

REVIEW AND REWRITE YOUR NOTES

KEY CONCEPTS



Reading Techniques

- ✓ Information delivered to your brain through reading can be enhanced by techniques designed to condense large amounts of information.

Note-taking

- ✓ Linear class-notes are very difficult to review for memory retention. Key-words can be extracted from class-notes and visually illustrated.

NOTES

Reading Techniques:

Step 1. Before you read information, you can help get your brain more receptive by deliberately relaxing first. Take a few deep breaths in through your nose and out through your mouth, while saying in your mind the words: 'relax, relax, relax. As you begin to relax, set an intention of what you plan to achieve with your reading.

Step 2. Preview your class-notes and question what you already know. This allows you to remember as much as possible and 'primes' your brain by engaging your former knowledge.

Step 3. Search and select the class-notes you think are most likely to be examined by looking through past test or exam papers (if possible), and talking to your teachers or past students.

Step 4. Begin to review your notes with the intention of high-lighting the key-words you know that if you memorised them, you could later recall and rewrite the extended ideas they represent.

Note Taking:

Step 5. Extract the key-words from your class-notes and use them to create new revision notes that are visually illustrated. Mind-mapping, concept mapping or essay route mapping enables you to do this. You can rewrite your notes by hand or use software such as Microsoft Word's diagram tools. This may save you a lot of time and can be done weeks prior to a test or exam.

QUESTIONS

1. Using the article, *Visualise to Improve Your Exam Performance*, what key-words would you high-light that if you could memorise, would enable you to recall and rewrite the article?
2. Look at the mind-map of how the article key-words are visually illustrated. Using a page of your own class-notes, how would you illustrate the keywords as a mind-map? Draw it below.

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QUESTIONS

1. Using the article, *Visualise to Improve Your Exam Performance*, what key-words would you high-light that if you could memorise, would enable you to recall and rewrite the article?
2. Look at the concept map showing the article key-words visually illustrated. Using a page of your own class-notes, how would you illustrate your key-words in a similar way? Draw it below.

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QUESTIONS

1. Using the article, *Visualise to Improve Your Exam Performance*, what key-words would you high-light that if you could memorise, would enable you to recall and rewrite the article?
2. Look at the essay route map illustrating the article key-words. Using a page of an essay you have written, what key-words would you extract and how would you illustrate them in a route map. Draw it below.