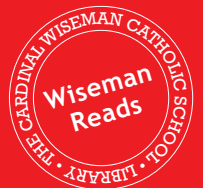
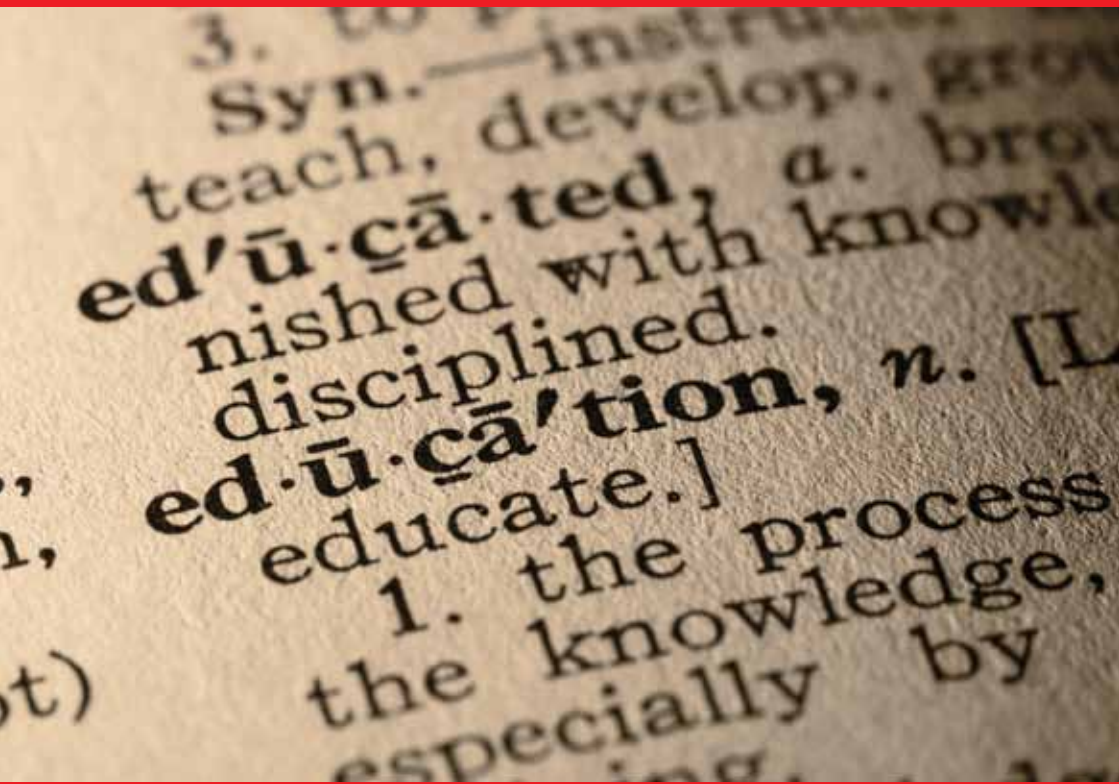




Style and Study Guide

for Year 11 students





Contents

Introduction.....	1
How to set out word-processed work.....	2
Plagiarism	3
Useful abbreviations	4
Revision.....	5
Taking Notes.....	6
Exam Advice.....	8
Notes	9

The 5 Ws – the basic information you need to cite a source

Who?	Author(s) or editors
When?	Date of publication
What?	Title
Where?	Place of publication
Who?	Publisher



Introduction

Your studies are your responsibility. Being able to work independently will prepare you for later on when there might not be as much support as there is at school.

If you don't understand something or can't get started you must ask for help as soon as possible.

Effective studying means you should:-

- organise a routine
- structure your time
- study frequently
- take time off from studying and have fun
- get plenty of sleep

Procrastination

Procrastination is putting off something you really have to do. Everybody does this at some time or another. Putting things off can not only make you feel anxious and guilty, and can also result in not having enough time for your work.

Why do people procrastinate?

You find it difficult to set priorities – you don't know where to begin, so you just do nothing.

Lack of motivation – you don't want to start because the work does not seem interesting.

Lack of confidence – you believe you will not be able to complete the work successfully.

Your standards are set too high – you want to do so well that you do not start because you are worried that you will not do as well as you would like.

Puzzlement – you are unsure about how to start or you feel you do not have enough information to complete the work.

Too many things going on – You are busy doing lots of other things, or you are too easily distracted so you do not do the work.

The beginning is the most important part of any work.

Plato *The Republic*



How to set out word-processed work

Don't make it difficult for the reader.

- Make sure that the font you choose is easy to read
- Be consistent in your choice of font in the work
- Print in black ink on white paper.
- Double space, or one and a half space your lines (Your software will give you this choice)
- Leave a good margin round your work
- Number the pages
- Spell check to find obvious mistakes but be careful. A spell checker will not pick up any mistake that is a proper word e.g. boon for book or there for their. Be aware that you should set your spell check to English, U.K. and not English, U.S.
- Proof read your work. Then ask someone reliable to read over your work just to make sure that there are no obvious mistakes – you will tend to see what you think you put rather than what is actually there

Examples of fonts

New Roman (heading in 14pt bold)

The quick brown fox jumped over the lazy dog. (text in 12pt regular)

Arial (heading in 14pt bold)

The quick brown fox jumped over the lazy dog. (text in 12pt regular)

Verdana (heading in 12pt bold)

The quick brown fox jumped over the lazy dog. (text in 11pt regular)



Plagiarism

Plagiarism is using someone else's words and ideas and passing them off as your own. The term comes from the Latin word for kidnapping. A kidnapper steals another person. A plagiarist steals another person's ideas or work.

