

STUDY METHODS

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What are we going to discuss?

1. Motivation
2. Setting of goals
3. Time management
4. Techniques
5. How do I study Languages?
6. How do I study Mathematics and Sciences?
7. What must I do before and after a test?
8. Examples of a study timetable



1. MOTIVATION

Motivation plays a **big** part in the studying process.



Get motivated by:

- 1.1 Controlling your **thoughts** —think positively
- 1.2 Setting **goals**

2. GOALS

A goal is something that gives you **direction** and **focus** to help you in reaching your final destination.

How do we set goals? By using the **SMART** method:

Create S.M.A.R.T. Goals



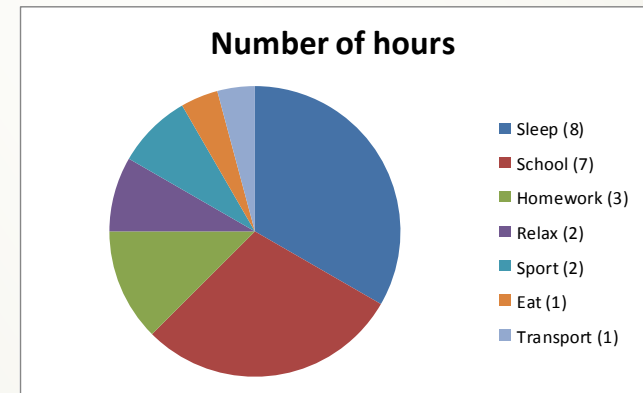
Goals must be **SPECIFIC**. They must be **MEASURABLE**, **ACHIEVABLE**, **REALISTIC** and must be linked to **TIME**.

E.g. I want to achieve 55% for my English essay that I have to submit on 5 September.

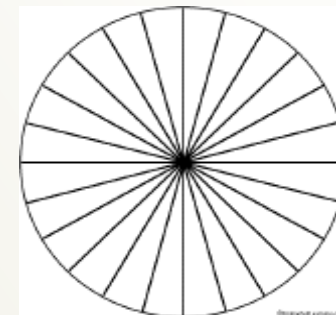
3. TIME MANAGEMENT

Time management can help you use your time more effectively.

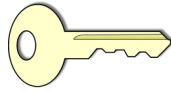
How do I use my time? See the diagram underneath and think about how **YOU** use your time:



Now complete your own diagram and write your activities next to the diagram.



4.1 KEYWORD TECHNIQUE



4.1.1 Identify the

keywords and use only these in your summaries.

4.1.2 Using keywords only will lessen your work and make it easier to remember.

EXAMPLE

Plants need sunlight to grow and they will even grow in the direction of the sunlight. This is called phototropism.

Summary with keywords:

Plants grow towards sunlight = **phototropism**.

4.2 THE PRINCETON METHOD

This method is used to summarise your work and makes revision during exams easy.


Steps:

1. Read through the piece of work in your book.
2. Divide a page into three columns.


Write all the main headings in this column	Make your summaries in this column	The last column is for notes when you do revision
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4. TECHNIQUE

4.3 VISUALISING TECHNIQUE

This is a technique through which you use something familiar to which information is linked and then placed in your familiar environment. 

Steps:

1. Identify the **keywords** you have to remember. E.g. Phototropism.
2. Now form an **image** in your head of the keyword. E.g. 
3. Put this image in your **familiar environment**. Do this with all your keywords.
4. Close your eyes and **“walk”** through your environment, put down the keywords as you walk and try to **remember**.

Phototropism	Plant grows towards sun	Phototropism, photosynthesis and photoperiodism everything relating to sunlight
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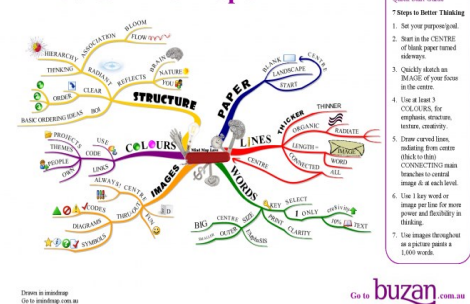
4.4 MIND MAPS

- Mind maps help you to summarise your work in a creative manner.

How do I make a mind map?

1. Write the title of the subject you are busy with, in the centre of the page and encircle it.
2. Draw more large circles on your page, one for each main topic.
3. Now write all the facts under the correct main topic.
4. Remember to use single, strong words or images.
5. Use lots of colour and use pictures to help you remember.

