



Transition Booklet

Key Stage 3 into Key Stage 4



Be Happy . Be Ambitious . Make a difference



GETTING THE MOST OUT OF YOUR TIME



Here are some ideas to help you get the very best out of your study time. Make notes in the space provided -:

Create a 'to do' list

Simply list the things you need to get done on a particular day, then tick them off.

Spare time

Don't over-fill your 'to do' list and allow half an hour of spare time in your schedule to allow you to deal with anything unexpected that comes up.

Avoid distractions

Find a quiet place to study and let people know that you don't want to be disturbed.

Do one thing at a time

Plan an effective timetable of the work you need to do and focus on one thing at a time.

Have a Goal

Set a target for each study period and don't stop until you reach it.

Take a break

Plan your time effectively & make sure that you allow yourself a break each hour to refresh & recharge yourself.

End on a High

Keep things neat and stop work when you have finished a task.



CREATING A STUDY TIMETABLE



The advice on this page will help you create a study timetable. You will need to follow your study timetable each week to make sure you complete all tasks on time. **Think about your current routine.** You can make your study schedule to fit your needs and work around any outside activities you may have.

List all the subjects you need to study.

Within these subjects list the topics that you need to look at.

Pull out your calendar/planner.

Write down important dates or events that you cannot change and if there are times or days of the week when you can always study.

Schedule study sessions in short blocks.

1 hour should be the maximum you work before you take a break because otherwise your concentration will drift.

Create a checklist for each subject you are studying.

You can tick things of your check list as you go. Write down anything you are struggling with.

Stick to the schedule.

Try to get into the habit of looking at your calendar/planner on a daily basis.

EFFECTIVE INDEPENDENT LEARNING

Complete the table below to see which areas you can work by yourself and where you could use help. Once you have completed this set yourself a couple of targets to help you develop your independent learning in the areas where you feel it is most important

I can and do..	Tick if you do this regularly
Organise my books and folders carefully and keep them in a sensible place	
Have at least one folder or book for each subject which has all sheets / information stuck in	
Plan my week ahead so I can balance my time between independent study and other interest	
Complete homework on time and to the best of my ability	
Create a clear timetable of when and where I am going to do my revision and homework activities	
Think through an activity and do my own research to find answers	
Ask for help when it is needed	
Present my work clearly so others who need to can read it	
Take something I have learnt into other subjects e.g. learning how to create a graph in maths and then creating another one in science.	
Use bullet points, highlighters etc. when taking notes.	
Complete work on time.	
Keep trying to complete a task even if it is difficult.	
Be able to work as a group and on your own.	
Re-read your work to make sure it makes sense and that you haven't forgotten anything	
Be able to find information from different sources e.g. the internet, books etc.	
Learn from any mistakes you might make and improve your work from it.	
Complete work to the best of your ability.	

TARGET 1

TARGET 2

READING AND NOTE TAKING

Reading is an important part of the study process. Here are some tips to help you remember information and make notes.

Taking notes

Taking good quality notes is important.

There are two key processes you need to go through when taking notes:

Skimming is when you read the text quickly.

Then....

Scan the text. Read it more slowly and highlight key words.

Some suggestions for writing up notes

Every student is different and will have their own way of making notes. Below are some suggestions.

Write legibly. Always make sure your notes are neat and easy to read.

Make your notes visually appealing. Do not overcrowd your paper and use different colours.

Use pictures, symbols and diagrams. These will help you to remember information.

Use headings, sub-headings and bullet points. This will make it easier to find information and to learn from your notes.



Strategies to use when writing an assignment

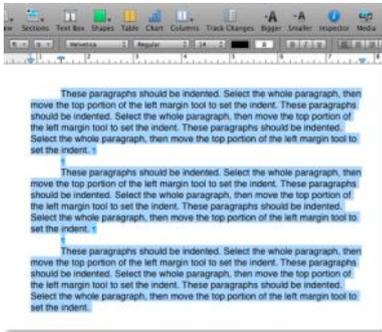
PLANNING

Be clear what your task is.



ORGANISING

Organise the ideas so that they makes sense.



