

Blackfen School for Girls

Sixth Form

Academic Support



# Study Skills

Maximise your success

A booklet to help enhance your ability to study and improve your performance in the Sixth Form and future life

## Study Skills – Where are you now?

<b>Academic Skills</b>	<b>Self-rating (1-5)</b> <b>1 = Weak</b> <b>5 = Excellent</b>	<b>Example of level of academic skill</b>
e.g. Managing deadlines	2	I miss coursework deadlines quite regularly and always seem to leave work until the last minute.
Managing deadlines		
Being self-motivated and able to persevere with tasks		
Having the confidence to 'have a go' and ask questions		
Finding out information from different sources		
Reading complicated material and understand new information		
Being able to summarise lots of information in your own words		
Being able to select relevant and irrelevant information		
Comparing different opinions and concluding		
Being able to weigh up 'pros' and 'cons'		
Being able to argue my point of view and justify reasons		



## Study Skills – Priorities

**Column A** – Tick if the statement is generally true of you

**Column B** – Rate how important it is to acquire this skill: 6 = unimportant; 10 = essential

**Column C** – Rate how good you are at this skill now: 1 = very weak; 5 = excellent.

**Column D** – Subtract the score in Column C from that in Column B (B - C). Items with the highest score are likely to be priorities.

Study Skills Statements	A This is true (tick)	B Skill needed? (scale 6 - 10)	C Current Ability (scale 1- 5)	D Priority (B - C)
I am aware of how I learn best and how to reflect and evaluate my work				
I am motivated and can set goals				
I can organise my workload and have good time management				
I am confident about my reading strategies				
I am good with numbers				
I am able to make, organise, store, find and use my notes effectively				
I take an active role in lessons				
I know how to structure and organise essays				
I am able to think critically and analytically				
I have good revision strategies				

Highlight your priorities – when you think you have achieved them over a set period of time, cross them off.

**How do you plan to meet you priorities?**



## What study skills are there?

Organisation	Time Management	Memory Skills
Revision Skills	Reflective Learning	Critical Thinking
Analytical thinking	Reading Skills	Essay Writing Skills
Prioritisation	Research	Active Learning
Summarising work	Comparing and Contrasting	

## Becoming an Active Learner

### Active vs Passive

<p>An <b>active learner</b> is someone who:</p> <ul style="list-style-type: none"><li>• Prepares for lessons</li><li>• Asks questions</li><li>• Organises information</li><li>• Links ideas and information</li><li>• Evaluates information</li><li>• Drafts and re-drafts work</li></ul>	<p>A <b>passive learner</b> is someone who:</p> <ul style="list-style-type: none"><li>• Copies work down, often word for word, and doesn't attempt to understand it</li><li>• Doesn't reflect on what they have done</li><li>• Doesn't organise information</li><li>• Has lost or is losing motivation as a consequence of the above</li></ul>
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### What to do to improve:

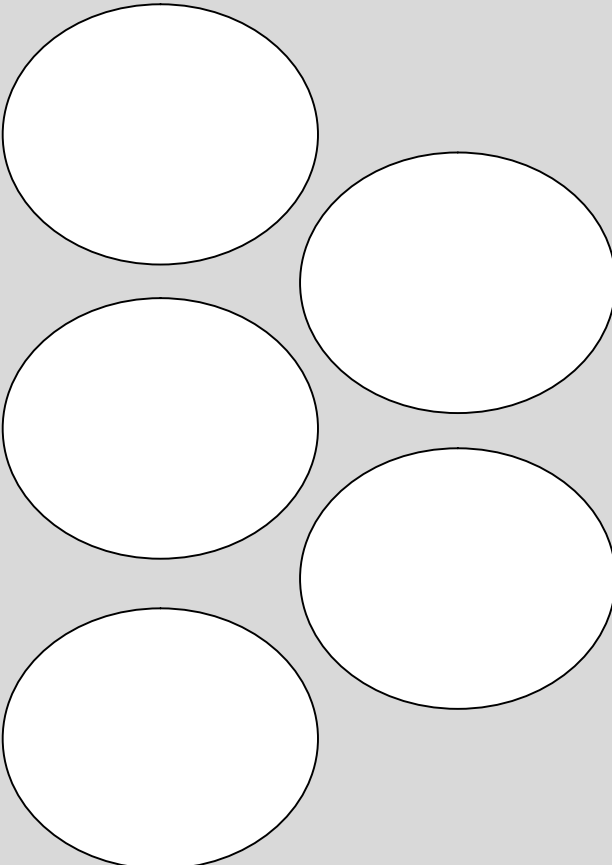
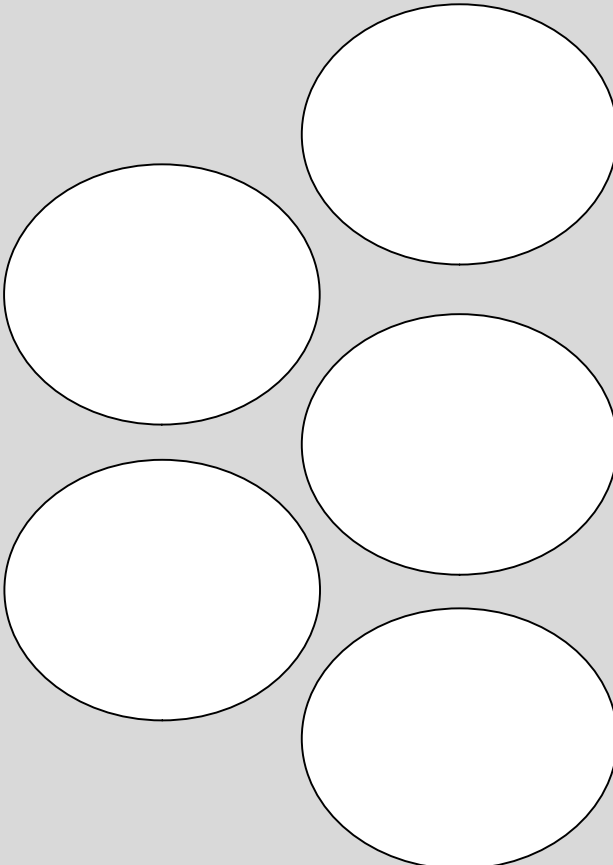
- Summarise paragraphs
- Create spider diagrams/mind-maps
- Think of examples and decide the best one
- List questions about a topic
- Teach information to someone else
- List key words/points – create index cards
- Make a poster of the information
- Think about how you would argue against what you are reading
- Write quick essay titles and then write a draft essay or the outline of an essay



## Controllable Study Factors

Write down the factors that stop you from studying or revising.

Write down the factors you CAN control, e.g. watching TV, as well as factors you find DIFFICULT to control, e.g. looking after a family member.

FACTORS YOU <b>CAN</b> CONTROL	FACTORS <b>DIFFICULT</b> TO CONTROL
	

### ***What next?***

- Identify the top two factors that you CAN control
- You need to manage those aspects that are within your control to prevent them from stopping you from studying – these should be relatively easy as they are within your control.
- Think about each barrier and **what you are going to do about it** e.g. many students find the internet communication and mobile phones can consume a great deal of time. Will you allow your grades to suffer because you spent too much time chatting on-line?



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