Preparing for Examinations:

1. Making and taking excellent study notes
How to create study notes

**STEP 1: EQUIPMENT**
1. Pack all 6 highlighters (different colours)
2. Block and red pen
3. Notebook or computer if you prefer

**STEP 2: KISS**
Keep it Simple - well you know what I mean. This principle should be applied to all your study notes.

**STEP 3: ORGANISING YOUR NOTES**
This key to effective notetaking is to organise your notes into key categories. This may include:
- A glossary of terms
- Essential content
- Key details
- Process instructions (usually science experiments or math equations)
- Key analytics details
- Key quotes details

**STEP 4: REMEMBER THE ESSENTIALS**
In order for you to remember the really important things choose your favourite colour. Research suggests that if you use a positive association like your favourite colour you will be more likely to stimulate your memory. But remember don’t overstress it. Keep to the point.

**STEP 5: STIMULATING MEMORY**
To stimulate memory use a range of strategies not just 1:

1. Colour is great but this needs to be used carefully and with care. If everything is in colour your brain has no relief and it will find it difficult to focus. So use colour where and when it counts, not for everything!

2. Images, symbols and photo graphs. These are great to use to help trigger memory. A picture paints a thousand words after all! An image can tell a whole story so use this as an easy way to stimulate memory. An image of an experiment can help to trigger the memory of doing the experiment and you will find it easier to recall the facts surrounding this experiment. A photograph of world war II life in the trenches will help to stimulate the memory of the events surrounding the war. Much better than reading chapters of maps.

3. Acronyms, rhymes, tongue twisters. These are great to help remember facts, scientific details, dates for important events etc. for example, in 1492 Columbus sailed the ocean blue. Rhythm and rhyme are great memory triggers for a range of content knowledge and dates.

4. Graphic Organisers. These are great to help those people who are more visual learners. Mind Maps and spiral graphs are great for the creative minds but for those of you who are logical thinkers you may prefer flow charts and tables.

**USING THE SENSES TO ENHANCE MEMORY**

Research conducted on brain damaged and dementia patients revealed that we often link our sense of smell and taste to help with memory...

The research revealed that when people such as brain damaged and dementia sufferers were given strong scents and tastes it helped to trigger memories. For example, when they gave patients fish and chips and sprayed sea salt in the air then showed them a series of images from a range of areas. The patients were able to recall 50% more when shown images without the extra sensory input.