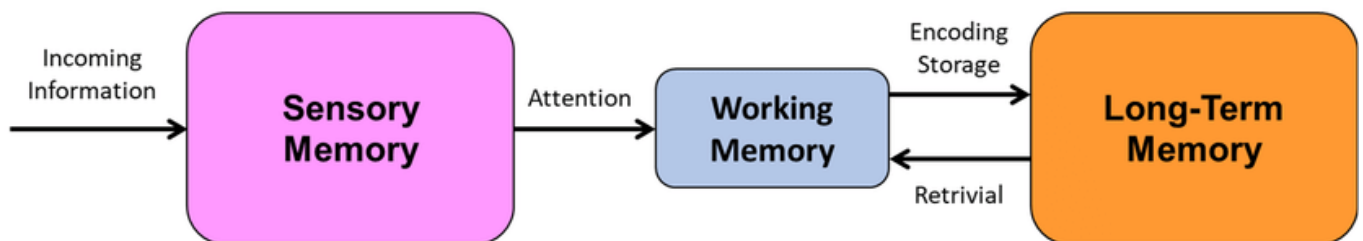
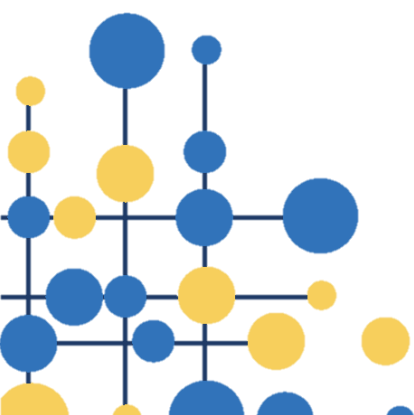


HOW TO KNOW AND REMEMBER MORE



How do make the knowledge and skills I learn stay in my long-term memory?

How do I retrieve this knowledge from my long-term memory?



Many students feel they are working as hard as they can. However, this booklet is hopefully going to show you, or remind you of some techniques which will help you work smarter.

Not everyone learns in the same way so choose what works for you, not a friend!
Use this booklet alongside your subject notes, Achieve sessions, study websites and apps and study skills sessions within school.

Contents:

1	Top ten tips for revision
2	Coping with stress
3	Revision environment
4	What is condensing Knowledge?
5	Revision process
6	Quizzing
7	Mind maps
8	Diagrams
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11	Keyword Mnemonics
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16	Memory Journey
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18	Cornell note taking
19	Dual Coding Theory
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Ten Top Tips For Revision Success!



Before you start, plan

We've all done it, spent so long revising the really tough stuff leaving no time for the remaining 90% of our revision. Plan, stick to it and don't panic!



Be realistic

We'd all love to be Superman and get our revision done in 5 minutes but it isn't going to happen. Working 24 hours a day won't help either. Make sure your plan is manageable in the real world not Metropolis!



The early bird...

Catches the worm, or at least has a sensible revision plan. The earlier you start, the less you'll have to do in each block.



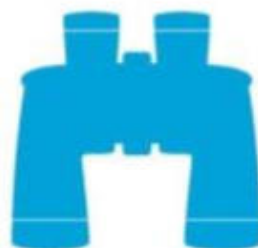
A Room of One's Own

Or corner, or desk, or sofa... Find a good place to revise, whatever works for you, be that a quiet library, your desk, or under a tree.



Mix it up a bit

There are different ways of revising like there are different ways of memorising information. Rather than just copying out, try drawing diagrams, reading aloud, sticking it on post-its on the wall. Whatever helps!



Look to the past

This doesn't involve a time machine, just checking out old exam papers. It can help you plan, revise, and calm you down!



Take regular breaks!

Don't head for information overload. We're not designed to work flat-out and work far more efficiently if we take regular breaks. Try to get up and move around, have a dance if you want. Don't just close the book; make the most of that time off!



Feed & water regularly

Like a car, if you run out of petrol you're not going to get very far. A fed and watered revision brain, is a happy, efficient revision brain revving its highly tuned engine!



Testing times

Don't just input, check what you know. You can do this with friends, family, or on your own. Testing is a great way of combating those nerves by confirming what you know, and filling in the gaps!



Early to bed

It's the night before the exam. Now you've done all that work it's time to give your brain a rest, so you're in tip top condition for sitting that exam. **Good luck!**

Coping with stress

There are ways to help with stress:

1. Go outside for exercise and fresh air – it will help you clear your head.
2. Set aside time to meet up with your friends where you're not revising.
3. Give yourself relaxation time – listen to music, watch TV or relax in the garden.
4. Keep up with your hobbies and doing activities you enjoy.
5. Eating and sleeping well can also help with reducing stress.

Talk about how you are feeling.

Talking to your family, friends and teachers can really help you discuss your anxieties and come up with a way to deal with your stress. If you can't talk to anyone there are confidential services and helplines. You can always talk confidentially.

There are ways to make it worse:

1. Don't revise too late into the evening – this will affect your sleep and make you less focused in the morning
2. If you are not remembering the key points, don't keep going. Change the method of revision or the topic you are looking at
3. Don't struggle on your own. If you are revising and don't understand something ask your teachers for help.
4. Not taking breaks will make your revision less effective.
5. Don't set unrealistic targets or you will disappoint yourself.

Revising Environment

Close your door to shut out any noise

Stationery neat and nearby

Well lit space – easy to read

No distractions – TV, phone, tablet needs to be switched off and not on the desk (unless using study apps/websites)

Tidy desk to have the space to work



Definition:

Breaking down **large quantities** of information into the most **important parts**

Why should I condense my knowledge?

