



Farlingaye High School

Year 11 Revision Booklet 2020



"YOUR **FUTURE** IS CREATED BY WHAT
YOU DO **{ TODAY }**
NOT TOMORROW"

STUDY SKILLS HACKS





CONTROL THE CONTROLLABLES

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This is the single biggest and best piece of advice I have ever been given. I try to use it in everything I do.

If we link it to school, revision and exams – Control the Controllables – focus on what you can control not what you can't...if you are in your Y11 Mind-set, working hard, giving your best in all situations, doing your revision as you should, you can't worry about anything else. You can't worry about the 'what if's', control the things you can control, walk into the exam knowing you have genuinely put in the hard work and prepared as best you can, then you can't do anymore. However, if you walk in thinking you could have done more, you haven't prepared as well as you possibly could have done and have some 'what if's' then you know you should have made some better decisions when you had the chance. Think about your future self...will your future self say thank you for the decisions you are making now or have regrets – you still have that choice!

This guide is here to help you revise and revise smartly. It is full of ideas about how to revise; it leads through different approaches to revision. In the run up to your mock exams all subjects will be adding in some focused revision into lesson time to best support you in their subject.

A few key points...

- Make a plan – stick to it
- Revise each topic for 20-30 minutes, but do it properly
- Remove distractions
- Find the techniques that work for you
- Start early, little and often leads to success
- Control the controllables

Read through this pack and ask questions of your teachers if you are unsure. Everyone wants you to succeed and to be proud of your achievements.

Good luck and go smash it!

Mr Lampard



Dear Year 11,

As we embark on some of the most important months of your education to date, I just wanted to send you a short message to reiterate how much we believe in each of you as talented individuals.

I know that for many of you this is a very stressful time and the unprecedented circumstances that we live in at the moment have added to the pressure that you feel you are under. Please remember that all anyone can ask of you is for you to do your best. I want you all to be able to come into school and pick up your results in August knowing that you have done this and can feel proud of the results that you have achieved.

In the words of Henry Ford, 'before everything else, getting ready is the secret of success'. Now is the time to start to take those small steps that mean that you will be as prepared as you can be ready for the summer. Keep up to date with the work that teachers are setting for you in class and start to find some of your own time to chip away at some revision. For most of you, this means continuing to work in the way that you have done over the last year and a half. We are hoping that the revision fortnight will equip you with the skills that are needed to ensure that you know how to revise smartly and feel confident on the exam technique required for each of your subjects. Try and set yourself up with a revision timetable, treat yourself to some new stationery and gradually build up your revision sessions over the next few weeks. However, it is really important that whilst you are preparing for your mocks and exams that you are looking after yourself. This means taking regular breaks, exercising and eating and sleeping properly so that you do not burn out. Your mental health and wellbeing is more important than ever at the moment, so please do look after yourselves!

Above all else, remember to keep things in perspective. These exams are the gateway into the next chapter of your life. They will enable you to go out into the big, wide world and start to define your own future. Make sure that you can move forward into this next very exciting chapter of your life being able to take advantage of every opportunity that lies ahead with no limitations or regrets. The world really will be your oyster.

All that is left to be said is to reiterate the words of Walt Disney 'The way to get started is to quit talking and begin doing'. Now is the time to start taking those small steps towards opening the doors of opportunity for the rest of your life. Remember, you are all brilliant individuals who the staff at Farlingaye think very highly of. We are all here to help to guide you through the next few months and have so much faith in your abilities. You have got this Year 11!