How to Mind Map®



LANGUAGE

Start by writing down everything you have to study. E.g.

Verbs	p. 35-38	Summarised already
Nouns	p. 66-68	Still struggling with class nouns

- Use your language homework book when you study and make sure that it is always up to date.
- Create practise examples of the different language concepts.
- In language work it is best to write down your work while you study.
- Practise old exam papers and exercises from your language textbook.

5. HOW DO I STUDY LANGUAGES?



LITERATURE STUDY (Grade 10—Grade 12)

Literature work includes stories, dramas and poems.

Steps to follow in the studying of literature:

1. Read the text a couple of times and make sure you know the **content** very well.
2. Stay up to date with your **class notes** and study them when preparing for a test.
3. Make **summaries** of every chapter/character/story/poem.
4. Know the **technical aspects** of the text and summarise them for yourself.

CREATIVE WRITING

Make sure that you have an **example** of every **type of writing** that could be expected of you.

e.g. Narrative writing, descriptive writing, discursive writing, etc.

Follow the following steps to write an essay:

1. **Plan**—What do you have to write about? Whom do you have to write about? What do you have to write? What happened and how? Gather all these information.
2. Next you plan what your introduction will be, what your content will be and how your story will end. Use all the information you gathered in step 1 to outline your essay.
3. First write the rough draft of your essay and revise your spelling. Then rewrite it neatly.
4. It is always easier to get higher marks for a narrative essay than for a discursive essay.
5. Use descriptive language, idioms and imagery in your creative writing.

COMPREHENSION TEST

How should I complete a comprehension test?

Steps:

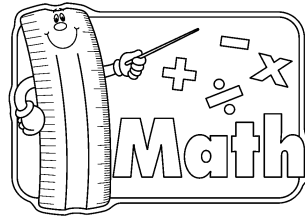
1. **Read** through the text twice, circle/highlight the keywords while reading through each paragraph.
2. Read the questions carefully and **encircle** the keywords in the questions.
3. Read through every question twice before attempting an answer.
4. Remember always to answer in **full sentences**.

6. HOW DO I STUDY MATHEMATICS?

Mathematics is a subject requiring a lot of **practice** and **repetition**. Mathematics has a lot of technical aspects and sometimes you have to use **extra help** to aid you in this area.

Mathematics gets easier the more you practise. Do old exam papers and exercises. This is the secret to success. Even if your answer is wrong, it is worth your while to try.

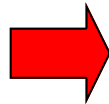
Never give up!



7. WHAT DO I DO BEFORE AND AFTER A TEST OR EXAM?

Before the test or exam:

- Make sure you know what subject you are writing, what you have to study and when you are writing.
- You will find exams much easier if you study the work you have done in class every day during the term.
- Practise old exam papers and exercises in your text-book (in this way you become accustomed to the way in which questions are asked).
- Make sure that you go through all your work.
- The evening before the test, pack everything you will need.
- Sleep well the night before the exam and eat breakfast.



In the exam room:

- Make sure you put all the things you will need on your desk.
- Read through the question paper and make sure you know how much time you have to answer the questions.
- Do not worry if you cannot do something, go on and return to the question at the end.
- Stay calm.



8. Study timetables (See Annexure A)

Monthly Calendar:

- Write down all important dates that cannot be moved, such as tests and assignments that must be handed in.
- Put up the calendar where you see it regularly.

Weekly Calendar:

- Write down all activities you will do during the week and link them to times.
- Make sure you don't just plan time for homework. You must also study all work done in class every day.
- The secret to studying work done in class easily, is to concentrate 100% in class.

ANNEXURE A

EXAMPLE: MONTHLY CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3 SS Assign-	4	5	6
7	8 Music Festival	9	10	11	12	13
14	15	16 Mom's birthday	17	18 Maths Test	19	20
21	22	23	24 Exams begin	25 Afr Exam	26 NS exam	27
28	29 SS exam	30 Block				

EXAMPLE: WEEKLY PLANNING

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
07:00—14:00	School	School	School	School	School	Gala	Visit Grandma
14:00—15:00	Rugby	Study	Rugby	Study	Study		
15:00—16:00	Homework	Homework	Homework	Athletics	Go home early		
16:00—17:00	Study	Study	Study	Study			
17:00—18:00	Relax	Relax	Relax	Relax			
18:00—19:00	Eat and bath	Eat and bath	Eat and bath	Eat and bath			
19:00—20:00	Revision	Summaries	Revision	Summaries			
20:00—21:00	Go to bed	Go to bed	Go to bed	Go to bed			