It is more effective to revise this way. Reading and copying doesn't help everyone

Each time you reinforce your work it deepens your knowledge in your long-term memory.

How do I condense my notes?

1. Read the information. If needed do it twice.
2. Highlight the important information.
3. Condense each paragraph into a bullet point / sentence.
4. **DO NOT COPY!** Re-word it as this tests your understanding.
5. Use this information to revise.

What is condensing knowledge?

Revision

You need to remember that making mistakes means you are learning. You will not remember everything immediately. You **MUST** revisit the information regularly in order to know the information in depth.



Quizzing

For example:

Question: In what year was George V's coronation?

Answer: 1910

Ask a parent, carer, study partner to write you questions (or answers) and you write the answer (or possible question that would correspond to that answer).

You can also write your own questions, but if you do this leave it at least a day until you answer them to see what you can remember after a while.

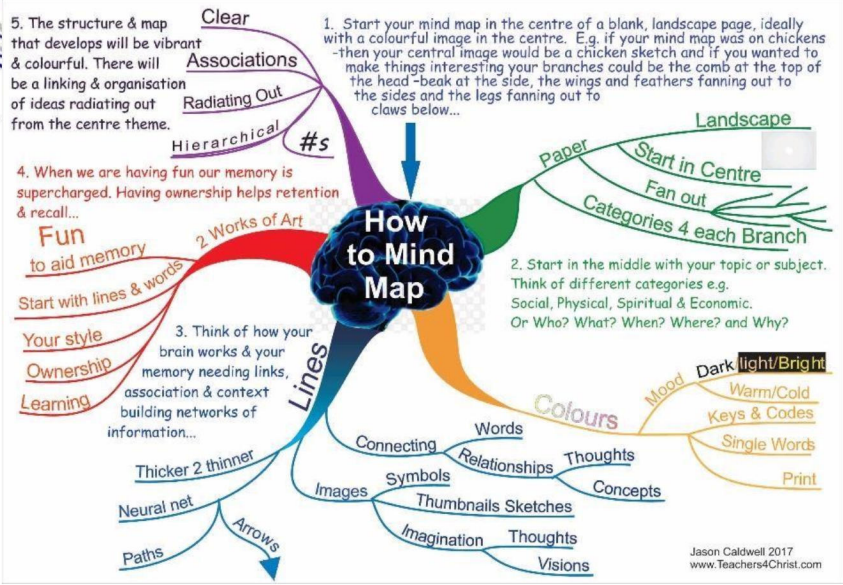
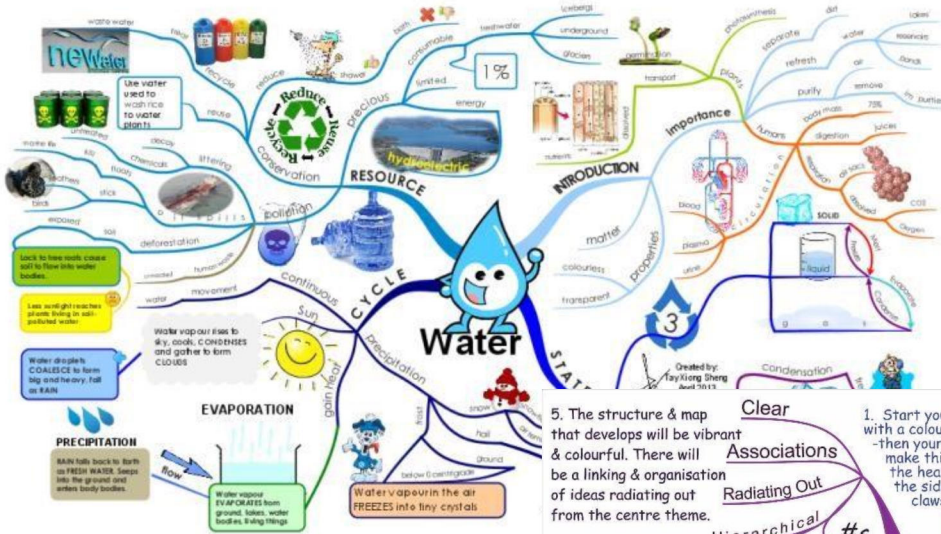
Or write 10 questions that your teacher could use as a starter activity next lesson. (include the answers for your teacher too!)

Mind Mapping

Mind Mapping is a process that involves a distinct combination of imagery, colour and visual-spatial arrangement. The technique maps out your thoughts using keywords that trigger associations in the brain to spark further ideas.

1. Start with the theme in the centre of the page and work outwards.
2. Then develop your main idea.
3. Each branch must relate to the branch before it.
4. Use only key words and images.
5. Key words must be written along the branches.
6. Print your keywords to make them more memorable.
7. Use highlighters and coloured markers to colour code the branches.
8. Make things stand out on the pages so they stand out in your mind.
9. Brainstorm Ideas. Be creative.
10. Design images you can relate to which will help you remember key information.

Once you have made your map, cover it and test yourself on different strands.