PARAGRAPHS

Decide on what goes in each paragraph. Including the introduction and conclusion.



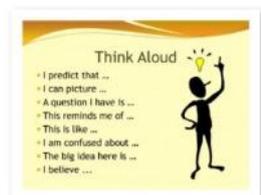
DRAFTING

Write your task on a computer so that you can edit it.



KEYPOINTS

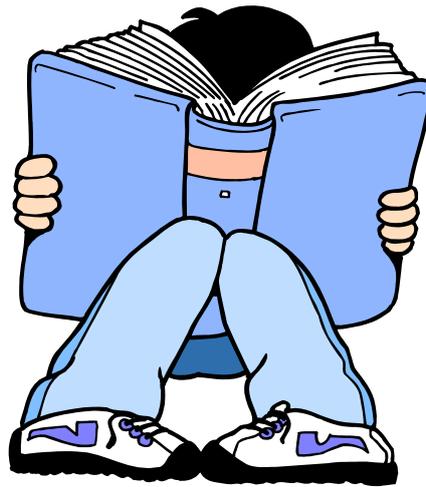
Identify the key points so that what you write is relevant.



SELF CHECKING

Ask yourself "Is there anything else I can do to make it better?"

WHAT SHOULD I BE DOING TO PREPARE FOR MY EXAMS WHEN I HAVE SPARE TIME?



Here are some ideas that
time during tutor time or
effectively:

can help you use any spare
at other periods effec-

1. **Review** the notes you have taken during your subjects in that day.

2. **Produce** your revision materials regularly.

3. **Create** practice questions based on your learning in recent lessons that
you can use to test other people in your form.

4. **Complete** past exam questions in your spare time.

5. **Keep** a list of key terms for each subject.

7. **Discuss** your work with a study partner.

REVISION IDEAS FOR DIFFERENT STYLE OF LEARNER

Visual Learners

- Turn notes into bullet points. Highlight key words. Make flash cards with the key ideas. (see www.flashcardexchange.com for ideas).
- Use websites e.g. BBC bitesize.
- Learning posters - put key information on small posters. Use patterns, colour and drawings. Pin them up where you'll see them often (like in your bed room).
- Use pattern notes/mind maps/posters/leaflets
- Draw Mind Maps for topics to show how the main ideas link together
- Write out key words and definitions on flash cards. Colour code them. Get someone to test you.
- Use of videos on YouTube to help you revise topics
- Attach pictures or images to keywords/information to improve memory
- 'Look, Cover, Write, Check' with lists and key words.
- Practise past exam papers

Auditory Learners

- Use Mnemonics to remember key facts (Richard Gave Battle In Vain)
- Make up questions and get somebody to test you verbally. Put aside the ones you don't know and keep working on them until you learn them all.
- Record notes and put them on an MP3 player. Listen to them as often as possible.
- Make a rhyme, rap or song out of your revision notes (yes it really works!)
- Teach your notes to someone else in your family and create quiz questions.
- Any activities involving reading AND listening or speaking
- Group discussion/debate
- Put key words to a familiar or popular tune - e.g. Happy Birthday, favourite song
- Sharing and testing ideas with your friends as part of a game (e.g. Taboo, Pictionary, Speed Dating)

Kinaesthetic learners

- Walk around the room whilst revising.
- Write information on post-its and stick it around the room. Read the information as you pass it
- Instead of reading notes summarise them using a computer.
- Turn your notes into a PowerPoint and share it with friends.
- Practise past exam papers
- Use paper based activities which involve moving information around (e.g. timelines, diamond 9, mind mapping, concept maps)
- Games: bingo, noughts and crosses, pairs



REVISION ADVICE



Setting yourself up

- Get files or folders for each subject.
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- Start early.
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- Make a realistic revision timetable.
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- Get one good revision aid for each subject.
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- Keep all the equipment you need handy.
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Quick Tips