Miss Ring



Study Skills – Revision and Exam Preparation

Remember: It is never too late – the moment you should stop trying is when they say put your pens down on the last paper

Getting prepared to revise:

- ◆ You cannot revise unless all your notes and resources are in the right order and tidy. Get all relevant materials organised. That will help you to step up your revision. If your materials are not right, check with your teacher to see what you are missing.
- ◆ You must have a place where you can revise. It must be quiet with no TV on. It is OK to have QUIET music on in the background (but not from a radio where the voices will distract you between songs) but if it begins to distract you switch it off. Music directly into your ears through headphones is fine for some work, but not for revision.
- ◆ People who work well are best in a quiet room. Remember the exam room will be silent. It needs to be well lit and you need to be warm. You need a desk or table with a clear space and your files and books nearby. It needs to be a tidy area. If you get distracted easily then work downstairs where parents can see if you are working!
- ◆ Switch your mobile off when you revise and do not be tempted to use it or check it when working. If necessary, leave it in another room. If you are using the computer, avoid social media in use at the same time! Use the Forest revision app; grow a tree for every 30 minutes you do not interact with your phone. You can grow a whole forest.
- ◆ If you have no suitable place to work at home then you should see Dr Sievewright, Mrs Laird or your Year Co-ordinator and we will arrange for you to work in school up until 6.00 each night. Do not forget that there is a late bus on Tuesday, Wednesday and Thursday nights.
- ◆ Negotiate with your parents what work they expect you to do in the home for the next few months. Explain to them when your best time for revising is and ask if you can avoid doing work at those times. You might be able to offer to help in other ways which would benefit you e.g. taking the dog out each evening might give you a breather for 20 minutes and help the family.
- ◆ Think carefully about which topics need the most revision. You must aim to cover every topic at least three times. This will get each topic into your long-term memory. You must concentrate first on those topics you find the most difficult. It is these topics that you should be working on at the present time - going over them and making clear new notes ready to start your revision.
- ◆ Revision should replace your homework as you near the exams.



- ◆ Watch out for the times when you might normally do no work, and yet you could be fitting in quite a bit. For example, when you get in from school, have a quick cup of tea, and then at 4.30 sit down and do half an hour or an hour before you have your tea. If you are going out for an evening, do half an hour's work before you go, or go later so that you get some work done first.

e.g.

- 4.15 – get home, cup of tea
- 4.30 – one hour's work
- 5.30 – use mobile/watch TV
- 6.00 – tea and clear away
- 6.30 – one hour's work
- 7.30 – break to go on the computer, message friends, etc.
- 8.00 – 30 mins work

By 8.30, you have done the required time and you still have a lot of the evening left to spend how you want to.



Tips for Effective Revision

Different people learn things best in different ways. Here is a list of different revision ideas which may help you. You might want to use one method for one subject and a different method for another subject.

1. **Make revision notes**

Turn your lesson notes into well spaced, numbered and headed notes.

Try to number things wherever you can e.g. there are 5 things which all Muslims must do, and then list them one per line.

Use headings and sub headings so that things stand out.

Underline or highlight key words, interesting points or quotations.

You could use main point cards to help test yourself by listing key ideas or patterns.

2. **Learning by heart**

Some things have to be learnt off by heart e.g. definitions, scientific laws, quotations, diagrams, maths formulae. For other notes it can be really helpful if you learn them as well as possible.

To learn things off by heart read them through twice, preferably speaking out loud, turn them over and try to repeat it, turn it back to check how you did and then do it again and again until your word perfect. Go on to the next sentence, but then go back to the beginning again to check you can remember all of it as you go along. For diagrams, visualise them and then practice drawing them.

Try to persuade someone to test and re-test you on what you have learnt. Often it is a really good idea to test each other as it helps the person testing to learn it as well!

3. **Word games**

Try to make up word games to help you. A simple example of this was the “My very easy method just speeds up naming planets” is the order of the planets. Some of these your teacher will suggest to you, others will become your own little way of remembering things.

4. **Mind maps**

See the instructions earlier in the booklet and use the Mind Manager computer program.

