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**2021 ATAR Presentation**

**Study and Learning Strategies**





# My Lesson Notes Framework

## Making effective notes using the lesson notes framework

Making notes can assist your learning by providing a permanent record of what you hear, read and do in the classroom. Making notes can help you concentrate on what is being said and will be very useful when revising before an assessment.

- Use a new lesson notes sheet for each lesson.
- Write your name, class title and date on your lesson notes sheet.
- Headings and sub-headings can make it easier for you to record and reread your notes. These could be underlined or written in a different coloured pen.
- Listen for clues which the teacher gives to important points through emphasis, repetition and pauses.
- Note important points in short phrases or single words.
- Include points that are new to you and are relevant to the main focus of the lesson.
- Include any new words in your lesson notes.
- At the end of the lesson complete the reflection by writing down two or three key messages.
- Notes are written for your eyes alone; however, they should be kept as neat as possible so that they are easy to read.

Your ability to take and make notes will certainly improve with practice but don't expect to master these difficult skills immediately. You can improve your notes and your note taking ability if you go over them later the same day, checking to see if they make sense, and adding or deleting information.

## Using your lesson notes for study

Your lesson notes should contain the key messages/information your teacher wants you to know about the course you are studying. To be a successful student you need to learn these key messages and be able to draw on them in your assessments. Consider the following when using your lesson notes:

- Read, rewrite or review your lesson notes within 24 hours.
- Make your notes more detailed/accurate by adding information from texts and other sources.
- If something does not make sense to you, then refer to your text book or ask your teacher.
- Read over (reading out aloud may help you remember better) or rewrite the key messages from each lesson two or three times a week.
- Skim over your lesson notes from the previous day before the teacher starts the new lesson.

Repetition is the key. Research shows 70% of new information will be lost if not reviewed within this timeframe.

## My Lesson Notes

Name:

Class:

Focus of today's lesson:

**My notes:** (Eg, diagrams, mind maps, key content, lists, flow charts, formulas)

**My new words:**

(List any new words. Copy them to your course glossary and add the meanings.)

**My follow up actions:**

(Eg, read p. 95 of text, prepare for test next Friday, review class notes, update glossary)

**My reflection:** (Key messages from today's lesson.)

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## Personal Best – Assessment Task Review

1. Does your most recent assessment result represent a new personal best (either raw mark or class rank)?

Yes / No (circle)

If yes, what is the mark and/or rank that is your new personal best?

Mark	Rank
<input type="text"/>	<input type="text"/>

If no, what is the mark and/or rank that remains your personal best?

Mark	Rank
<input type="text"/>	<input type="text"/>

2. What will you need to **improve** to set a new personal best mark or rank in the next assessment task? *(See the next page for some ideas.)*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

3. What **specific actions** will you need to take to make the improvements/changes listed above? *(See the next page for some ideas.)*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

What can you **improve**, and what **specific actions** can you take to do it? Some ideas include:

### **Time on Task**

*You could improve this by:*

- Setting a target of 90% time on task for each lesson
- Chunking your study time at home into smaller timeslots with a clear target outcome for each slot

### **Study/Revision Effectiveness**

*You could improve this by:*

- Planning a study timetable and sticking to it
- Utilise published course study guides and exemplar answers to past exams
- Make sure you practice past and/or sample test and exam items, and have your teacher review them and provide feedback

### **Learning from Your Mistakes**

*You could improve this by:*

- Ensuring every error in every assessment is reviewed and rectified
- Ensure every calculation/response in every class activity is checked, and if you can't understand why your answer is incorrect, have your teacher explain it, and keep trying until you get it right.

### **Understand Syllabus Content and Course Standards**

*You could improve this by:*

- Make sure you know exactly what course objective or piece of syllabus content you are learning in class at all times. Link your notes and sections in your textbook to specific syllabus points/objectives
- Carefully study the grade exemplars (available on the Curriculum Council website) for your course. Identify what you have to do to improve your grade.

