

Year 11

Revision

Guide



Section 1 - Time Management

Time Management is setting and following a schedule of study, in order to organise and prioritise your studies in the context of competing activities.

Benefits of planning your time:

- Written plans make tasks more manageable and less overwhelming
- Scheduled tasks are more likely to be completed
- You will minimise the need for last minute revision

Organising your time can be as simple as having a 'to do' list and if you do nothing else, you should try to do this.

- Write down what things you have to do, then decide what to do immediately, what to do later, what to get someone else to do and what to put off for a until later
- Have a daily and weekly planner. Always know what's ahead for the day and end the day by knowing you're prepared for tomorrow
- Have a long term planner, with key dates, so that you know what is coming up and can plan ahead

In order to plan an effective revision timetable

- Allow sufficient time for sleep, a well-balanced diet and leisure activities
- Prioritise assignments
- Prepare for speaking and listening activities before the classes where you will be tested on them
- Try and look at what you did in lessons at the end of the day
- Schedule blocks of study time (30 - 60 minutes)
- Choose a 'learning space' which works for you
- Plan to use 'dead time'

The satisfaction of 'crossing off' the completed task can make you feel really good about yourself!

Revision Timetables

Three types of revision timetable are included in the booklet. These can be accessed through Moodle as follows:

- <https://moodle.chauncy.herts.sch.uk/>
- click on 'Community'
- click on 'Students'
- click on 'GCSE Revision course'
- Right click on 'Empty Revision Timetable' and save this to your area

Within this document, there are 2 empty revision timetables - one for term time and one for holidays. During term time, fill in the timetable as follows:

- fill in all on-going activities such as paid work, sporting commitments, appointments and regular social events
- allocate time slots to homework
- allocate time slots to coursework
- allocate time slots to pre-exam preparation e.g. oral exam preparation
- allocate time slots to subject revision

An example of a completed timetable is included as a guide, called 'Revision Timetable - Example'.

During holiday time (Christmas, February ½ term, Easter and Whitsun), use the 'Holidays' Revision Timetable.

Allocate time slots in the same way as above. If you practise scheduling your time during term time, planning your time in the holidays and between exams will be much easier. Once again, there is an example of a completed timetable for guidance.

A daily revision diary can also be accessed, should you wish to plan particular days in detail.

Hard copies of the resources are included in this booklet.

Key dates for Year 11 can be found at in the school website. We will keep these updated so that you can plan your time towards both the mock exams and the final exams in the summer.

Revision Timetable Example

(during term time)

Week 1							
	monday	tuesday	wednesday	thursday	friday	saturday	sunday
7:00 AM							
7:30 AM	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST		
8:00 AM	SCHOOL	SCHOOL	SCHOOL	SCHOOL	SCHOOL	BREAKFAST	
8:30 AM							
9:00 AM						Volleyball	
9:30 AM						Volleyball	
10:00 AM						Volleyball	BREAKFAST
10:30 AM						Volleyball	Homework
11:00 AM							Homework
11:30 AM							PE recap
12:00 PM							
12:30 PM						LUNCH	LUNCH
1:00 PM							
1:30 PM							
2:00 PM						PE	
2:30 PM						PE	
3:00 PM						history recap	Homework
3:30 PM						science recap	Homework
4:00 PM							Homework
4:30 PM	maths		maths recap				Homework
5:00 PM	maths		english recap				
5:30 PM	TEA	TEA	TEA	TEA	TEA	TEA	TEA
6:00 PM	Hollyoaks	Hollyoaks	Hollyoaks	Hollyoaks	Hollyoaks		
6:30 PM			Homework				
7:00 PM	Fight club	Homework	Homework	Homework		Evening off	Evening off
7:30 PM	Fight club	Homework		Homework	Facebook	Evening off	Evening off
8:00 PM		Homework	Frisbee practice	Homework	science	X Factor	Evening off
8:30 PM	Homework	Homework	Frisbee practice	Homework	science	X Factor	Evening off
9:00 PM	Homework		Frisbee practice		Friends	X Factor	Evening off
9:30 PM	Homework	english		history		Evening off	Evening off
10:00 PM	Homework	english	Homework	history		Evening off	Evening off
10:30 PM			Homework			Evening off	Evening off