5. **Using Pictures and Patterns to jog your memory**

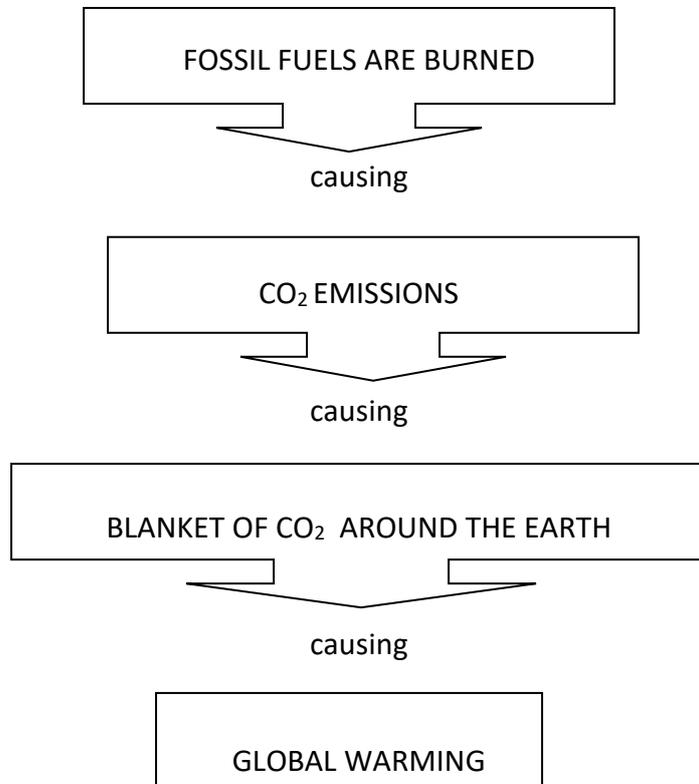
Diagrams and thinking maps often help you to remember the key points. There are different types of diagrams:

a) **TREE CHARTS** are things that show you what order things happen in. For example, a family tree is a tree chart. You can also use it to show other things which happen in order.



b) A **FLOW CHART** shows you what happened next and why and so it helps to jog your memory about the next stage.

For example, this is a flow chart which summarises how global warming is caused. This would not be enough detail for you to answer a question, but it would show you the key points to remember.



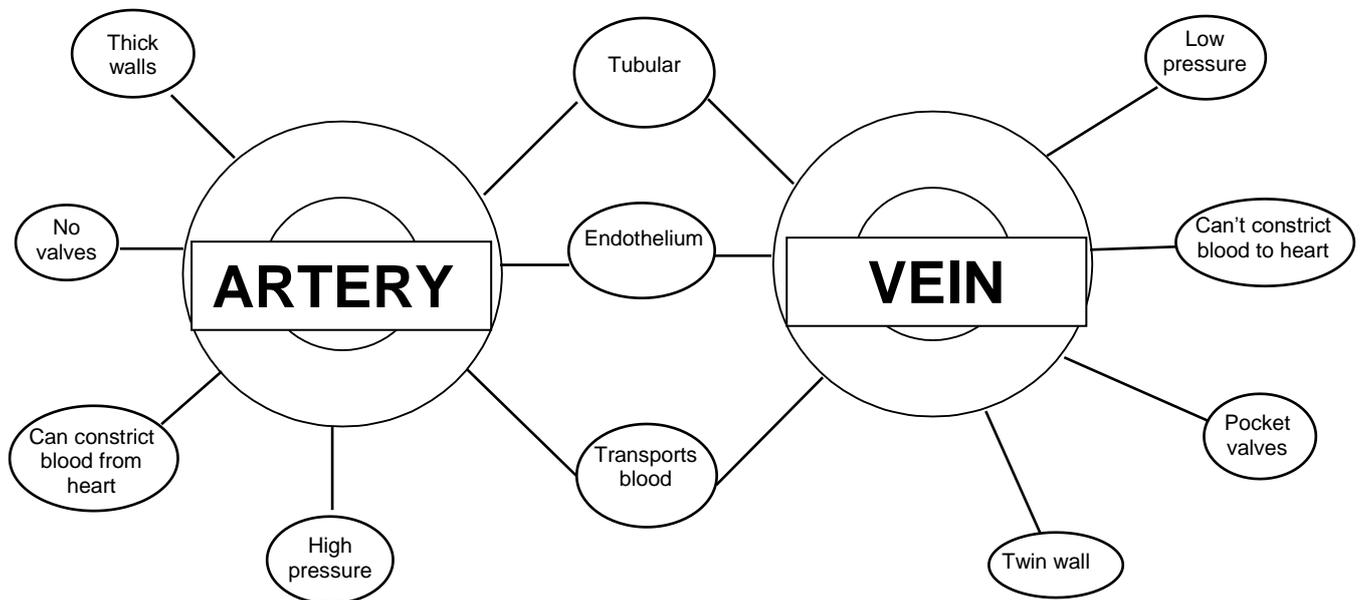
Pictures by the side help with remembering the key points.

c) Often there are two sides to an issue and drawing **two BOXES side by side** can be helpful. This may particularly apply when you are asked about advantages and disadvantages. In this case, an issue in Business Studies concerns the advantages and disadvantages of using a private employment agency to appoint new people in a business.