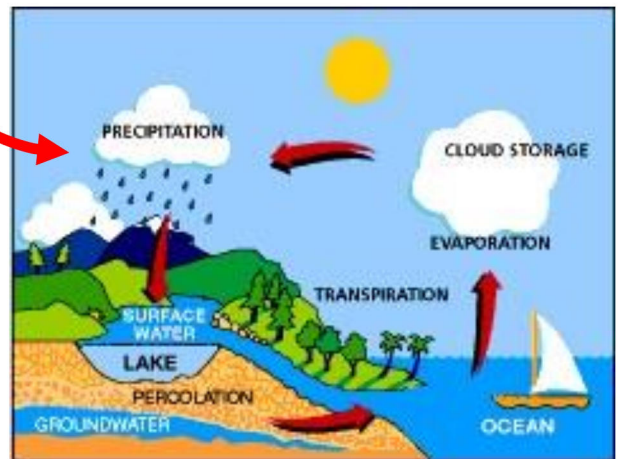
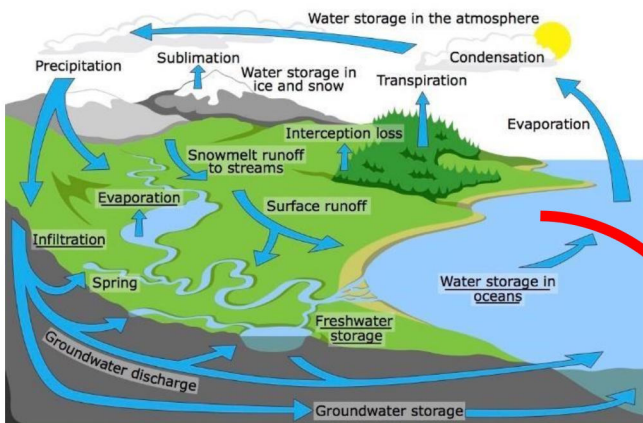
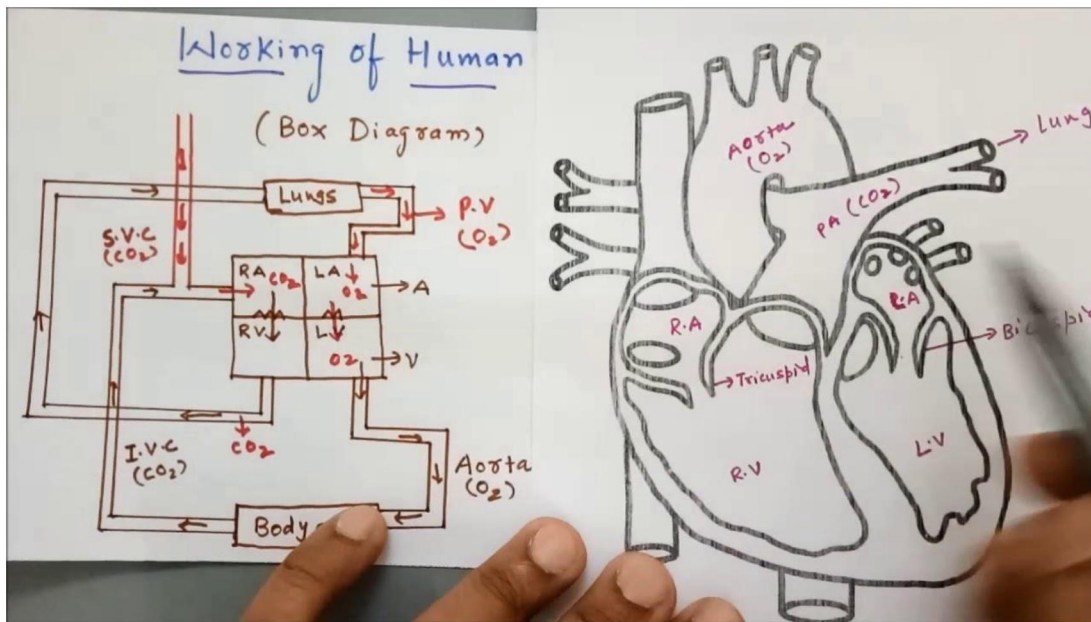


Diagrams

Creating a visual diagram for key facts, ideas or just larger chunks of knowledge is an effective way of making knowledge 'stick' in your brain.

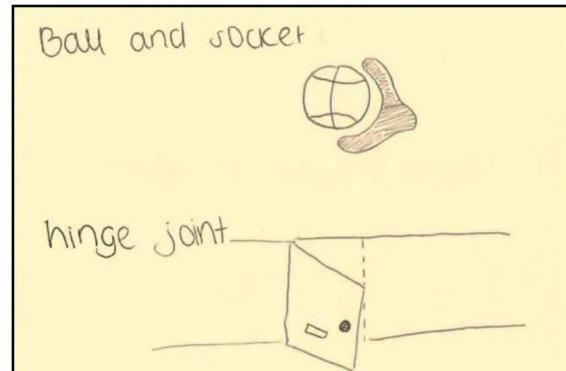
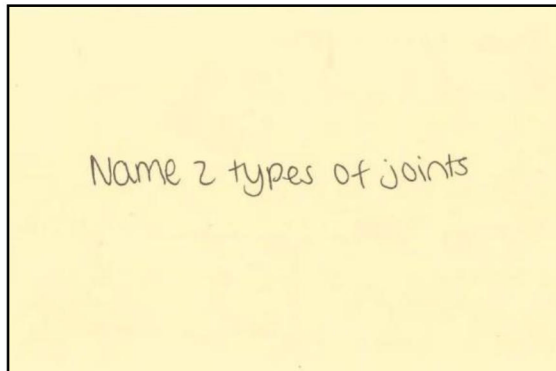
Key words with some small images that link to the knowledge are important for the diagrams to be effective.

Simplifying a complex diagram into something more straight-forward.



Flashcards

These are a very good and simple self-testing tool. They can be physical or electronic. Quizlet's cards are good as they prioritise cards you have previously got wrong. To make your own, take some card and cut into rectangles roughly 10cm x 6cm.



