

KEY NOTES TO REFLECT UPON

SET YOUR GOALS

- 1 Be positive and realistic with your future goals
- 2 Set goals that can be measured reliably
- 3 Develop strategies on how your goals are going to be achieved through effort and sound preparation. Put your strategies in writing and be committed to them.

LEARN HOW TO STUDY

What Is Study?

- 1 Study is the process that should help you to retain what you are taught and what you learn in the long term.
- 2 Study is a routine where focussing on being well organised enables you to achieve your very best effort.
- 3 Study is an activity that requires strong self discipline.
- 4 Study is that extra work you need to do to supplement the tasks set through assignments, tutorials and test for you to fully understand the course work

EXAMINATION STRATEGIES THAT WORK

Examination tips are no replacement for consistent study before the examination.

Prioritise - You want your best result so keep other commitments to a minimum to allow you to focus on study. Although your exam is a priority, there is no need to become recluse.

Manage Your Time - Having a study schedule is always a good idea, but at examination time it is essential. Put a plan in writing and stick to it.

Be Prepared - Practise It is important to know what you will face. Locate past papers and practise, practise, practise! One thing that makes examinations so difficult is the long period of time spent sitting still. To prepare for the examination, try sitting at a desk and answer examination style questions (without notes) for long stretches of time

Overview - Review the unit outline and identify the areas in which you need to do extra work.

Be Active - Studying is an action. To study effectively you need to engage with the material. Write summaries, practise drawing diagrams, complete extra problems, write practice essays and do past examination papers. Just "reading over" material is a recipe for disaster!!

Equipment - Make sure you have all the necessary equipment for the examination. Make sure you know what material is permitted in the examination room.

Examination Where and When - Double check the time and location of the examination.

Examination Day - Arrive a little early but not too early, as you don't want to be around stressed-out people who may confuse you or make you anxious.

Instruction - It is vital that you read the instructions correctly. You have no time to do unnecessary questions.

Plan Your Time - During the perusal time, plan which section you will start with and how much time you can afford to spend on each section.

Multiple Choice Questions - Unless there is a penalty for an incorrect answer, never leave one of these questions unanswered as, in a four choice option, you have a 25% chance of getting it correct by guessing (even higher if you avoid the distracters.) If unsure of the correct answer, use a process of elimination to isolate as far as possible your best choice.

Show All Your Workings - It is essential to show your workings when working on practical problems. Often in these questions you may obtain marks for your working, even if your answer is wrong.

Answer the Question - In essay and short answer questions directional words are used e.g. discuss, explain, criticise. It is important that you know what these words mean and how to answer a question in this way.

Draw Clear Diagrams - It is often useful to include diagrams in your extended answers. Keep in mind they need to be neat, well labelled, and referred to in the written answer.

Finish By Reviewing Your Answers - Keep in mind the examination has been written to take the allotted time. Even if you think you have finished you can always check your spelling, review the multiple choice, re-visit your working, tidy up diagrams, re-read extended answers and hopefully add to your final mark.

Stretch and Breathe - During the examination, if you come across a question you are unsure about or don't understand, don't stress. Take control. Stop, look up, take a few deep breaths and have another look. If you are still unsure, move on to another question and come back to this one later.

It is a good idea to occasionally stretch your fingers and hands, roll your shoulders and stretch your neck. This will help you to think more clearly and stop you from feeling uptight and uncomfortable.

After The Examination - Avoid thinking about what you should have done or how you could have answered a question better as little is achieved and positive energy wasted. You need this energy for your next exam so drop it like a lead balloon and move on for the task at hand.

KNOW YOUR LEARNING STYLE(S)

Not everybody learns the same way. Most people actually have a preferred learning style. There are generally three styles – Auditory, Visual and Kinesthetic.

Your learning style has implications for how you study and also how you manage your learning at school and at home.

If you are an **AUDITORY** learner, you may wish to use tapes or digital recorder. Listen, take notes and review notes frequently. Sit in the classroom where you can hear clearly whilst minimising any distractions.

After you have read something, summarise it and recite it aloud.

If you are a **VISUAL** learner, then use charts, maps, filmstrips, notes and flashcards. Practice visualising or picturing words/concepts in your head. Create mind maps, flow charts to link ideas and processes. Write out everything for frequent and quick visual review.

If you are a **KINESTHETIC** learner it is important to take and keep lecture notes and write things out several times.

If you are not clear on your best learning style, try a combination of strategies and identify which option suits you best. Sometimes people do work from two out three basic learning styles.

MOTIVATION TRIGGERS

How do you "get motivated"? Ultimately motivation must come from within yourself and it must be based on key reasons why you decided to tackle the program or subject you have decided to take in the first place.

There is nothing more draining on your own state of mind than attending to tasks you don't want or have little interest, or in fact you have decided are of no real consequence or interest to you.

You will perform better if you can find motivation with a combination of **mastery goals and performance goals.**

A. Mastery Goals (Intrinsic Factors) focus on learning and working within. **Mastery Goals that trigger your desire to study include:**

- Interest in the particular assignment
- The need to know and learn
- The desire to improve
- Seek knowledge because knowledge is power
- To be able to do the things you want to do in life
- To better yourself
- To enjoy the learning process

OR

B. Performance Goals (Extrinsic Factors) focus on achievement levels instead by you, from things outside learning itself.

Performance Goals that trigger your desire to study include:

- Desire for high marks
- Desire to make lots of money
- Need to do better than the others in the class
- Not want to disappoint your lecturer or tutor
- Not want to disappoint your parents if you don't do well
- Fear of failure

Most people are motivated by a **combination** of both of these motivation triggers.

Go back over the bullet points above and think through which of them are your best 'motivation' reasons.

Whenever you feel despondent or things seem difficult it can pay to come back to these basic motivations and re-focus on them.



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Academic Teacher Resources and Success Planner Pty Ltd

Web site: www.successplanner.com.au

E-Mail: mark@successplanner.com.au