Using an employment agency to make appointments	
Advantages	Disadvantages
1. Avoids time on advertising and long listing	1. It is an expensive option.
2. You get direct access to people with the right specialist skills	2. You won't get people who are glancing through the paper on the "off chance"
3. Someone else does a lot of the "sorting" process	3. It is only worth it for very specialist jobs.
4. You know the people will be well qualified	



d) For similarities and differences it can be useful to draw a **DOUBLE BUBBLE MAP** to help you revise. This one shows the similarities and differences between a vein or an artery. I have used diagrams to help “clue” your memory.



e) **INFORMATION DIAGRAMS** or “**FLOW**” **THINKING MAPS** can also be used to explain something and therefore help you remember it. This is often the case with geographical features or science experiments. An example would be a “cause and effect” diagram.

Put your statement in the middle, causes on the left and effects on the right. Again, little diagrams really help.

CAUSES

Versailles Treaty left Germany in a very weak position.

Hitler had middle class support.

Inflation had caused problems in 1920s.

Massive unemployment in 1930 turned people against the government.

Hitler forced people to support his viewpoint.

**HITLER'S
RISE TO
POWER**

EFFECTS

He was able to impose a dictatorship.

Initially Hitler got support.

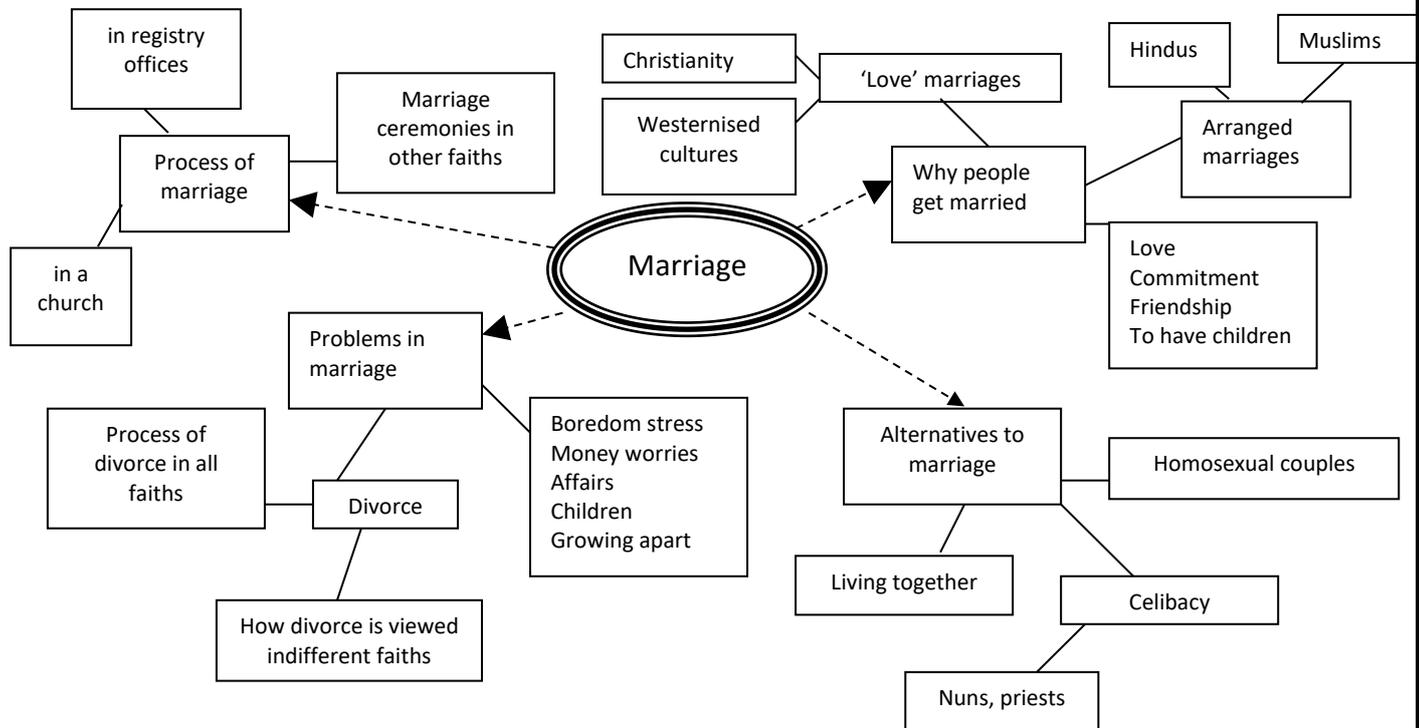
Some benefits helped people like new cars, jobs, construction.