Key Words

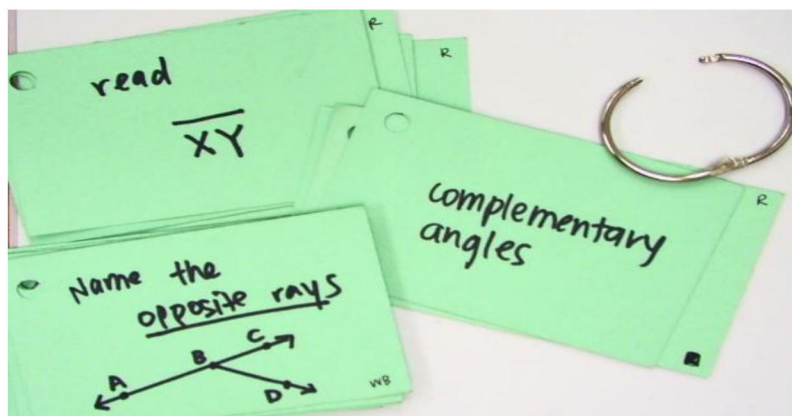
Colour code words by subject and then topic within a subject.
Group words you use together on the same card

Describe and Explain

Highlight key words in one colour and connectives in another.
Learn your highlighted sections to summarise your knowledge

Graphs and Diagrams

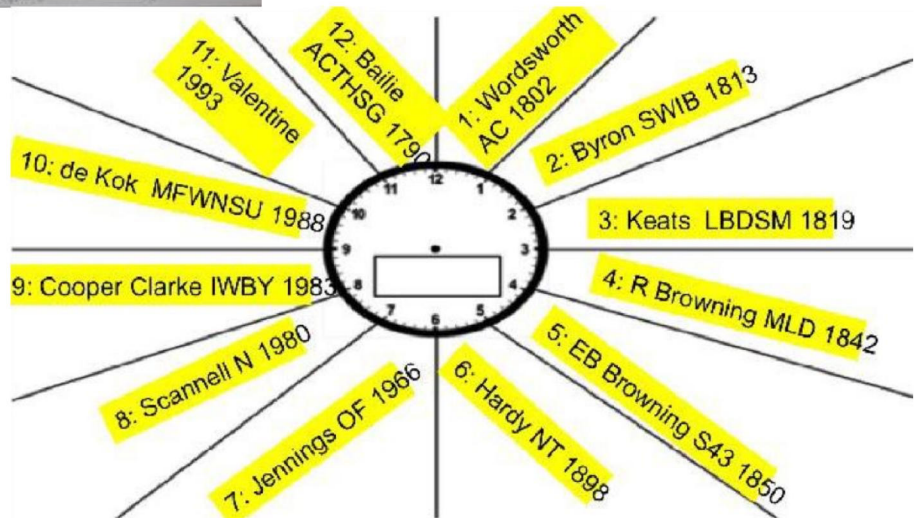
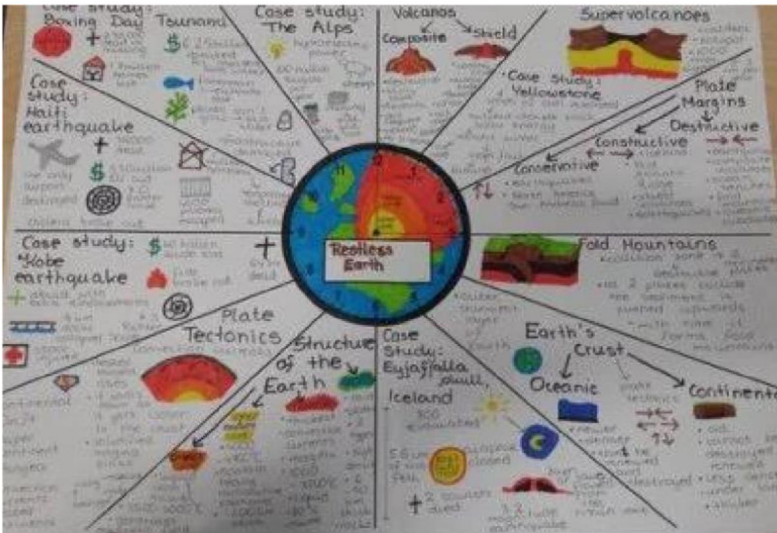
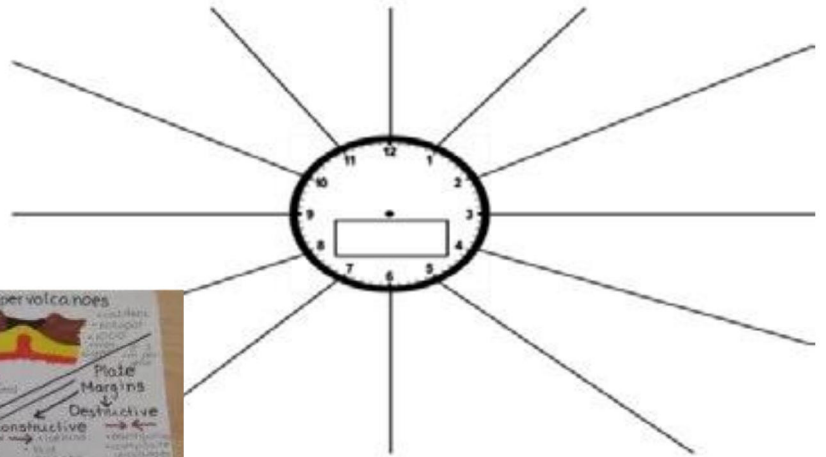
Draw different parts of the diagram in different colours and add the notes in matching colour.
Add your notes at the point in the diagram it refers to.