Week 2

monday	tuesday	wednesday	thursday	friday	saturday	sunday
BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST		
SCHOOL	SCHOOL	SCHOOL	SCHOOL	SCHOOL		
					BREAKFAST	BREAKFAST
					LUNCH	LUNCH
					French recap	
					RE recap	
					Homework	
					Homework	
					Homework	
					Homework	
		ICT recap				
		D&T recap				
TEA	TEA	TEA	TEA	TEA	TEA	TEA
Hollyoaks	Hollyoaks	Hollyoaks	Hollyoaks	Hollyoaks		
		Homework				
Homework	Homework	Homework	Homework	Homework		
Homework	Homework		Homework	Homework		
Homework	Homework	Frisbee practice	Homework	Homework		
Homework	Homework	Frisbee practice	Homework	Homework		
		Frisbee practice				
ICT	D&T		RE	French		
ICT	D&T	Homework	RE	French		
		Homework				

Subjects (in exam order):	maths
	english
	history
	double science
	PE
	ICT
	D&T
	RE
	French

TIP 1 This plan is for someone doing **9 subjects**.

- if you're doing more, you'll need to put in some extra time.

TIP 2 Make sure your plan covers **all your subjects** over a 2 week period.

TIP 3 Start revising **as early as possible** - i.e. 4 or 5 months before the exams.

- this'll give you the best chance for top marks and you'll avoid a last minute stress.

TIP 4 Don't overdo it. You shouldn't be doing more than **3 hours** work on week nights

... **4 or 5 hours** is a good amount for the weekend

TIP 5 Stick revision notes around the house. In the exam you think, 'aha **SoHCaHToA** - it's on the fridge'

TIP 6 Make sure you put time into your plan for **fun** and **leisure activities**.

You life shouldn't become one big work-a-thon...

TIP 7 Make sure you plan your revision around **Hollyoaks**, **Friends** and **Big Brother**.

- some things will always be more important than revision...

Fortnight Revision Timetable

(during term time)

Week 1						
	monday	tuesday	wednesday	thursday	friday	saturday
7:00 AM						
7:30 AM						
8:00 AM						
8:30 AM						
9:00 AM						
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10:30 AM						
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7:30 PM						
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8:30 PM						
9:00 PM						
9:30 PM						
10:00 PM						
10:30 PM						

Subjects (in exam order):	

- TIP 1** This plan is for someone doing **9 subjects**.
- if you're doing more, you'll need to put in some extra time.
- TIP 2** Make sure your plan covers **all your subjects** over a 2 week period.
- TIP 3** Start revising **as early as possible** - i.e. 4 or 5 months before the exams.
- this'll give you the best chance for top marks and you'll avoid a last minute stress.
- TIP 4** Don't overdo it. You shouldn't be doing more than **3 hours** work on week nights
... **4 or 5 hours** is a good amount for the weekend
- TIP 5** Stick revision notes around the house. In the exam you think, 'aha **SoHCaHToA** - it's on the fridge'
- TIP 6** Make sure you put time into your plan for **fun** and **leisure activities**.
You life shouldn't become one big work-a-thon...
- TIP 7** Make sure you plan your revision around **Hollyoaks, Friends** and **Big Brother**.
- some things will always be more important than revision...

	monday	tuesday	wednesday	thursday	friday	saturday	sunday
7:00 AM							
7:30 AM							
8:00 AM							
8:30 AM							
9:00 AM							
9:30 AM							
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8:00 PM							
8:30 PM							
9:00 PM							
9:30 PM							
10:00 PM							

TIP 1 Make sure you cover **all your subjects** each week on your timetable. Plan in a half-hour **recap** of each subject within 48 hrs of revising it.