### **Assessment Technique**

*You could improve this by:*

- Attempting every question in every assessment
- Do not spend too much time on one item at the expense of others
- Plan each extended response prior to attempting it
- Back up statements and opinions with relevant examples

## Study Tips

### 1. Put Your Learning Style to Conscious Use

Make a conscious effort to adapt your methods of studying to what suits you best and you'll exponentially speed up your learning curve. For instance:

- If you respond well to visual cues, draw up mind maps, use colour extensively in your note-taking, and watch relevant YouTube videos.
- If you're an auditory learner, try creating rhymes to remember facts, or listen to podcasts about your topics.
- A reading / writing learner will find traditional study a lot easier than other learners – spend extra time just reading the relevant textbooks and making study notes.
- Kinesthetic learners find traditional study the most difficult and are likely to excel at more practical subjects with the opportunity to put learning directly into practice.

### 2. Study in a Variety of Environments

Research shows you can focus better by regularly changing your study location. The theory is that studying material in a variety of places helps your brain build up different associations in relation to the material you study, leading to stronger memories and better recall.

### 3. Set Regular Study Times and Stick With Them

This is super helpful in the lead-up to an exam or major test, but it can make your general study plan a lot more manageable too. Plan your study time in advance instead of hoping it will "happen" somewhere in between your social life and classes. By creating a set studying timetable and putting it into your calendar, you create a commitment and routine. Honour it as faithfully as you do showing up to class. It also helps ensure your study is organised and split intelligently between subjects as necessary.

### 4. Eliminate Potential Distractions Before Your Study Session Starts

Before you start, eliminate anything that might cause your mind to wander. First, gather everything you need. Having to wander somewhere else to collect your notes or important textbooks is an easy way to get side-tracked. If other people are in the house watching television or music, you might want to move to a spot where you can't hear.

### 5. Get a Handle On Destructive Digital Distractions Too

We all know how easy it is to become distracted online – just a quick peek at Facebook can easily become a 20-minute detour into your study time. Silence all the little alerts and notifications on your phone.

### 6. Break the Destructive "Cram Session" Cycles

Commit to spreading your study over a prolonged period and be one of the few college students who lives with healthy balance and a normal life. You are far more likely to retain the information you study if you allow some time for daily exercise and socialisation too. Long stretches are counter-productive – after a while, your mind fatigues and wanders, and you start to feel sleepy. You get bored and easily distracted. Keep study sessions short. You'll retain more information studying in short bursts, fitting those bursts around your other daily activities.

### 7. Take regular breaks

It's much easier to tell yourself to study for 25 minutes than an entire hour. The little break you get in between will also serve to refresh your brain before taking on the next chapter. One task at a time.



## **8. Maintain a Study Planner With Deadlines and Prioritised Assignments**

Mark down deadlines for every assignment you know will come up throughout the semester, across all of your subjects, and set advance reminders so you don't lose track, then sort out the best sequence for working on all projects. It is easy to procrastinate on work you find difficult or boring, so you might want to tackle those ones first and save your more "pleasurable" assignments for last. Keep your planner with you at all times, and whenever you are given a new assignment, or any work with a deadline, put it down. Record your deadlines and prioritise your work rather than making a mental note you're bound to keep putting off. Of course, things change, so be prepared to adapt your entire schedule as needed.

## **9. Bait Yourself With Enticing Treats for Study Goals**

Don't just reward yourself for the bigger achievements – small rewards for small wins can also be a great way to build up better study habits. When you complete a successful study session, for example, reward yourself by doing something fun or buying something you've been wanting. It's about creating extra incentives and more motivation for doing what's necessary. The anticipation of your reward should give you extra energy to help you achieve your study goal. As your habits develop, you can raise the bar on treats. You might reward yourself for putting in more hours than normal one week, or getting a project done ahead of time.

