

Revision Timetables

Presented by
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Academic Mentors

Overview

- Managing time
- Finding time
- Making a timetable
- Using time efficiently
- Strategies for success
- Gaining extra marks
- Academic Mentors and how we can help

Time management

■ Managing Time

- You need to gain maximum benefit from your time.
- Find more time and use it efficiently.
- You will learn more from regular, short, revision sessions, than from long sessions on the same subject.

Time management

■ Finding Time

- Make a timetable and find free periods of time
–an hour a day should be enough.
- Create realistic targets and stick to them.
- Be prepared to make changes in your lifestyle
–less time socialising or watching TV?
- Ask your family for understanding and support.

Find more time

- Use the diary planner (activity 1) to find free slots for revision.
- You could find an hour after school, or spend lunchtime in the library.
- You could find time after meals or at the weekend.
- Don't forget to give yourself a treat afterwards.

Finding Time to Revise Activity 1

- Look at the 'Finding Time to Revise' example, fill in a blank one yourself. You can change the timeslots to ones that suit you.

Finding Time to Revise - Weekly Planner			
Day	Date	Time	Activity
Monday		5pm-5.30pm	
		5.30pm-6pm	
		6pm-6.30pm	<i>Evening Meal</i>
		6.30pm-7pm	
		7pm-7.30pm	
		7.30pm-8pm	
		8pm-8.30pm	<i>Gym</i>
		8.30pm-9pm	<i>Gym</i>
	Tuesday		5pm-5.30pm
		5.30pm-6pm	
		6pm-6.30pm	<i>Evening Meal</i>
		6.30pm-7pm	
		7pm-7.30pm	<i>Go Out</i>
		7.30pm-8pm	<i>Go Out</i>
		8pm-8.30pm	
		8.30pm-9pm	

Making a Timetable

- Now you have identified your free time, highlight these times on a revision timetable.
- Decide what topics you need to cover.
- Create regular slots of time to cover all topics.
- Planning is worth spending some time on, but not too much!

Revision Timetable Activity 2

- Use the time you found in activity 1 to plan some revision using the blank revision timetable. Decide time slots (they can be different to our example if you prefer) to put across the top and highlight the boxes you have free.

Revision Timetable							
Time slot	2pm-3pm	3pm-4pm	5pm-6pm	6pm-7pm	7pm-8pm	8pm-9pm	
Monday			English	Geog.	Maths		
Tuesday			Science	RS		History	
Wednesday				CZ	Geography	English	
Thursday							
Friday			Science	Geog.			
Saturday	Maths	English		Food Tech.	French		
Sunday	History			French	Food Tech.		

Using Time Efficiently

- Combine studying and revision with other activities.
- Listen to audio tapes while travelling.
- Get used to reading in your spare moments.

Practise regularly

- Don't leave it to the last minute – being prepared will give you confidence.
- Regular revision will help you remember what you have learned.
- A short period every day is better than a long period once a week.
- The **worst** thing you can do is leave it until the last minute.

Strategies for deciding what to revise

- Possible Strategies
 - Revise topics you know best to maximise marks *or*
 - Revise weaker subjects because you have not understood them so well in class *or*
 - Revise the whole course. This will give you an overview of everything you might need to know.

What is your best work?

- The things you will remember best are those you have worked on most during the course.
- Your coursework is a useful place because you have spent a lot of time writing it.
- Re-read work you have produced during the course – has the teacher given any feedback?
- Are there common themes in the feedback? These are areas to concentrate on.
- Brush up on your weak areas.

Gain some extra marks!

- It is much easier to gain marks for the first few questions than the last few.
- It **might** be better to revise your weak areas rather than the ones you know best.
- Revising weak areas also gives you a better overview of the whole subject.
- There are no guarantees – you can only do your best with the time available.

Summary

- Think about how you will manage your time
- Identify spare time
- Use your spare time effectively
- Make a revision timetable
- Think about your strategy

Academic Mentors

- We work in the side room of the Year Heads' office on Mondays and Tuesdays.
- We can help with academic issues, organisation, revision and exam skills for example.
- We will be running sessions about revision planning and examination skills .
- You will have an opportunity to sign up for these in school soon.

Any Questions?

- Questions about revision planning?
- Thank you for attending our session and good luck!