TIP 2 Use the "Extra revision" slots to revise subjects you're struggling with ...or subjects where the exam is close.

TIP 3 Start following your study leave timetable **as early as possible**.
Don't wait till the week before the exams.

TIP 4 Don't put off starting - if it says 9 am, **start at 9 am.**
This way you'll finish sooner and have more time to relax afterwards.

TIP 5 Some days, you won't get everything done... for whatever reason. If this happens, make sure you **catch up** over the next few days.

TIP 6 Don't work solidly for 5 hours.
Take regular short breaks.

TIP 7 You've really got to do your best to **stick to your plan**. It's the best way to avoid last minute stress and panic.

TIP 8 Don't overdo it - you need time to **relax, exercise** and have fun too...

TIP 9 **Lose the boyfriend (girlfriend) - they're wasting your precious revision time.**
Besides, you're getting bored of him (her) anyway... aren't you?

TIP 10 **Don't stress** - they're only exams...
and there's more important things in life,
e.g. One Direction, Cookie Dough Chip Ice-cream, Pogo-sticks...

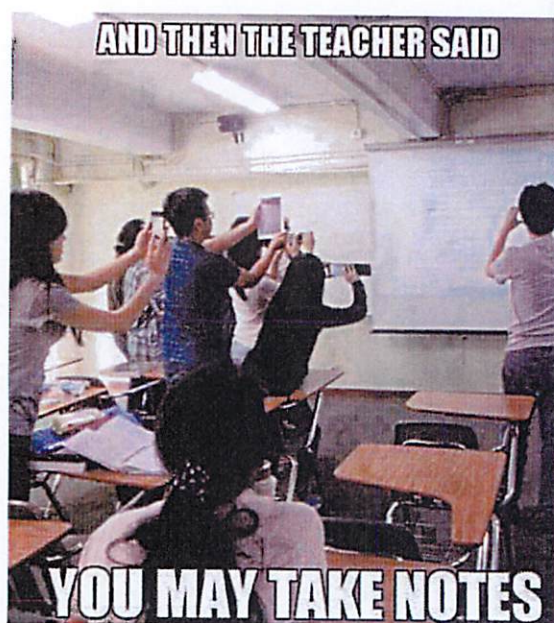
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Section 2 - Revision Strategies

To do well in an exam you must first understand the work, learn it and then review it before the exam.

Before attempting to learn material you should:

- Make good notes in class
- Review the notes and work done in class at the end of the school day
- Spend time understanding the work before attempting to learn it



Strategies to help you to learn material:

- Write stuff down! Don't just read your notes
- Mind mapping - See Resource 1
- Study cards - See Resource 2
- Mnemonics - 'Richard Of York Gave Battle In Vain' - Colours of the rainbow
- Stick 'Post it' notes all over the house. In the exam you'll think, "Aha, SoHCaHToA, it's on the fridge!"
- Test yourself
- Ask somebody else to test you
- Use revision publications
- Past papers
- Pod casts
- Web sites - there are numerous revision resources on the internet. Doodle, Sam Learning, BBC Bitesize and many subject specific sites, such as Mymaths. Many subjects will have links via Moodle.

Revise

Once you understand a topic you need to remember it. People get it into their heads that revision is just reading stuff over and over. BORING. Forget that. Do it this way.

Take one sub-topic at a time from your plan and follow this simple, 4-step brain improvement plan for a fuller, more active exam life.



Bernie, the other buttack's at it now

1

SIMPLIFY

SEE PAGES 4 - 7



How

Take your sub-topic, put it into fewer words and draw simplified diagrams. I've given you two examples of what I mean on the next four pages.

Why

It makes you read through the sub-topic in detail so you can decide how to simplify it. You get more of the subject into your head than if you just read it through.