Hitler rebuilt up German army, ignored Versailles Treaty and eventually it led to WW2.

Ultimately, 6 million Jews and others died.



g) **SPIDER DIAGRAMS OR BUBBLE MAPS** can often help as a starting point for you to see how things are linked together. This one shows how all the different aspects of Marriage can be related together. This is not quite the same as a mind map – it's better as a starting point than having all your notes on it.



6. Practise using Past Papers

It can be a really good idea to get hold of old past questions and practise using them. This can be really useful as it gives you an idea of the layout of the questions and the style of the questions. It helps you to get used to the idea of the mark allocation and if you do longer questions it's useful as it shows you what you can achieve in the time you are given. In fact, it's a really good idea to give yourself two full questions to do say over one hour (assuming that in the exam you are allowed 30 minutes per question). That way you begin to get used to working under pressure of time.

MAKE SURE THAT YOU ARE USING RELEVANT PAPERS – MANY HAVE CHANGED. CHECK WITH YOUR TEACHERS.

However, it is no good doing practice questions until you are ready to do so and have revised thoroughly. Otherwise it can just put you off! The best way of doing them is to ask your teacher for a question and put it in a sealed envelope. Then revise the topic(s) and when you are ready you can open the envelope and do the question. Your teachers will be happy to advise you on this and to look at any work that you do.



How to revise:

- ◆ Stick to your revision time-table. If you go wrong you must allocate the time later on in the week.
- ◆ Work in 30 minute slots per subject. If you want to do an hour on a subject, then do more than one topic.
- ◆ Set yourself ambitious and realistic targets e.g. "I will learn 2 sides of notes in the next 30 minutes." Don't waste your time.
- ◆ Give yourself treats e.g. when I've learnt this I can have a mars bar! or go and have my half hour on my iPod, or check my text messages.
- ◆ Learn from your detailed notes. Be very careful of breaking down your notes on to little cards. When you do that you take away the detail that you need to know. It's OK to do it to help you focus on the main points, but you really do need the detail. Once you've learnt the main points from the cards, don't forget to go back to the detailed notes so you know plenty of detailed information. An alternative way is to use highlighter pens to focus on the key words amongst all the detail that you've got.
- ◆ A very thorough way to remember your notes is to learn them off by heart. It may seem utterly tedious but it means you will remember a lot in the exam. To learn things off by heart read one paragraph at a time twice. Then turn your book over and try to repeat it out loud; look and check if you missed anything out, and do it again until you've learnt and so on. Test yourself in different ways – you could write it out though that is time consuming, ask your parent to test you with one word answers or recall it to them (give them advance warning that you will need their help); even better is to get a friend who is doing the same course to test you as that will help them as well!
- ◆ You will find that once you have learnt it once that way, the second and third time are easier and easier. When you have done this you should go through them again the next day, a week later and a month later.
- ◆ When you learn things off by heart use all the memory pictures and mnemonics that you've learned to help you.
- ◆ One of the best ways of learning is to teach the topic to someone else – either do this with a friend or imagine you're teaching a class!
- ◆ Whatever you do don't just read and re-read your notes or a book; you will take nothing in, or at least not so that you remember it.
- ◆ Have help notes stuck all over your bedroom walls e.g. verbs you get stuck with, key words to remember in a subject, formulas for Maths etc.
- ◆ Make little cards with a question on one side and the answer on the back – shuffle them and test yourself or get someone else to test you.