At school you will be encouraged to become an independent learner. At first you may find this quite difficult, as it is easier and very tempting simply to cut and paste from the internet, or copy information from books, or from other people. This might be easy but it is dishonest, as the piece of work that you produce will not be your own.

However, you will have to use other people's work or ideas. This may be in the form of text books, websites, journals and other media. Make sure you always say where you got your information from and give credit to the author. Remember to cite your sources by using the 5Ws.

Students are more and more likely to be found out if they plagiarise. Most examination boards, universities and colleges run detection software which will pick up plagiarised work. Work that has been proven to be plagiarised is not acceptable and will be heavily penalised.



Useful abbreviations

c. or ca	circa (about), used with dates when the exact date is not known
ch.	chapter, pl. chs.
e.g.	(exempli gratia – Latin) for example
ed.	edition or editor pl. eds
esp.	especially
et al	(et alii – Latin) and others
etc.	(et cetera – Latin) and the rest
et seq.	(et sequens – Latin) and the following
fig.	figure
f. or ff	following, e.g. 22ff means on page 22 and the following pages
ibid	(ibidem – Latin) in the same place
i.e.	(id est – Latin) that is
n.d.	no date given
no./#	number
p/pp	page/pages
pl.	plural
passim	(Latin) throughout
sic.	(sicut – Latin) put in brackets after a quote to show that you know there is a mistake in the quote but that the mistake is in the original document
trans	translator or translated by
vol.	volume, pl. vols
>	greater than
<	lesser than
∴	therefore
∵	because



Revision

Revision is essential if you want to do well, but you need to develop a style that suits you. This may be linked to your learning style but does not have to be.

Some revision tips:

- Find out what you need to know for each subject
- Work out which topics will need more revision time
- Make a revision plan and try to stick to it. Small chunks of a subject e.g. half hour slots may be better than trying to do several hours at a time
- Some people find it helpful to divide their day into three parts. making sure that one part is devoted to rest and leisure activities and the other two to revision
- Take plenty of breaks as you revise, but not too many - you may run out of revision time
- Make sure you get plenty of rest
- Make sure you exercise regularly
- Mind maps or other graphic formats such as spider diagrams are very helpful for some people
- Index cards or post-it notes are really useful if you want to write down the main points about a subject
- If you are doing a foreign language you can record yourself on your phone or MP3 player and play it back to yourself. It may help you memorise the material

Don't panic! Your teachers are always on hand to help you.



Taking Notes

Good notes really help you understand a topic, especially if you are revising a long time after you made them.

Don't try to fool yourself that you do not need to take any notes. You do, especially if you want to do well. Good notes begin with good listening. Find a note taking style that suits you.

Good lesson notes will include:-

- the date of the lesson
- who taught the lesson (you know who to ask if you are not sure about something)
- the topic
- any sub-topics
- numbered pages, if you need more than one

When taking notes you do not have to write down everything, but you must:-

- select the most relevant details
- not write full sentences, it takes too much time
- use abbreviations and make up your own, if you can remember them

If something occurs to you but the teacher does not mention it make a note and ask about it later.

There are different styles of note taking and of using notes for revision.

For example, Cornell Notes are useful in lessons and, later, for revision.

- Write on one side only of the paper.
- Draw a margin about 5cm in from one side of the page. Right handers may prefer the left hand side, left handers may prefer the right hand side. This is the RECALL column



- Use the wider side of the page for your class notes. Use paragraph format to keep like with like. Skip a line to show a break in subject, thoughts, etc.
- After class, read through your notes
- Use the recall column to jot down ideas or key words that are important
- If you lay your notes out showing just the recall columns you have your revision points

Other methods may include:

Spider diagrams – write the main point/topic in the middle of a piece of paper and draw a ring around it. Write sub-headings around this and connect them to each other if they are linked. This shows logical links in a graphic format.

Mind maps – this method uses key words and images. Use at least three

different colours of ink and put the main idea in the middle of the paper. Put anything you think is linked to this around it. Use a thick line to connect to the original idea. Use pictures rather than words. Use the different colours to show different sub-topics. You can tape a number of mind maps together to make one giant map.

Lists – you may prefer to make lists of topics and sub-topics to help you to revise.

Cards – use blank cards and write down key notes. Use them as flash cards to help you to revise.

You can use the internet to help you find revision techniques. Work out what suits you and then use it.



Exam Advice

- Get lots of copies of your exam timetable and put them up in obvious places
- Make sure that school has a current contact number for you
- Have something healthy to eat before the exam to keep you going
- Get to school in good time for the exam
- Make sure that you have pens and all the equipment that you will need
- Stay calm and try not to panic
- Don't try and cram in last minute revision
- If you think that you have been given the wrong paper, put your hand up immediately and attract the attention of an invigilator
- Make sure that you put your name, exam number and centre number clearly on the paper
- Read the front of the paper and follow instructions written there before attempting to answer any questions
- Think carefully before you decide which questions to answer
- Read the question more than once before you begin to answer it
- Make sure that you have read all the questions. Always check both sides of the paper
- Once an exam is finished, forget about it. Focus on the next one, not on what you could have done in the last one

Notes

A series of horizontal dotted lines for writing notes.

This guide has been compiled by the School Librarians:

Mrs Hilary McKenzie B.Sc.(Soc. Sci.), MA Lib. Sci., MCLIP and MA (Children's Lit.)

Ms Joss Knight Cert. Ed., BA Humanities, MA Lit.

and Mr Mark Brown, BA (Hons) QTS, Head of Year 11

The Cardinal Wiseman Catholic School

Greenford Road

Greenford

Middlesex UB6 9AW

October 2011