2

REDUCE

SEE PAGES 8 - 11



How

Reduce the simplified sub-topic into a smaller wad of info. When you've simplified and reduced all the sub-topics in a topic, go on to number 3.

Why

Going over what you've done reinforces the memories in your head. By actively thinking about how to reduce it, you'll make strong memories quickly.

3

EXPLODE THE TOPIC

SEE PAGES 12 - 13



How

Show all the small wads of info for one topic on one page. When you've done this for all the topics in a subject, go on to number 4.

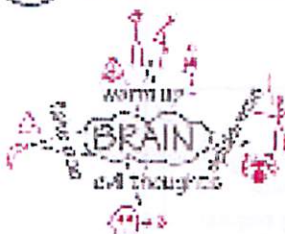
Why

Drawing this out makes you go over every sub-topic again. It also gives you an overview of the whole topic to jog and test that bag of neurones in your skull.

4

EXPLODE THE SUBJECT

SEE PAGES 14 - 15



How

Like the topic explosion, but this time showing the whole subject in a monster picture on one page.

Why

Gives you everything you need to cover one subject on one bit of paper. It won't seem as scary or stressful when you can see what you're dealing with.

READ THIS — THIS IS VERY IMPORTANT — READ THIS — THIS IS VERY IMPORTANT

AS SOON AS YOU START THIS YOU ARE REVSING. THIS IS NOT PREPARATION BEFORE REVISION, THIS IS REVISION, SO CONCENTRATE AND DON'T RUSH THROUGH IT WITHOUT THINKING. (I'll stop shouting now)

