

Broxburn Academy



Nurturing

Ambition &

Creativity



Inclusion . Integrity . Respect

How to Study

A Simple Guide on how to study smarter, not harder



**Broxburn
Academy**



**Nurturing
Ambition &
Creativity**



Inclusion . Integrity . Respect

ARTICLE 17

The right to
access a variety
of information
from safe and
reliable sources.

**ACCESS TO
INFORMATION**





TIPS WHEN STUDYING

DEVELOP GOOD HABITS

Good habits are important to help you be successful. The sooner you start to develop these, the better.

Make it obvious

- Revise in one area. Leave materials out ready to start. Write a schedule. Stack habits together.

Make it attractive

- Revise with friends. Do something enjoyable as a reward once you complete the allocated revision time.

Make it easy

- Start small – 10 minutes a night. Reduce distractions. Ask family and friends to encourage you.

Make it rewarding

- Reframe your identity, think 'I am a hard worker'. Track your progress and never miss revision twice.



FIND A SPACE

To study effectively you must create a space that is distraction free.

1. Find a quiet, tidy room with minimal distractions – your bedroom, library or classroom.

2. Make sure you have a drink and snack with you.

3. Put your phone in another room, it is a distraction.

4. Loud music is a distraction, if you prefer to study with music try to pick low tempo music without lyrics.

5. Have all your revision materials and stationery ready to go. Make it obvious and avoid having to leave the room for supplies.



TAKE SOME TIME

Spaced practice means reviewing what you've learned regularly over some time, instead of all at once. The temptation to 'cram' it all in the night before can lead to a false sense of security.

Therefore, you should space out your study, making sure you take breaks. This will help you maximise your study time while getting the most out of it.

The Pomodoro Technique

The Pomodoro technique is when you study for 25 minutes, focused on one task without interruption or a break. Afterwards, reward yourself with a five-minute break before returning to studying again. This will make the most daunting topics become more approachable and can make a real difference when it comes to efficiency and productivity.



REST YOUR HEAD

Whilst you should work hard before your exams, sleep is equally important, and you must get enough of it.

Research shows that sleep duration and quality improve memory and recall, help your concentration, aid creativity, allow you to think clearer and help your immune system...so it makes sense to prioritise good sleep!

Create a good daily routine:

- Don't snooze! Get up, open the curtains and eat breakfast.
- Get some fresh air and exercise throughout the day
- Eat dinner, set time to socialize and do something you enjoy whilst following your study timetable.
- Have a regular bedtime, aim for 8/10 hours a night.
- Put the phone away! Do something else to occupy your brain



CREATE A STUDY PLANNER

It is useful to plan your time so that you have the chance to revise all your subjects, have some break time and some time off to fit in the other things in your life!

How to create an effective study planner:

- Space out your subjects. Ensure you cover all your subjects without feeling overwhelmed.
- Avoid multitasking
- Set clear goals so that you can log your progress and stay motivated
- Look into the future – what tests, homework, and tasks are coming up that you may need to prioritise study for?
- Be realistic with your availability and timings!

An example is shown on the next slide.

Day	4:00 – 5:00	5:30 - 6:30	7:30-8.30
Monday	Maths – Study Support	Football Training	Geography - Glaciation
Tuesday	English – Learn Poem Quotes	Music – Concept mind map	Cinema with friends
Wednesday	Football Training	Graphics – Past paper questions	Music – Listening paper
Thursday	Graphics – Study support	Maths – Trig Equations	Relax!
Friday	English – Redraft essay	Music – Review errors and create flashcards	Geography - Weekly Flashcards
Saturday	Day off!		
Sunday	Morning	Afternoon	Evening
	Homework	Graphics – Review weekly flashcards	Review Targets



TIP: Download a blank copy of a study planner by clicking [here](#)

STUDY METHODS



KNOW YOUR RESOURCES

- Look back at your class notes and classwork
- Use online resources – YouTube, Google Classroom, ACHIEVE, SQA Past Papers, BBC Bitesize etc.
- Ask a friend or family member
- Use subject-specific textbooks or booklets
- Post a question on Google Classroom
- Attend study support and masterclasses.

Remember: Everyone wants you to succeed! Use all the resources available to you and don't be afraid to ask for help.



DELIBERATE PRACTICE

Effective revision requires deliberate practice!