- Make yourself start however much you don't want to.
 - Take short breaks.
 - Do regular short exercises.
 - Drink water and get fresh air.
 - Avoid distractions such as Facebook or your phone.
 - Don't leave the difficult bits until last.
 - Do something more relaxing between revision and bed.
 - STOP when you feel frustrated, angry or overwhelmed and take a break.
 - Focus on what you have already done and not what is still to do.
 - At the end of a session clear away and put notes in the right file.
 - Get people such as friends or family to test you regularly.
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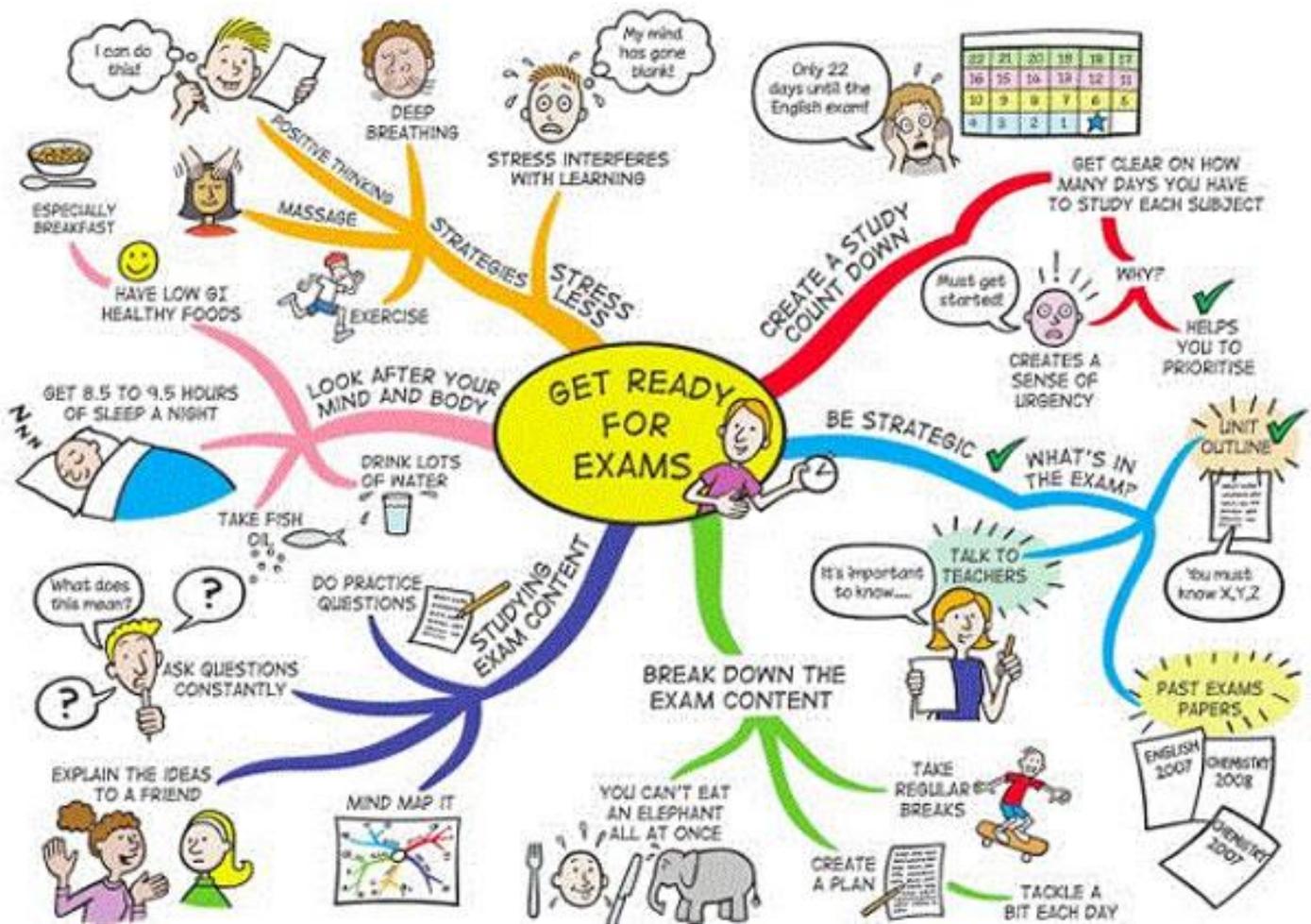
SUCCESSFUL EXAM PREPARATION - TEN TIPS



1. Find a quiet place to revise.
2. Make a realistic revision timetable.
3. Know your areas of strength and weakness.
4. Always make your own revision notes.
5. Stay focussed.
6. Use different revision techniques.
7. Tick off topics when you've revised them.
8. Split your revisions into 1 hour long sessions.
9. Have a short break between revision sessions.
10. Keep telling yourself how useful your revision will be.