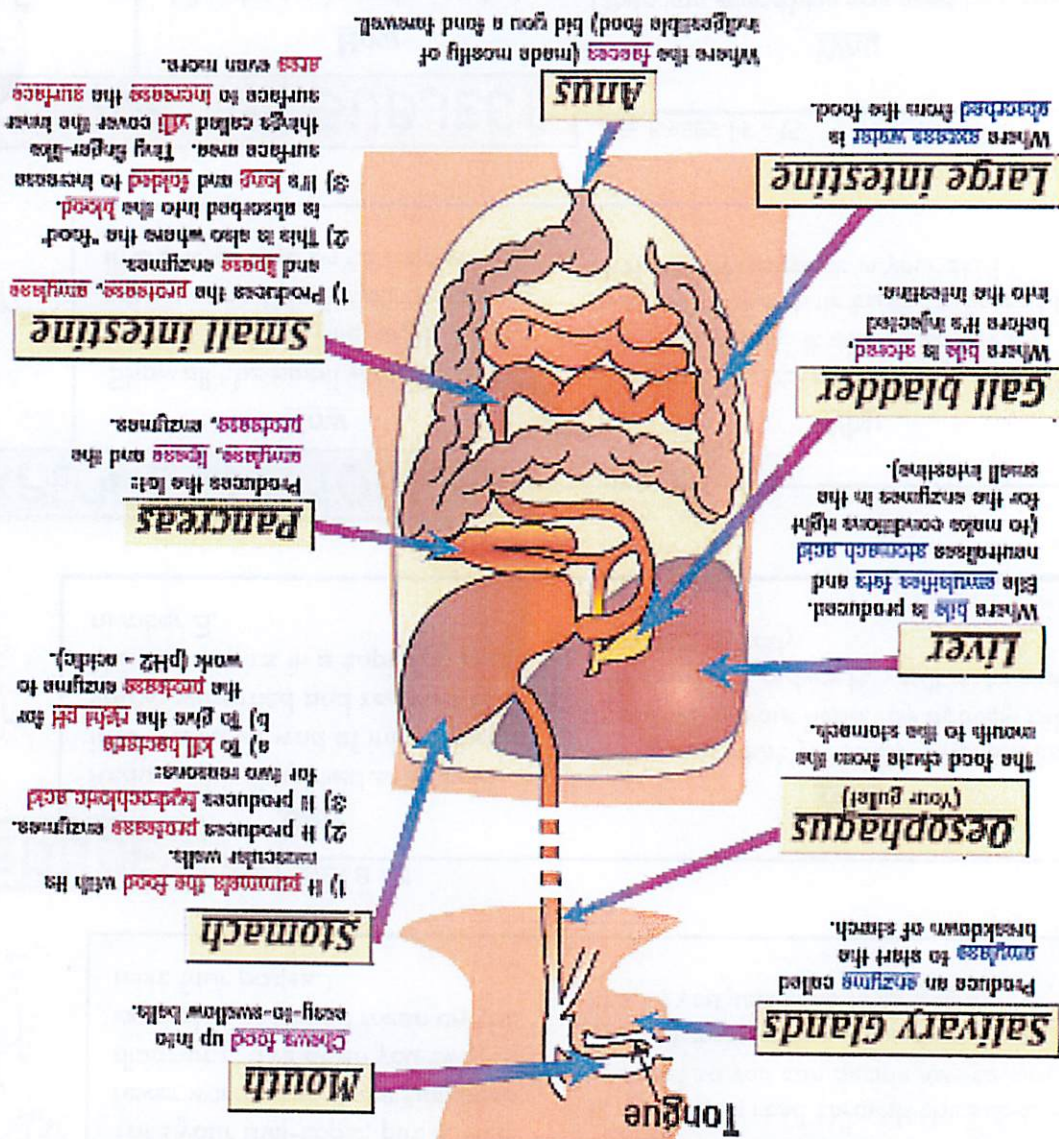
Simplify

The last example showed you how to simplify sub-topics that are mostly words. These two pages show you how to tackle sub-topics based on diagrams. The page below shows a skinless man showing off his digestive system.

The Digestive System

You'll definitely get a question on this in your Exam so take your time and learn this very important diagram by all its trifling glory. And that includes the words too!

Ten Bits of Your Grisly Digestive System to Learn:



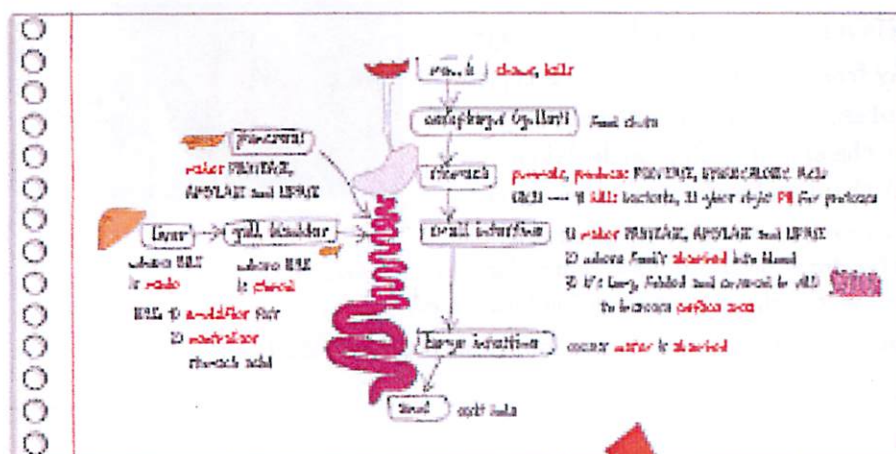
Have you learned the Whole Diagram?

The one thing they *won't* ask you to do in the Exam is draw the whole thing out yourself. BUT they *will* ask you about *any* part of it, e.g. "What is the position of the liver?", or "What does the pancreas produce?", or "What is the function of bile?". So in the end you have to *know* the whole thing anyway. And that means being able to *cover the page* and draw it out, *words and all*. If you can't draw it all out from memory — then you haven't learned it. Simple as that.

Reduce

Reduce your diagrams down to quick line drawings with prompts for each label.