Clock Learning

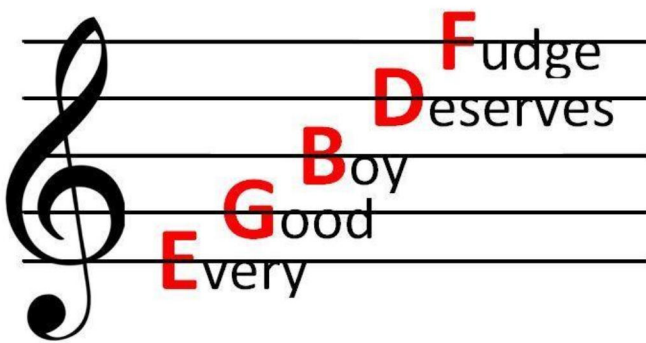
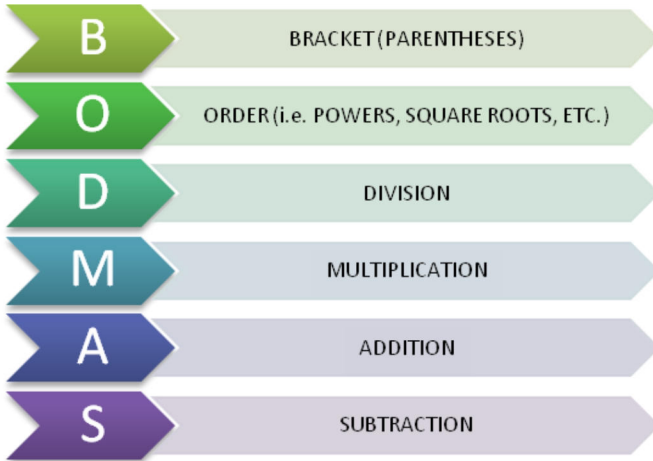
For this technique you draw a basic clock.

You can then take a subject or topic and break it down into 12 subcategories. Make notes in each chunk of the clock. Revise each slot for 5 minutes, turn the clock over and then try to write out as much information as you can from one of the segments. Eg. All the information in the 2-3pm segment.



Keyword Mnemonics

Make up a sentence where each word starts with the same letter as the words you need to remember.



'Never Eat Shredded Wheat'

OR

'Naughty Elephants Spray Water'



Make a chatterbox

Making a chatterbox helps you test yourself on important topics.



Start with an A4 sheet of paper.



Fold in half to make a triangle.



Fold again to make a smaller triangle.



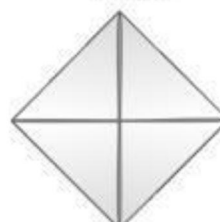
Cut off extra paper.



Unfold paper. You should have a square.



Fold all corners in to the centre.



It should look like this.



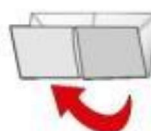
Turn your paper over.



Fold all corners in to the centre again.



It should look like this.



Crease in half both ways.



Use your fingers to pinch it together.

Add key words on the outside

Add questions and answers under the flap



Add topics on the inside

Image Chain

Create a cartoon-like image in your mind. Make it colourful, lively and fun. The more unusual, the more you will remember it.

Let's say you're at a party and you've been introduced to some new people and want to remember their names.

You've just met **David, Jack, William, Gemma, Sophie** and **Hannah**.

In your imagination, you need to create a link to that person and their name. The pictures you think up have to be memorable, so make them colourful, funny, lively and strange.

David → (Wearing a football shirt aka Beckham)



Jack → (Climbing up a bean stalk)



William → (Prince William wearing a crown)



Summarising

Gemma → (Wearing lots of jewellery with shiny gems)



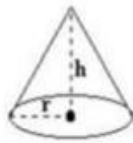
Sophie → (Is sat on the sofa singing)



Memory Cards

Memory cards are useful for remembering key facts or complicated equations. Mix the cards up and then you can test yourself on which ones you can remember.

Volume of a
cone

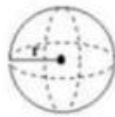


Volume of a cone :
 $V = \frac{1}{3}\pi r^2 h$



www.BlueBonkers.com

Volume of a
sphere



Volume of a sphere :
 $V = \frac{4}{3} \times \pi r^3$



www.BlueBonkers.com

Volume of a
cylinder



Volume of a cylinder :
 $V = \pi r^2 h$



www.BlueBonkers.com

Six Word Summaries

Summaries make knowledge and quotes easier to remember and recap.

1. Summarise the text/notes into one sentence
2. Condense the sentence into six words
3. If possible, use words from the text.

Example below:

Summarise the poem into a sentence.

Condense this sentence into 6 words, add quotes to help.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

I met a traveller from an antique land,
Who said—"Two vast and trunkless legs of stone
Stand in the desert. . . . Near them, on the sand,
Half sunk a shattered visage lies, whose frown,
And wrinkled lip, and sneer of cold command,
Tell that its sculptor well those passions read
Which yet survive, stamped on these lifeless things,
The hand that mocked them, and the heart that fed;
And on the pedestal, these words appear:
My name is **Ozymandias**, King of Kings;
Look on my Works, ye Mighty, and despair!
Nothing beside remains. Round the decay
Of that colossal Wreck, boundless and bare
The lone and level sands stretch far away."

Memory Journey

A memory journey is a way of linking information with landmarks on a journey. As you walk through the journey in your mind, you'll pass by all the information you need, in the correct order.