PREPARING FOR EXAMS

Use the advice provided in the mind map below and the bullet points at the bottom of the page to help you remain calm both when preparing for exams and in the exam hall.



In the exam

- Do get out all the equipment that you will need for this exam and arrange it on your desk.
- Do read the exam paper twice over. Five minutes now can save errors later on.
- Do take your watch off and check the time against the exam room clock; put it on your desk so that you can easily see it.
- Do underline important words, in the questions.
- Do fill in the relevant sections on the front of your exam script, including your centre number and candidate number in the boxes provided for them.
- Do work out how much time you have for each question.
- Do read your exam paper. Make sure that you read the instructions - underline important points.

In the exam continued...

- Do decide which question you can do best and do it first.
- Do make sure that you have at least five minutes at the end of the exam to go over what you have done.
- Don't panic if your mind appears to go blank.
- Don't waste time thinking and worrying about losing an odd mark in part of a question you don't know the answer to. Leave it. Come back to it later, if you have time.
- Don't forget to include all your workings - you could get plenty of marks for them.
- Don't let your handwriting let you down - if they can't read it, examiners can't give you marks.

PREPARING FOR EXAMS

Get a good night's sleep - do not stay up till "all hours" revising. A final review of topics and a review of your "strong" and "weaker" areas would be best.

The day

- * Try to follow your normal routine as this will help you relax
- * Make sure you eat breakfast!
- * Check you have the correct equipment with you before you leave the house (pens pencils, ruler, scientific calculator, etc.)
- * Take sufficient pens so you have spares.



Useful websites for revision and information

- AQA - <http://web.aqa.org.uk> - (past papers, mark schemes and examiners reports). To access click on 'students and parents' on the purple bar at the top of the website, click on 'download past papers and mark schemes'. You will then get a drop down menu to locate your subject.
- OCR - <http://www.ocr.org.uk> (past papers, mark schemes, examiners reports and support materials). To access this click on the pink bar which says 'I want to...'. From here select 'download past papers'. A drop down menu will appear to the right to allow you to choose the subject.
- Edexcel - <http://www.edexcel.com> (past papers, mark schemes and examiners reports / materials) To access this click on the blue tab at the top of the screen which says 'I am a...' then click on 'student', click on 'support during your course' (middle box with parachutes on it)
- <http://www.bbc.co.uk/bitesize/> - click on the tab for GCSE
- [Mymaths.co.uk](http://www.mymaths.co.uk) - test your Maths knowledge and revise key areas
- <http://getrevising.co.uk/timetable/intro> - Website which provides support on how to create a revision timetable
- http://www.thestudentroom.co.uk/wiki/Revision_Methods_and_Tips - Revision and planning support
- <http://www.tes.co.uk/article.aspx?storycode=6301212> - Range of excellent resources related to revision planning along with target and goal setting
- <http://www.nus.org.uk/en/advice/freshers-and-settling-in/freshers-and-settling-in-listing/time-management-for-students/> - Time management advice for students
- http://www.learnhigher.ac.uk/resources/files/Time%20management/time_websites.pdf - Link to various planning and time management advice websites
- <http://lettsrevision.com/students/stress-management> - Useful website for stress management with many links to other aspects of revision
- <http://www.sln.org.uk/geography/Documents/georevision/revision%20ideas%20for%20different%20learners.doc.pdf> - Revision ideas for different types of learner
- http://www.thestudentroom.co.uk/wiki/Exam_and_Study_Tips - Various excellent links for exam preparation
- <http://www.brightknowledge.org/knowledge-bank/study-support/homework-and-study-skills/top-tips-for-independent-learning> - Independent learning advice and useful study links



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