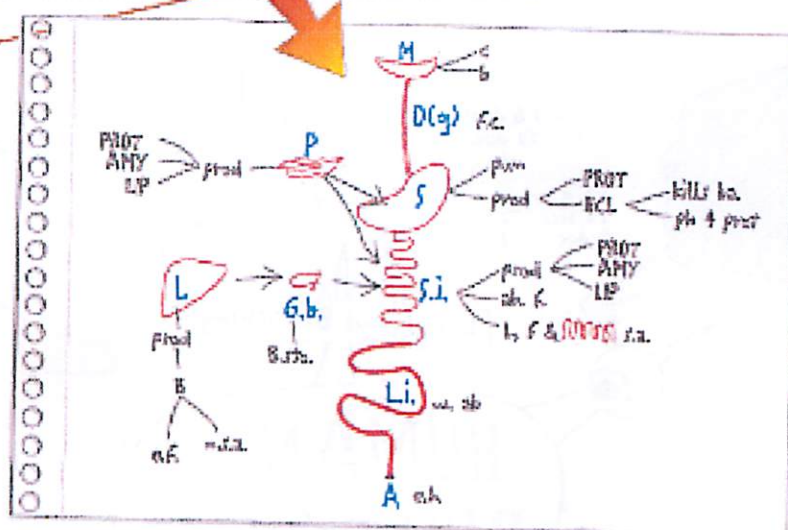
Reduce the diagram to simple lines and prompts



Qulita may
book, baldu

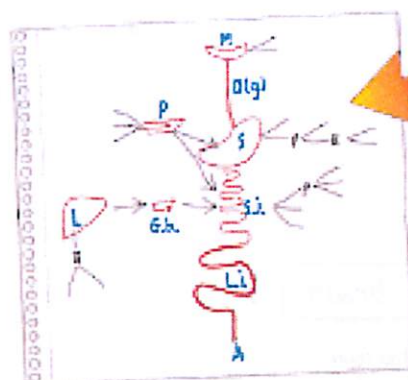


Use the first letter or a shortened version for each label.

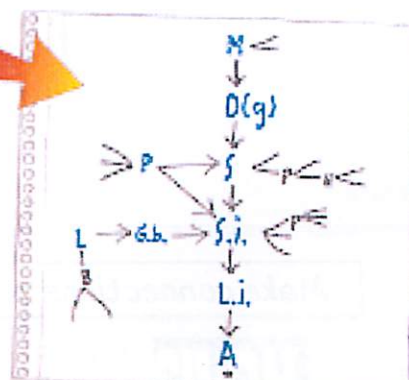


Make it even smaller

You need to be able to sketch it out really quickly so if it's a complicated diagram like this one, reduce it even further like the examples below.



I prefer the one with simple drawings, but it's up to you.