Here's how you do it:

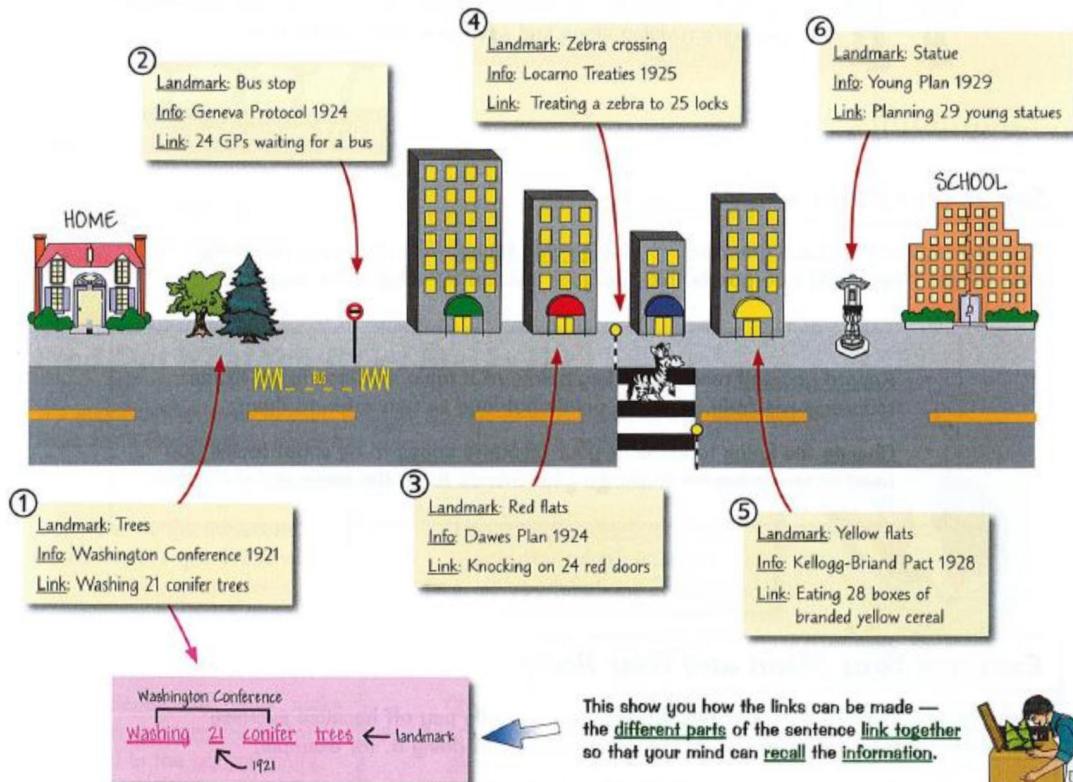
1. Write down the key points you need to learn.
2. Choose a journey you know well and pick your landmarks. Pick as many landmarks as the number of points for the topic.
3. Assign the key points to the landmarks in order.
4. Then, make links between them. This is the fun part! Use your imagination- the stranger the link, the more memorable it will be.
5. Practise walking the journey in your mind, learning the information as you go.

EXAMPLE:

Here are the names and dates of some historical agreements that were made in the 1920s. Underneath is a memory journey which uses my walk to school to remember them:

- | | |
|-------------------------------|-----------------------------|
| 1. Washington Conference 1921 | 4. Locarno Treaties 1925 |
| 2. Geneva Protocol 1924 | 5. Kellogg-Briand Pact 1928 |
| 3. Dawes Plan 1924 | 6. Young Plan 1929 |

The journey is there to jog your memory but you still need to learn the topics they're about in depth.

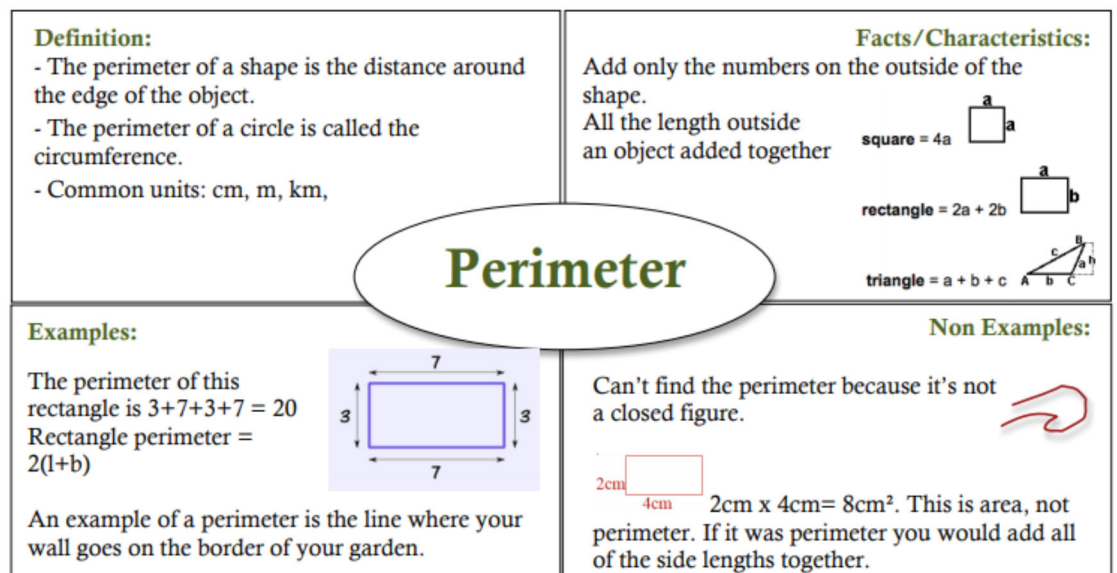
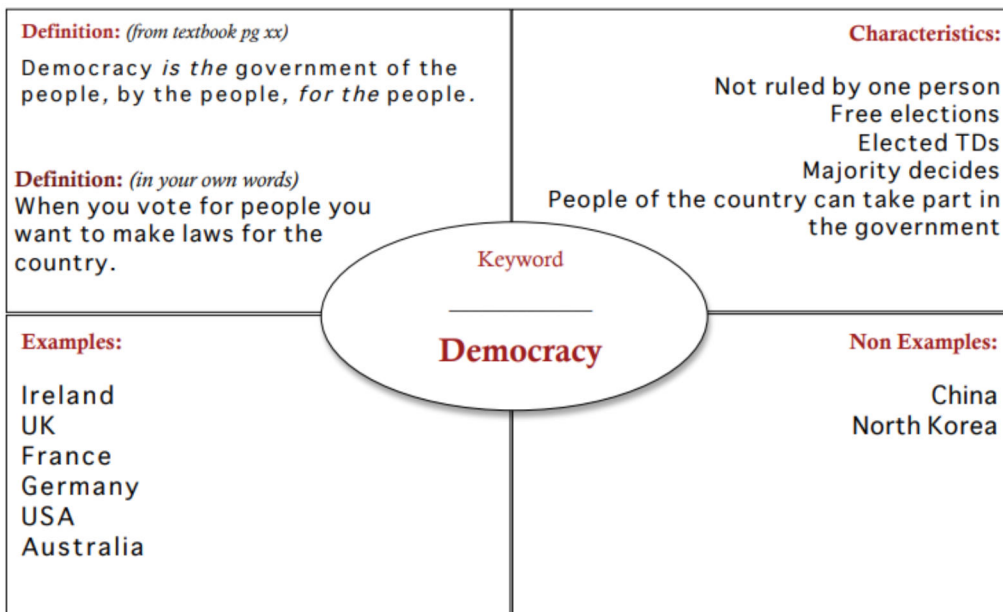