Practice the areas that you need to practice, not the areas you already do.

Don't rely on your notes.

Try to aim for exam timings!



READING IS NOT STUDYING!

Simply reading and re-reading notes is not actively engaging your brain. Re-reading leads to quickly forgetting.

Instead, try and aim for active study methods including;

- Creating mind maps
- Using flashcards (Leitner system)
- Teach a friend (The Feynman technique)
- Sketch notes / infographics
- Cornell Note Method
- Using AI

The following slides explain each method in depth.

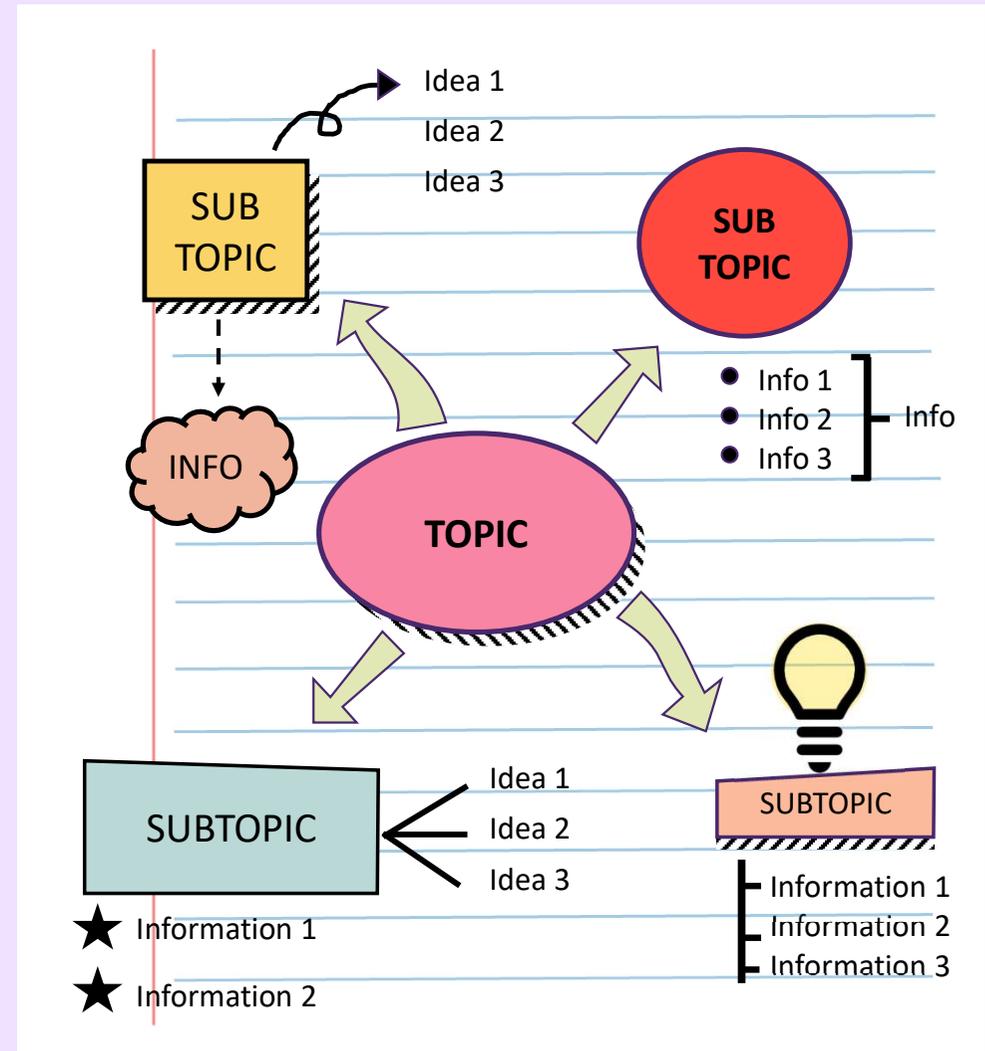
Remember, it's okay to try different methods until you find one that works for you!



MIND MAPS

1. Write the topic you wish to study in the middle of your page. You can also create sub-headings branching off.
2. Without using your notes, write down everything you remember about the topic. You can also use sketches and diagrams to represent pieces of information.
3. Once you have written everything you can remember, go back to your notes and add in anything you have forgotten.

