming for a test.

# Tips for Effective Study

## MAKING SUMMARY NOTES

To help you revise for each subject, create a set of summary notes by following these quick tips:

- a. Split each subject into topics
- b. Use clear headings and divide each topic into main sections
- c. Use your class notes to make summary notes under the main topic headings
- d. Use a highlighter to identify key terms, concepts and formulae
- e. Identify key questions/issues and provide answers for them
- f. Regularly revise and add to your summary notes
- g. At the end of the term or semester, create a new set of mini-summaries from your summary notes for final exam revision.

## 8. STICK TO YOUR STUDY PLAN

As much as possible, stick to your study plan and avoid interruptions such as telephone calls, texting, Instant Messaging, TV shows and visitors. If you want to watch a TV show, include it in your study plan, or record it and watch it during your free time. Try to follow your study plan as mapped out – don't waste time by starting two hours later than you planned. Motivate yourself!

## 9. BE FLEXIBLE

If a particular task or assignment is taking longer than expected to complete, rearrange your study plan. Move tasks around and prioritise your work. This may mean putting the current task aside and moving on to something due earlier.

## 10. TAKE A BREAK AND REWARD YOURSELF

After each 30-60 minute study period, take a 10-15 minute break – eat a healthy snack, take a walk and have a good stretch. This should help to keep you alert and focused. You may become lethargic if you subject your body to long periods of inactivity.

Remember to eat plenty of healthy foods regularly. Eating too many starchy or junk foods can make you sleepy and irritable.

Once you have completed your day-to-day study goals, reward yourself!



Have you ever found yourself looking at a string of words on your page and asking, 'What does it all mean?'

You would have asked for someone's explanation, but the

words are your own notes! To be successful throughout your years in high school, it is important that your notes are clear and easy to understand—this makes revision less difficult and also prepares you for tertiary education where note taking plays a vital role.

There are five methods of note taking: Cornell, Mapping, Outlining, Charting and Sentence. The way information is presented to you will dictate which method is most useful.

## 1. THE CORNELL METHOD

The Cornell method allows you to condense your notes in an orderly format, saving time rewriting them later. This method can be used in any class situation. Rule a margin of 6cm on the left hand side of your paper. Jot down information in the larger area on the right. Use the smaller margin to label each piece of information with a key word. To review, cover your main notes and use the key word as a prompt to see how much of the information you can remember.

## 2. THE MAPPING METHOD

By using the Mapping method, all information is represented in a graphical format, stemming from the relationship between each idea or fact. This method is best used when there is a lot of information and it is well organised.

## 3. THE OUTLINING METHOD

To use the Outlining method, place major points to the left of your page and indent the information relating to that point to the right. Use this method when you have enough time to think about the information being given and how best to organise it.

## 4. THE CHARTING METHOD

To use the Charting method of note taking, set up your page with columns and label each column with a major point or category. As you are given the information, record it under the relevant category.

BOOK	CHARACTER	TRAITS
<i>Oliver Twist</i>	<i>Oliver</i>	<i>Naïve</i>
		<i>Young</i>
	<i>Dodger</i>	<i>Deceptive</i>
		<i>Caring</i>

## 5. THE SENTENCE METHOD

This method involves jotting down and numbering each point on a new line. It should be used when there is a lot of structured information and limited time during class. It is important to re-structure your notes after class and group them into main points/topics.

# Getting the Most Out of Your Textbooks

How do you use a textbook effectively? This might sound like a ridiculous question, but using a textbook effectively involves much more than reading it from cover to cover! You must develop strategies to get involved with your texts if you're going to get anything out of them. Developing good reading strategies is essential to learning.



There are two kinds of readers: passive readers and active readers. Passive readers do not pay attention to what they are reading. Their eyes look at the words and they are likely to memorise the information, but they do not actually respond to it or take any of it in. Many passive readers are daydreamers. Active readers, on the other hand, do pay attention to the text. They make connections and are able to draw conclusions, and they reread passages that they do not understand.

**You should strive to be an active reader, not a passive one.**

**To become an active reader you must:**

- Show a genuine interest in the text you are reading. If you are apathetic about it, you are unlikely to understand it.
- Read critically and evaluate the text. Ask yourself questions – do you agree with the author's point of view? Is there information elsewhere that contradicts this textbook? What else would you like to know about the topic? Read widely!

Make notes and highlight your textbook (only if you are allowed to write in your textbook). Humans are visual beings, so when reading a textbook, use different coloured highlighters to highlight useful information. For example, you could use one colour to highlight key terms, another to highlight important ideas and concepts and a third to highlight information you may want to learn more about at a later stage. Draw lines and arrows pointing to important paragraphs and chunks of text, and don't be afraid to write extra notes in the margins.

If you're not allowed to write in your textbooks, you can photocopy pages and mark those up instead. If you don't have access to a copier, write notes and key terms on sticky notes, then stick these directly into the corresponding pages of your textbook. It will draw your attention to the page and help jog your memory. And why not flag important pages? You'll know just where to find the information you are looking for!

## THE SQR METHOD

The SQR Method is a three-step strategy to help you understand the information contained in each chapter you are reading. It also assists you in preparing a written record of it for later revision. Each letter in SQR represents a step in the process: 'Survey', 'Question', and 'Read and Write'.

### 1. Survey

Surveying allows you to get an overview of the chapters in your textbook. It involves reading the title of the chapter, its introduction, all headings and the summary at the end of the chapter.

### 2. Question

As you read a textbook, it is essential to have questions in mind. Look at each heading in a chapter and using the words when, why, who, where, how, or what, change the heading so that it becomes a question. For example, 'The properties of metal' can be altered to form the question, 'What are the properties of metal?' If the heading is already in the form of a question, use that as your question. The questions you develop will drive you to read further and keep you focused on the information you are reading.

### 3. Read and Write

Now that you have formulated your questions, read the information under each heading in your textbook and try to answer them. While reading, you may come up with other questions, or decide to change your original question. Make sure you stay focused while reading so that you can acquire as much information as possible. Flexibility is also important at this stage. Allow yourself to search other avenues to expand on any information for your better understanding.

In an exercise book, write down each of the questions that you have formulated. Underneath each question, jot down the answers you have found through your reading. Go over each answer to ensure that your writing is clear and that you have all the information needed to answer the question properly.

## INDEX & GLOSSARY PAGES

To locate specific information, make use of the index in your textbook. This will save you time, as it will give you an alphabetical list of themes and topics and the pages you will find information relating to them. The index is usually located in the last few pages of a textbook.

The glossary page, also located towards the back of the textbook, will help you to define key words and give you a better understanding of the information you are reading.

## FURTHER RESEARCH

Your textbook contains many leads to help you gather additional information and understanding of the subject. Towards the back of your textbook you will find a list of references the author has used to compile the information you are reading. These may include books, journal articles and newspaper clippings. You may be able to obtain these resources from your local library or even be able to access some of the references online.