Frayer Model

The Frayer Model is used so you develop your vocabulary in a visual way. It allows you to define key terminology and apply your knowledge through completing the surrounding 4 boxes.

Here's how you do it:

1. Write down the key word in the centre of your page.
2. In the top left box write a definition of the word.
3. Give a variety of characteristics – this could be through a list of words/phrases or images.
4. Apply your knowledge of the word by giving clear examples and non-examples in the bottom two boxes.

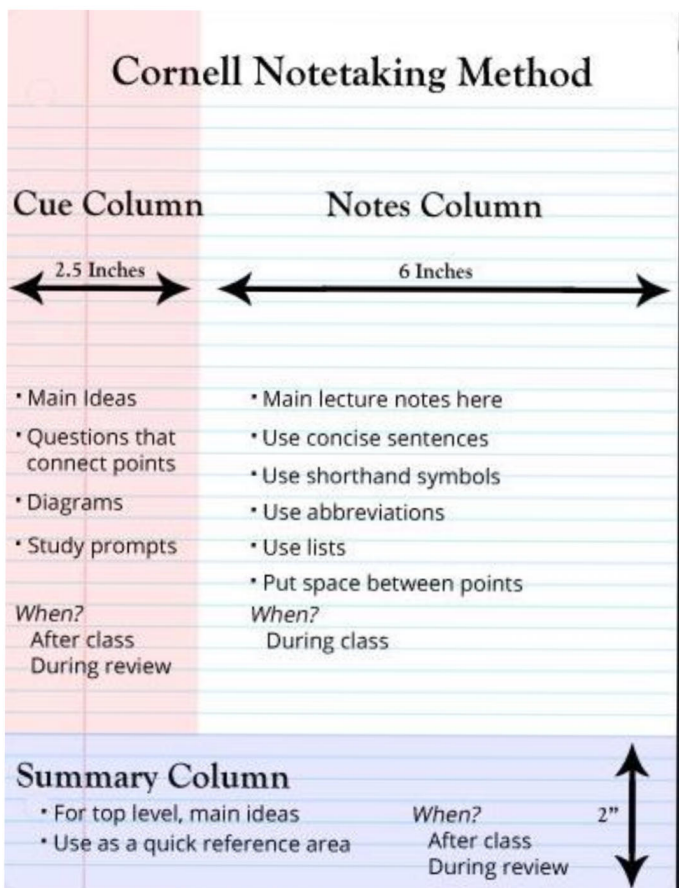


Cornell Note Taking

Cornell note taking is a good way to organise your notes and summarise the main ideas, allowing you to reflect on your study. It is by reflecting and summarising that you will train your memory to recall the work you have just completed.

Here's how you do it:

1. Separate your page as below.
2. In the note taking section write as much as you can about the topic you are studying.
3. In the cue section now summarise the notes using key words, questions, hints. You will use these when you look back at your notes instead of the notes taken (however if you can't remember something using the cues the notes are there to help you).
4. The complete a summary of the topic in a couple of sentences.
5. You then review these notes regularly to ensure you are recalling all the relevant information on the subject/lesson or topic.

