

Stage 4 Student Study Skills Booklet



This Booklet Belongs to:

Introduction

Welcome to your Study Skills Guide! This booklet is your buddy for the next two years, helping you ace your classes, tackle assessments, and make the most of your school journey. In this book there are useful tips and tricks on the following topics:

Chapter 1: Approaching Assessment Tasks

- Understanding the Task
- Planning your Approach
- Research Skills
- Asking for Help

Chapter 2: Getting the Most out of Classes

- Being Ready to Learn
- Active Listening
- Participation
- Asking Questions

Chapter 3: Subject Specific Study Strategies

- Maths Magic
- Science Sleuthing
- Literary Legends
- History Detectives
- Languages and More.

Chapter 4: Preparing for Exams

- Study Schedules
- Memory Techniques
- Dealing with Exam Stress

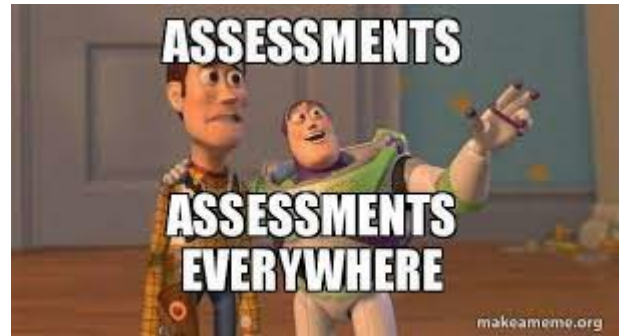
Chapter 5: Mastering Note-taking

- Cornell Method

Conclusion and Resources

Chapter 1: Approaching Assessment Tasks

Understanding the Task: *Learn how to read and understand what your assessments are asking for.*



Hey there! When you get an assessment task, it might seem a bit overwhelming at first, right? But don't worry! The first step is to understand what you need to do. Read the task carefully. Look for key words like 'describe,' 'compare,' or 'analyse.' These words tell you what kind of answer you need to give. If you're unsure about anything, it's totally okay to ask your teacher – they're there to help you!

Planning Your Approach: Tips on breaking down tasks into smaller steps. Planning is like drawing a map for a treasure hunt; it shows you the way to go! Break your task into smaller parts. If it's a big project, think about what you need to do first, second, third, and so on. Set deadlines for each part - this way, you won't have to do everything at the last minute. Use a planner or calendar to keep track of these deadlines. Trust us, it's a game-changer!

Research Skills: How to find and use information to support your work. You might need to find information for your task, and that's where research skills come in handy. Use reliable sources like your school library, educational websites, or books. Remember, not everything on the internet is true, so choose wisely! Take notes on the important points you find, and always keep

track of where you found your information – you'll need this for your bibliography (that's a fancy word for a list of where you got your info from).



Asking for Help: *When and how to seek help from teachers or peers.*

If you're stuck, it's okay to raise your hand and ask for help. It's not a sign of weakness; in fact, it shows you're keen to learn! You can ask your teachers, friends, or even family members. Sometimes, just talking about the task with someone else can give you a new perspective and great ideas. Remember, everyone needs help sometimes, and it's cool to ask for it.

Write: What do you think you need to improve or get help with when it comes to assessment tasks?

Chapter 2: Getting the Most Out of Classes



Being Ready to Learn: *Bringing the correct equipment to school.*

Being ready to learn is the first step, which starts the night before school. Checking your timetable and seeing what you have the next day. Ensuring you have the correct books and putting in your pencil case with your calculator, pens, pencils, eraser, pencil sharpener, scissors, glue stick, ruler, highlighters and coloured pencils or textas. These are all the things you need to be able to actively participate in all your classes.

Active Listening: *Strategies to listen effectively in class.*

Think of your brain like a sponge – ready to soak up all the cool stuff your teachers share.

Active listening means paying full attention in

class, not just hearing the words but really thinking about them. Here's a tip:

Try to summarize in your mind what the teacher just said. This keeps your brain engaged and helps you understand and remember better. Even more

effective is using your ace note taking skills. These are covered in Chapter 5 so read on!