## **10. Take More Useful Notes in Class**

Everybody has their own notation method, and what works best for you will usually be influenced by your learning style. Visual learners, for instance, find using colour and different sized headlines more useful than auditory or kinaesthetic learners do. Some general suggestions for creating better notes include:

- Be fully prepared when you arrive in class, with all the pens, paper, and highlighters you need.
- "Concentrate on concentrating," or in other words, make a conscious effort to pay attention to the lesson and completely absorb what's being communicated. Ask questions to engage when you're lost.
- Start each lesson on a new page, with a clear heading showing what the lesson is about and its date.
- Develop a note-taking technique that best suits your style. If you are a visual learner, draw diagrams that help you understand the material covered. If you are an audio listener, try writing down what you hear.
- Avoid writing in full sentences. Use bullet points, abbreviations, and symbols for quicker note-taking.
- When possible, convert ideas into your own words when writing them down.

## **11. Condense or Rewrite Notes to Maximize Learning**

Take note reviews one step further and start organising and condensing what you've got down.

Whether it's a simple outline or a set of flashcards, redoing or prettifying up your notes will save you a ton of time and headache when exam day arrives. Instead of frantically flipping through your textbook, your personal notes will make for a lighter bag and a much more relaxed mind.

## **12. Tap Into the Power of Mnemonics (Memory Tricks)**

Mnemonic devices are a memory techniques designed to simplify things and link them in the brain for easy retrieval. For example, acronyms. Just take the first letter of each word in a list and string them together. *“Roy G. Biv”* becomes an acronym to help remember the colours of the rainbow (Red, Orange, Yellow, Green, Blue, Indigo, and Violet).

You can also use an acrostic, a sentence with the same first letters as the words you need to remember. For example: *“My Very Eager Mother Just Served Us Nine Pizzas”* (Mercury, Venus, Earth, Mars, Jupiter, Saturn, Uranus, Neptune, Pluto).

## **13. Break the Horrible Habit of Multitasking**

When studying, it’s very tempting to play around in a chat or watch TV while doing homework. The problem is that when attention is spread out, your brain does not fully engage on anything and the quality of work you produce starts to drop. Even when it seems like you’re doing two things at the same time, what your brain actually does is shift from one to the other repeatedly. And this “context change” is a recipe for mental fatigue.

## **14. Feed Your Brain Study-Friendly Nutrition**

Your brain is like any other organ in your body, and responds well to nourishment. Eat “brain foods” known to improve energy levels and focus for more effective study sessions. Examples of these include fatty fish, broccoli, and leafy greens. On the flip side, avoid “brain poison” like sugary snacks or junk food. These foods spike your energy, which is great at first but not so much when the sugar crash hits. Fuel your body well and it will keep your most important engine running.

## **15. Test Yourself With Mock Exams**

Giving yourself mock exams is one of the best ways to sink in the material and prepare for a big day. Not only will this sharpen up what you already know, it will pinpoint which areas you need to go back and review.

## **16. You Snooze, You Win (How More Sleep Improves Studying)**

Never underestimate the importance of rest. Sleep is a critical step for converting short-term memory into long-term memory. As with life, studying is a marathon, not a sprint. Your goal is to understand and retain the information so that it serves you well, both on exam day and in the practical world. So don’t neglect your rest. And sometimes when you’re behind on a project, it makes more sense to catch some sleep and get up early to go at it again with a fresh mind.

# Study Timetable

School Assignments Personal Holidays

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6-8							
S1 9-10							
S2 10-11							
S3 11.30-12.30							
S4 12.30-1.30							
Lunch 1.30pm							
S5 1.55-2.55							
3-4							
4-5							
5-6							
6-7							
7-8							
8-9							
9-10							
10-11							
<b>SLEEPING YOUR BODY NEEDS SLEEP SLEEPING YOUR BODY NEEDS SLEEP SLEEPING</b>							