- ◆ Use little phrases to help you e.g. say you had to remember the 5 things all Muslims have to do:-

Fast at **R**amadan
Believe in **A**llah
Pay **M**oney to the poor
Pray 5 times a day
Go on **H**ajj

then I would remember it by thinking “RAMP with an H” and it would give me a clue to help me remember the 5 things. Or with spellings e.g. stationary goes with car and stationery goes with pen so stationary is the one when you mean something’s not moving, and stationery is the one that you use to write on.

Mnemonics are very helpful e.g. **M**y **V**ery **E**asy **M**ethod **J**ust **S**peeds **U**p **N**aming **P**lanets (Planets: Mercury, Venus, Earth, Mars, Jupiter, Saturn, Uranus, Neptune, Pluto).

- ◆ Draw mind maps of topics you find difficult to remember. To draw a mind map you should:-

- ~ Keep the page landscape
- ~ Put the title in the middle.
- ~ Work out what each branch will be about.
- ~ Highlight all the key ideas and key words you’ve got to get on to the mind map.
- ~ Group the key words into the different sections which will be the branches.
- ~ Do each branch in a different colour. Write the title on each branch.
- ~ Draw pictures to help you.
- ~ Don’t miss out any key ideas.
- ~ When you go through it, read it out loud as a series of questions and answers in a rhythm.
- ~ Don’t forget that the Mind Manager and Inspiration computer programs are installed in several of the ICT rooms.

- ◆ We’ve also done lots of thinking maps at school - try to use those as well as bubble maps, double bubble maps and other techniques.
 - Use websites to help you revise. Use them in the same way as other techniques – 30 minutes at a time. Use the enclosed list for useful sites. Do **not** get distracted on to other web sites!
 - Use things like My Maths, Seneca and Bitesize.
- ◆ Use DVDs and downloads to help you revise. (Audio book versions of English Literature texts can be very helpful.)



- ◆ Once you've learnt a range of topics, you need to start doing some practice questions. You need to ask your teacher for sample questions and old exam papers or check you know where to find them on the school's SharePoint. The best thing to do with this is to decide on a topic that you have learnt, ask for a question; do it under timed conditions and then ask your teacher if s/he will mark it. As you learn more topics, try to do it for longer periods e.g. 3 questions in one and a half hours as that will give you the time practice that you need. By May you should be aiming to do whole papers in your revision time.
- ◆ Make sure you know exactly the layout of each exam paper i.e. which topics will you need to learn for it, how long will it last and what choice will you have. Make sure you have seen the layout of the question paper - see if there are any topics that always come up and so it's evident you must know them well.
- ◆ There are more tips on different ways to revise in the next section.



Use your Learning Style to help you Revise

Previously, we have helped you decide what style of learner you were: You could be

- An auditory learner – a listener
- A visual learner – a looker
- A kinaesthetic learner – a doer

Different revision techniques will help difficult learning styles - remember you will probably be a mixture of styles!

Listeners:

- Repeat things to yourself out loud;
- Record your notes on dictaphones or tape and play them back repeatedly;
- Use 'talking books' for your English texts;
- Use mnemonics;
- Create raps, rhymes and chants - set some to music;
- Teach the topic out loud to an imaginary classroom!
- Close your eyes when really concentrating so that you can focus on listening.
- Use ICT programmes and podcasts that "speak" the information to you.

Lookers:

- Draw pictures and diagrams to remember key ideas;
- Draw and revise from mind maps and thinking maps - use 'inspiration' or 'mind manager';
- Colour code sections of your work;
- Use different colour highlighter pens to focus on key points;
- Watch DVDs of topics you're studying, especially plays and films of English texts;
- Use post it notes and memory cards - stick them all over the place or play test yourself games with them;
- Use the 'fold out' diagrams/lists techniques that we do.
- Use brightly coloured ICT programmes.