Participation: *Why it's great to contribute in class and how to do it.*

Guess what? Learning isn't a spectator sport – you've got to jump in the game! Participating in class doesn't mean you always have to know the right answer. It can be as simple as asking a question, sharing your opinion, or being part of a group discussion. When you participate, you're not only showing your teacher that you're interested, but you're also helping your brain make sense of new information.



Asking Questions: *The art of asking questions that help deepen your understanding.*

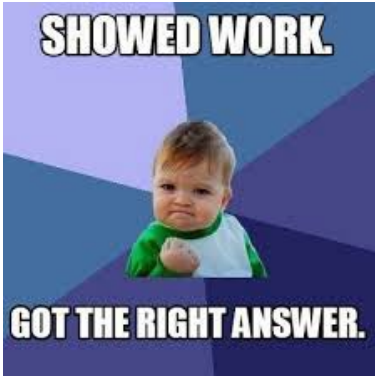


Ever felt shy about asking a question in class? Don't be! Questions are super powerful – they help you clear up confusion and deepen your understanding. There's no such thing as a silly question. If you're unsure about something, chances are someone else is wondering the same thing. Plus, teachers love curious minds, so ask away!

Write: What are three things you can work on to ensure you are an active student?

Chapter 3: Subject-Specific Study Strategies

Maths Magic: *Tricks for practicing and understanding maths.*



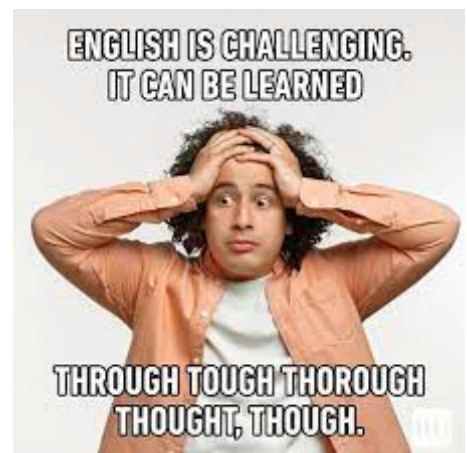
Maths can be like solving a puzzle. Practice makes perfect here. Try to do a little bit of maths every day. Use diagrams and draw pictures to understand problems better. And hey, it's okay to make mistakes – that's how you learn!

Science Sleuthing: *How to explore and experiment in science subjects.*

Science is all about exploring and asking questions. When you study science, try to connect what you learn with real life. Conduct simple experiments if you can, or watch videos that show science in action. Remember, understanding 'why' something happens in science is just as important as knowing 'what' happens.

Literary Legends: *Ways to dive into texts and analyse them in English.*

When you read in English, picture the story in your mind like a movie. This makes reading more fun and helps you remember details. Don't just read the words; try to understand the deeper meaning. And when you write, express your own ideas and feelings. That's what makes your writing special!





History Detectives: *Unravelling the past with smart study techniques.*

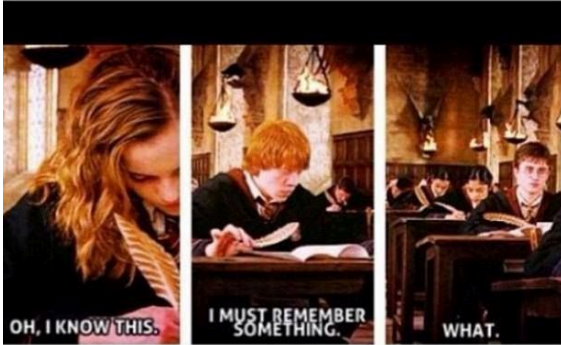
History is full of fascinating stories. Try to imagine what life was like in the past. This makes learning history more interesting. Create timelines to remember dates and events. Understanding the 'story' behind the facts makes history come alive.

Languages and More: *Tips for languages, arts, and other subjects.*

Learning a new language? Practice speaking it as much as you can, even if it feels strange at first. Listen to songs or watch movies in that language. For other subjects like art, music, or PE, get involved and enjoy the experience. The more you do, the more you learn!

Write: What is your favourite subject and why?