TIP: Use a different colour of pen for Steps 2 and 3 so you can see what pieces of information you may need to revise further.



FLASHCARDS

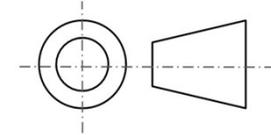
1. Gather information to create your cards. You can use class notes, textbooks or pre-made cards, for example, Quizlet.
2. Focus on the essentials! Only put the most important information on your flashcards.
3. Write or draw the information (definitions, equations, diagrams etc.) on one side, and write the answer or question on the other side.

TIP: Use a different colour card for each topic.

Remember: Don't spend more time making the flashcards than using them!

Question

What is the name of the symbol shown below?



SIDE ONE

Answer

Third Angle Projection Symbol

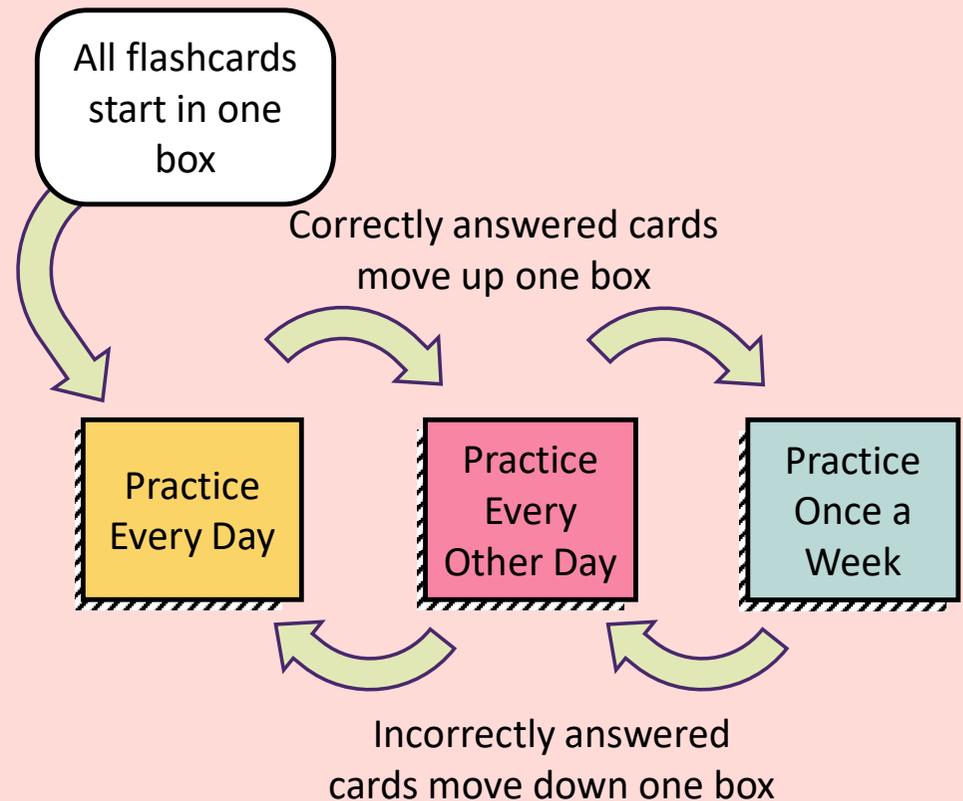
SIDE TWO

THE LEITNER SYSTEM (FLASHCARDS)

The Leitner system is a useful technique when using Flashcards. It allows you to employ spaced practice and self-testing.

1. Place all your flashcards in one box or pile.
2. Correctly answered flashcards move up one. Incorrectly answered flashcards move down.
3. Each box is reviewed at different stages, resulting in correctly answered cards not being reviewed as often, while incorrect ones are frequently reviewed.

TIP: Depending on the time you have available, you can have boxes going up to one month.