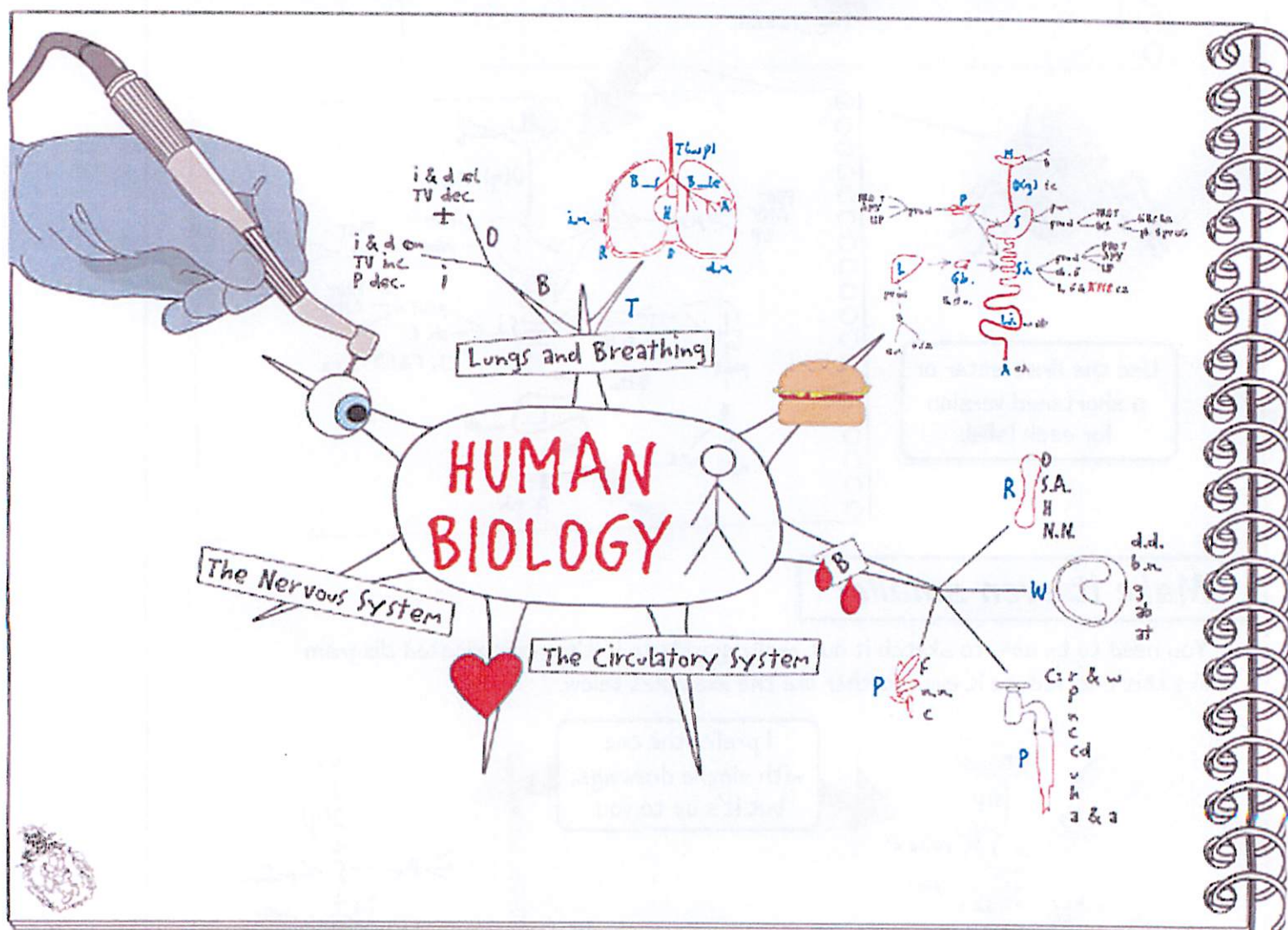
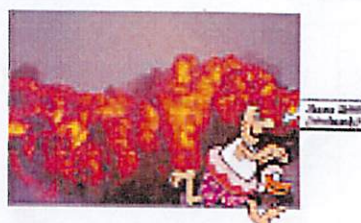
Explode the Topic

When you've done all the prompts for a topic draw out a giant spider diagram to show them all.
(P.S. I used the word "explode" because I've just seen *Die Hard* on the telly.)

Draw a topic explosion

Work in pencil first so you can make changes if you need to.

- 1) Write the topic name in a blob in the middle of the page.
- 2) Draw one branch away from the blob for each sub-topic.
- 3) Without using your notes, draw out the different sub-topic prompts at the end of each branch. When they're all done, check them and make any corrections.
- 4) Use pictures — funny or rude ones will help you remember.
E.g. The little aeroplane I've drawn on the "o" (out) branch for lungs and breathing, to me means Air Force — which helps me remember "air forced out".
- 5) Go over it with pen and explain all the details of each sub-topic out loud.



Make connections to blow the dust off your brain

HOW?