The 3 different kinds of exam takers



Chapter 4: Preparing for Exams

Study Schedules: *Creating a plan that works for you.*

Welcome to the world of organized studying! A study schedule is your roadmap to exam success. Here's how to make one:

- **Plan Ahead:** Start a few weeks before your exams. Waiting until the last minute is like trying to catch a train as it's leaving – stressful and not fun!
- **Break It Down:** Divide your subjects into small, manageable parts. Studying in chunks is way easier than trying to cram everything at once.
- **Be Realistic:** Set goals you can actually meet. If you're not a morning person, don't schedule study time for 5 AM!
- **Balance:** Mix different subjects to keep things interesting. Too much of one subject can get boring.

Memory Techniques: *Cool tricks to remember what you study.*

Our brains love fun ways to remember stuff. Try these cool tricks:

- **Mnemonics:** Make up a catchy phrase where each word starts with the same letter as the stuff you need to remember.

- **Flashcards:** Write questions on one side and answers on the other. These are great for quick reviews.
- **Teaching Others:** Explain what you've learned to someone else. If you can teach it, you know it!

Exam The big day is here! Don't worry, you've got this. Keep these tips in mind:

- **Read Carefully:** Take a moment to read through all the questions. Make sure you understand what they're asking.
- **Manage Your Time:** Decide how long to spend on each question. Start with the ones you feel most confident about.
- **Stay Calm:** If you get stuck, take a deep breath. It's okay to move on and come back to a tricky question later.
- **Check Your Work:** If you have time at the end, go back and review your answers. A quick check can catch mistakes.
- **Strategies:** How to tackle different types of exam questions.

Dealing with Exam Stress: *Keeping cool and confident during exams.*

Feeling nervous is normal, but don't let it get in the way. Here's how to keep your cool:



Stay Positive: Believe in yourself. You've prepared for this.

Take Breaks: Don't study non-stop. Get up, stretch, or go for a short walk.

Sleep Well: A good night's sleep is super important before an exam.

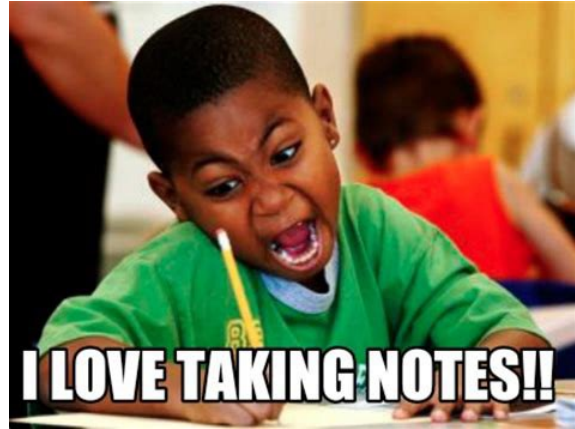
Relaxation Techniques: Practice deep breathing or listen to calming music if you feel anxious.

Remember, exams are just one part of your school adventure. They're important, but they don't define you. Give your best, and be proud of your effort!

Write: Do you leave things to the last minute? Write down why you do this and what impact it has on your results. If you have great strategies for keeping up with your study, write about how you can improve that even further!

Chapter 5: Mastering Note-Taking

Why Take Notes?: *Understanding the power of good notes.*



Hey there, super student! Did you know that taking notes is like having a secret weapon for school success? When you jot down the important stuff, your brain gets busy making sense of it. This means you're more likely to remember what your teacher says and understand your lessons better. Plus, when exam time rolls around, you'll have all your key info in one place!

Styles of Note-Taking: *Exploring different ways to take notes.*

Finding your note-taking style is like choosing your favourite ice cream flavour – there's no one-size-fits-all! Here are a few popular methods:

- **Bullet Points:** Great for quick, short notes. Just jot down the main ideas.
- **Mind Maps:** These are super for visual learners. Draw a map of your thoughts with lines connecting different ideas.
- **Outline Method:** Write main topics and add sub-points underneath. This keeps your notes organized and easy to review.

Cornell Method: A step-by-step guide to this effective note-taking method.

This method is a real game-changer for note-takers. Here's how to do it:

Divide Your Paper: Draw a line down your page to make two columns. The right column should be bigger.