Teach a friend (The Feynman technique)

The Feynman technique is an effective method to develop a deep understanding of a topic. It has four key steps:

1. Pick a topic to learn

2. Teach it to a friend, or family member or write about it as if explaining to someone

3. Review and see where you have gaps in knowledge. Return to the source material if you get stuck

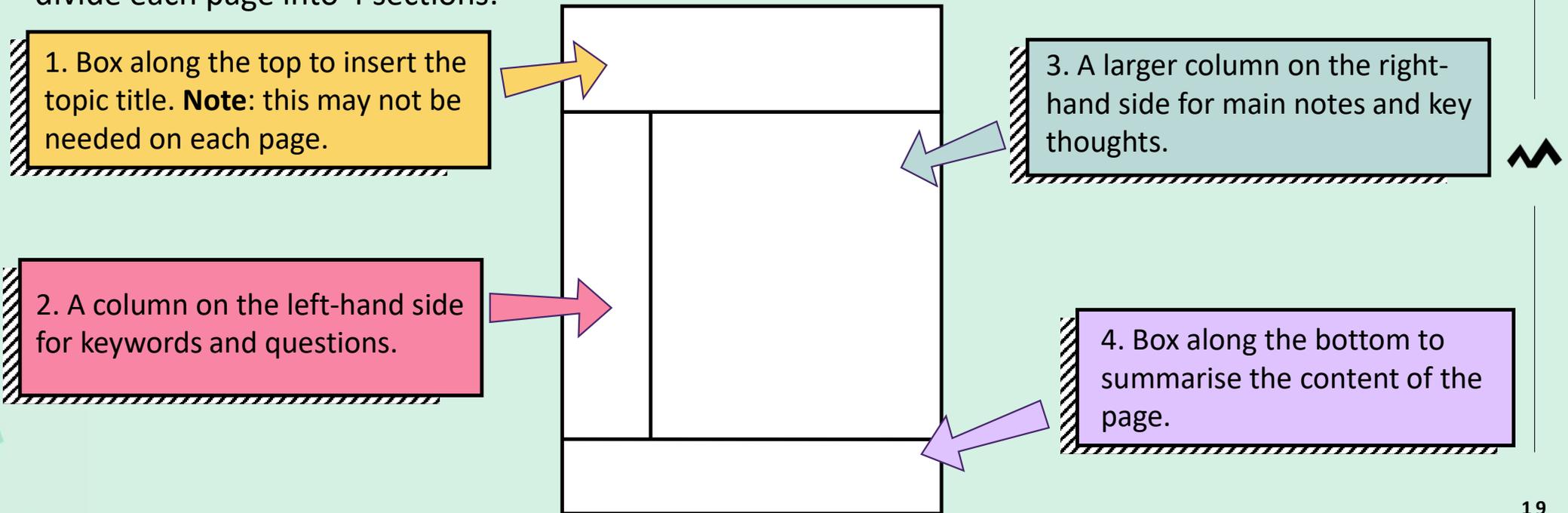
4. Simplify your explanations and add analogies.



TIP: Why not get creative and make a video explaining the concepts instead?

THE CORNELL NOTE TAKING METHOD

Cornell note-taking is a method for taking, organising and summarising notes. The method results in better overall comprehension. The method requires very little preparation, you simply divide each page into 4 sections:



Remember: Sometimes you may reach the end of a piece of paper before you're finished taking your notes. However, even if your notes are not complete don't forget to summarise the page!

USING AI

Using artificial intelligence can improve your studying performance. It can enhance productivity in a more fun study environment.

Here is how you can use AI to study:

- Request study strategies
- Ask to explain in simple words what you didn't understand in class
- Get examples to back up your statements
- Ask for resources, apps and website recommendations
- Ask AI to generate questions to quiz yourself
- Create AI-generated podcasts

Remember: AI is here to help you study not do your work for you, you should only use technology while upholding academic honesty!



Chat GPT

<https://chatgpt.com/>

Upload documents/notes and ChatGPT can summarise main points, condense notes into bullet points or flashcards, create quizzes, clarify terms, walk through how to solve equations or problems step by step, simulate conversations in different languages, create grammar exercises etc.

Notebook LM

<https://notebooklm.google.com/>

Upload documents/notes to generate detailed questions, create an AI-generated podcast about your notes, and convert complex materials into easy-to-understand formats like FAQs or briefing docs. 

Gemini

<https://gemini.google.com/app>

Gemini can provide explanations, answer questions, and offer feedback on your understanding of topics. You can generate questions or quizzes tailored to specific needs or learning styles. Upload notes and it will summarise them, creating quizzes and practice questions.

TIP: Always use AI with caution, it may display inaccurate info so if something doesn't look right, check its response!