Doers:

- Highlight key ideas in coloured highlights;
- Use revision websites;
- Write key points of topics, mix them up and then go back later and put them in the right order;
- Walk up and down when you're learning;
- Draw and revise from mind maps and thinking maps – use 'inspiration' or 'mind manager'.
- Make up games with your notes e.g. leaving gaps to fill in.



The approach to the mock exams:

- ◆ Check the exact date and time of all your exams. Have them written up on the time charts in your bedroom. Go through them with a friend who is doing the same exams. Make sure you know exactly what time you have got to be there. If you're not in the exam room, you can't pass!
- ◆ Buy all the right equipment. You must have black pens (not gel pens), 3 pencils, crayons, a set of highlighters, a 30cm ruler, rubber, sharpener and calculator. Practice writing with the pen you are going to use - you need to be able to write very quickly and yet neatly with it. Some people are faster with a biro than an ink pen. Make sure it's all in a clear pencil case. (To revise you also need coloured fine liners for mind maps.)

What to do in the exams

- ◆ Be there in plenty of time with the right equipment for that exam. In the real exams, don't rely on a bus service that is frequently late. Make sure you know exactly which room you have to go to.
- ◆ Do not take a mobile phone in. You could be disqualified if you do so.
- ◆ Remember the Sports Hall can be cold, even if it's hot outside - have your school jumper with you. You need to be wearing the correct uniform.
- ◆ Outside the exam room don't chatter nervously, and especially not about matters which are irrelevant, stand quietly and just think carefully about the topics that you have revised.
- ◆ Read the front of the paper carefully - ***make sure you follow the instructions absolutely correctly.***
- ◆ For most exams, read the whole paper through before you attempt to answer anything. This will reassure you that there are questions there that you can do! Then go back through it, reading it again, and ticking off the questions that you can do. Double tick the questions that you think you can do well. Then start on the ones you can do best, making sure you number them clearly and that you follow the instructions on the front page.
- ◆ If you make a mistake and need to re-do a question, then re-do it, and then cross out the one you did wrong.
- ◆ **WATCH THE CLOCK** – work out how much time you have got for each question and stick to it. If you start getting behind badly, then either cut your answer right down, or leave a gap and come back to it if you get time and move on to the next question. If you're well ahead on time it might mean that you are not putting in as much detail as you can. Sucking a polo mint should take the same amount of time as reading the exam paper.



- ◆ Use the mark scheme. It is there to help you. If a question only has one mark then there is no point in writing masses. Alternatively if it has 10 marks you won't get very far if you only write one sentence or only include one or two relevant points.
- ◆ Remember 5% of your marks in many exams are for how well you spell and use the correct grammar and punctuation (SPAG). Make sure you get these marks. In English Language it will be assessed throughout the exam, and in English Literature 12% Unit 1 in your exam is for SPAG.
- ◆ It doesn't matter if you show your planning. You can do that in pencil and then put a line through it if you finish the question. If you don't finish it then the examiner may well look at the plan to see how you would have finished. In the same way you should show your working out in exams like maths as that can often gain you marks even if you don't get the final answer right. If you are running out of time put in a planned question or bullet points.
- ◆ Remember the examiner is on your side. She or he wants to give you marks if at all possible, but you have to earn them.
- ◆ Ignore everybody else around you. The only thing you should look at is the clock. If someone next to you is ill, then ignore them - there are plenty of staff in the room for that very reason who will deal with any problems.
- ◆ If you finish early go back and **check** again and again and again and again. You would be amazed at how many mistakes people can spot at the end of an exam if they check it carefully.
- ◆ Once you've handed the paper in, that's it! You can't change anything. So even if you're upset that it went badly you've got to grit your teeth and get on with your revision for the next one. Ignore everyone else who's telling you how well it went for them - they're not you, they're not worth you bothering about and they probably won't have done as well as you anyway!
- ◆ Make sure you know what to do if you are ill.