Notes Section (Right Column):

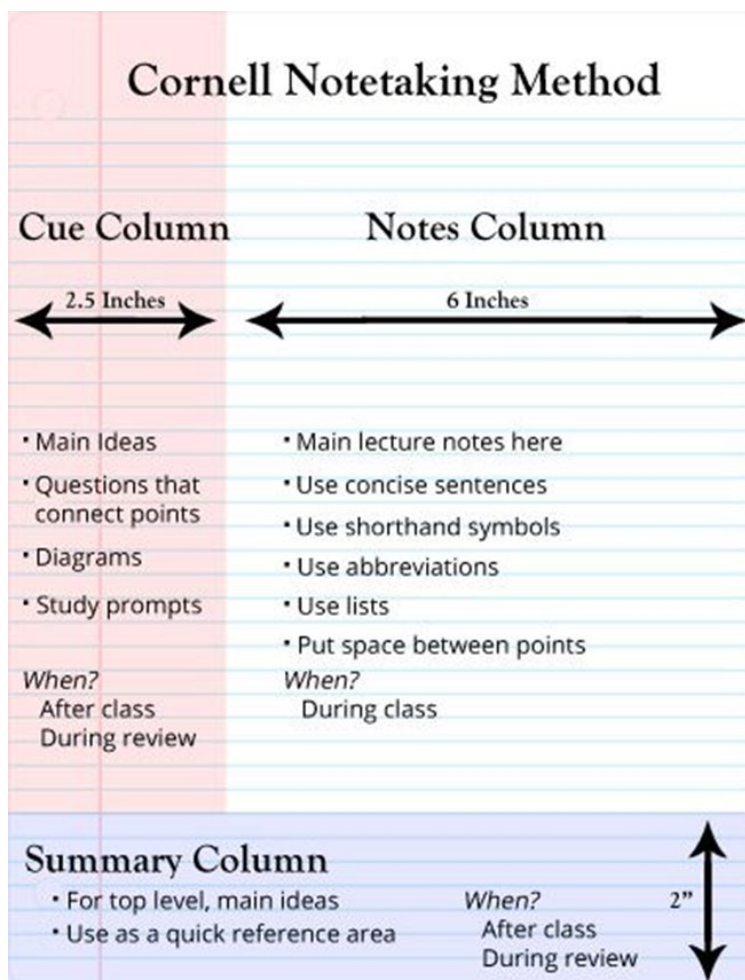
During class, write your notes here. Don't worry about making them perfect – just get the main ideas down.

Cues Section (Left Column):

After class, look over your notes. In the left column, write questions or keywords that relate to your notes. This helps you think critically about what you've learned.

Summary:

At the bottom of your page, write a few sentences to summarize the main points. This helps wrap everything up in your mind.



Write: Use a chapter of this book to try one of the note taking techniques. If the Cornell method is new to you, give it a go on a blank piece of A4 paper.



Conclusion

Remember, everyone's study journey is unique. Use this guide as your map to navigate the exciting world of learning. You've got this!

Resources

Extra tools and websites to help you on your study journey.

- Toggl Track – an online timer that helps you keep track of your time. It also has a Pomodoro Timer – which breaks time into chunks of 25 minutes with a timed 5 minute break. Perfect for students of all ages. <https://toggl.com/track/> The basic timer is free and has everything you need.
- Study Skills timetable. There is an excellent example of this on the next page. It allows you to write in all of your commitments outside of school work such as chores, sporting events and even leisure time. Make sure your timetable is balanced.
- Clickview. <https://www.clickview.com.au/> You just need your @education.nsw.gov.au to access Clickview online from anywhere. Educational videos and videos used in class at your fingertips.
- Your teachers and SLSO's! Remember there is plenty of help for you at school. If you are feeling shy about talking to them in class then send an email or arrange a time to speak to them at lunch.

Sample Study Timetable for Week Beginning

TIME	MON	TUES	WED	THURS	FRI	SAT	SUN
4.00						<u>morning</u>	
4.30							
5.00							
5.30							
6.00						<u>afternoon</u>	
6.30							
7.00							
7.30							
8.00						<u>evening</u>	
8.30							
9.00							
9.30							

This timetable is from the excellent Study Skills text *Treading Water While the Sharks are Circling* by Jim Elliott