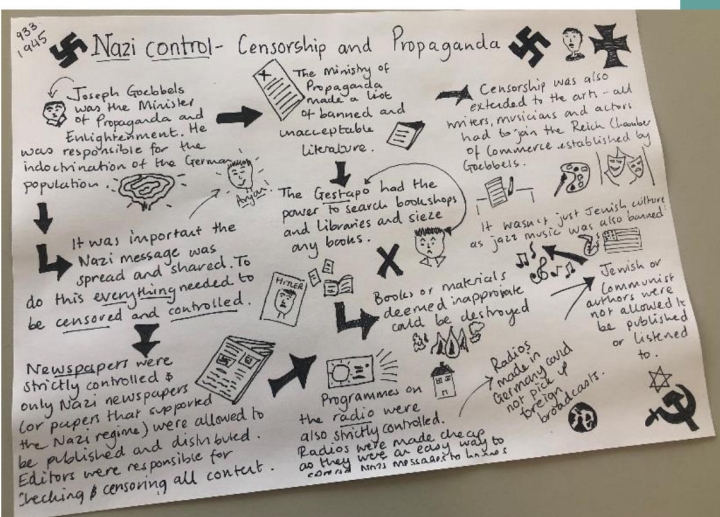
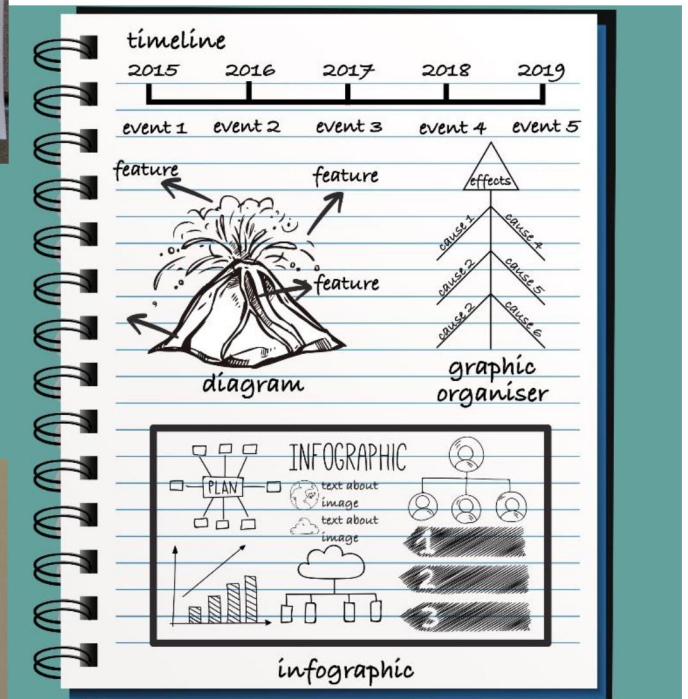
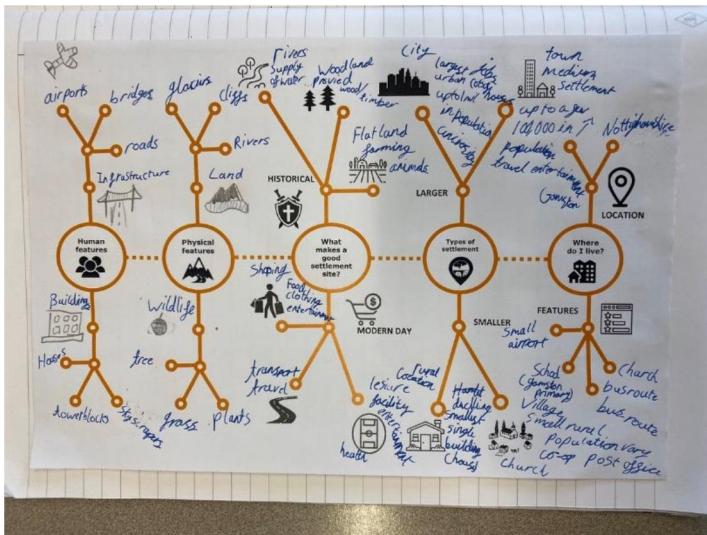


Questions/Main Ideas	Notes
What is the distance formula?	The distance formula calculates distance based on rate and time. $D = r \cdot t$
Example 1:	How far will a train travel at 85mph for 4 hours? $D = ?$ $r = 85 \text{ mph}$ $t = 4 \text{ hours}$ $D = 85(4)$ $D = 340 \text{ miles}$
Example 2:	How far will a truck travel at 65mph for 3.5 hrs? $D = ?$ $r = 65 \text{ mph}$ $t = 3.5 \text{ hrs.}$ $D = 65(3.5)$ $D = 227.5 \text{ miles}$
Summary:	The distance formula measures distance based on rate and time. Distance = rate times time. This is often used with word problems.

Dual Coding Theory

Dual Coding is useful for those of you who remember things through images/symbols. There are two routes into your - through the eyes using pictures and through the ears using language (this also applies to written language, as we read it to ourselves in our heads). Combining the two means we double the strength of the memory process.

So, creating a symbol that links to a particular event in history, a theme in Macbeth, a chemical reaction or technical process helps strengthen the memory. See the examples of this approach below:



Some more ideas...

Online resources – Use the online resources that are already available and provide amazing information and quizzing. Use GCSEBitesize, GCSEpod, Seneca, Youtube. These are all free for you to use.

Memory challenge - Look at a labelled version of a text for 30 seconds. Then cover it up and try to draw what you have seen.

Dominoes - Create cards with a definition on one end and a keyword on the other. You then have to complete the domino train. Time yourself completing it and try beat your friend.

Jeopardy - Write lots of answers/ keywords down then challenge your partner to write the question.

Guess who - Stick Post-It notes to your foreheads and try guess the keywords by asking yes/no questions.

Text - How many text messages do you send a day or week? Make a plan with your friends to add a fact to the end of every text message you send to build up your knowledge and add to your revision efforts.

Games - Making a popular game into a study aid is fun. Even making the game makes you revise your work. Trivial pursuit, bingo, blockbusters and battleships work really well. You can learn with a group of friends and have fun doing it.

Write a song, rap or poem – Find a favourite tune and change the words or write a poem that tells a story or includes particular key words.