Draw arrows in pencil to connect bits that go together from different prompts. Eg oxygen diffuses into the red blood cells in alveoli in the lungs, so alveoli and red blood cells can be connected. Find as many as you can in 15 minutes.

WHY?

It gets your brain working, thinking about the whole topic instead of each sub-topic separately. It looks messy but it'll get that sack of fat in your head to wake up a bit.

Study Cards

Toca Tu Cabeza



Jefferson, Thomas (1743-1826) - 3rd
 Lincoln, Abraham (1809-1865) - 16
 Washington, George (1732-1799) - 10



Radio Waves

Microwaves

Infrared Light

Radio Waves-emitted by television and radio stations as well as stars in outer space. These waves have long wavelengths and the lowest energy levels.

Microwaves-These waves have more energy and shorter wavelengths than radio waves. Microwave ovens emit these to cook food by vibrating the.

Infrared Light-IR waves have less energy than visible light and longer wavelengths. This type of radiation makes our skin feel warm and can be detected with night-vision technology.

Section 3 - In the Exam

You will achieve your best if you:

- are thoroughly prepared
- allow plenty of time
- don't go in on an empty stomach
- relax and approach the exam with confidence

Things to do in the first few minutes of an exam:

- Always read the instructions carefully.
- As you read through the examination paper, circle the questions you want to answer.
- Make sure you read through the whole paper before you start to write.
- Check how many marks are given for each question. This gives important information about how much detail is required.
- Underline key words in a question. This can help you organise your answer. Highlighter pens can be very useful.
- Stay calm, don't panic. Counting to ten or breathing deeply may help if your mind goes blank.
- Before you start writing, work out how much time you have for each question. Don't spend too long on one question!

Command words and meanings

Analyse	Look very closely at the detail
Comment on	Give your opinions or point of view, with reasons
Compare	Say how things are the same and how things are different
Contrast	Say how things are different
Describe	Write about in detail
Discuss	Give the main reasons for and against, come to a conclusion
Evaluate	Make judgements, supported by evidence
Estimate	Give a rough idea, with evidence
Explain	Give reasons for
Illustrate	Give examples that make the point clear - it can include diagrams, figures or drawings. Give reasons to support an argument or action
Interpret	Explain the meaning in your own words
Outline	Give only the most important details
State	Write briefly the main point
Summarise	Bring together the main points

WILT

What is Wanted

What should it Include?

How Long should I spend on it? How Long should the answer be?

What Type of answer is needed?

Example of using WILT:

Question: Describe and explain how the behaviour of the donkeys on Blackpool beach makes a difference to children on holiday in Blackpool. There are 10 marks out of 100 for this question.	
What is Wanted? (command words)	Describe: Say what the donkeys do. Explain: Say how what they do makes a difference to children on holiday.
What should it Include? (What is really needed?)	What do donkeys do? Good things: Rides on the beach; races; giving donkeys carrots; patting the donkeys. Bad things: Donkeys can kick and bite; donkeys make a mess on the beach; donkeys may frighten small children.
How Long should the answer be? (How many marks?)	It is worth only 10 marks out of 100, so should not be very long. Make one important point - such as not everything about the donkeys is perfect - and use this as the basis of your answer.
What Type of answer is needed? (essay? diagram? letter? explanation?)	Describe and explain are easier to do in writing, so a short essay or letter might be best. It will need an introduction (describing); a development section (explaining) saying what the good and bad things are; and a conclusion, explaining the difference the donkeys might make to children on holiday.

Checklist for proof reading a question

- Have I answered the question correctly?
- Have I included the main points in my answer?
- Have I answered in sufficient detail?
- Have I followed the instructions, e.g. have I described/analysed/compared etc.
- Have I answered all parts of the question?
- Have I avoided repetition?
- Are diagrams labelled clearly?
- Have I included an introduction, development and a conclusion?
- Have I used key words?
- Are my points ordered in a logical way?