

1:4

COMMUNICATION SKILLS**REVIEWING NOTES**

Compiling comprehensive **summaries** organizes subject material efficiently and can etch it in your mind. When you review your notes within a day of taking them, you remember 90%. If you wait three days, this drops to 30%. Following are some common and dependable methods to use when **summarizing from texts**.

Outlining: Identifying main points and assembling supporting materials. Recognizing the author's main point is the key. It is usually in the first or last sentence of a paragraph.

Patterning: using flowcharts and diagrams to record information. A visual presentation is often easier to comprehend when reviewing. Patterning can be appropriate for Science, Mathematics, Computer Science, etc.

Listing: compiling a list of events, dates, definitions, etc. Listing is appropriate for History, Business and Management, etc.

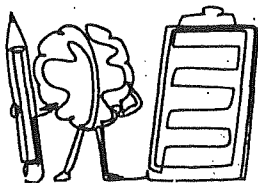
Highlighting/underlining: using a highlighter to mark main points, key phrases, ideas you want to emphasize. Remember: you must own the book.

Margin notes: recording key points in the margin as you read. Again, you must own the book.

Build up an organized **sequence** of summaries. This will keep the material circulating in your mind. Also, consult alternative texts to develop your summaries.

Whatever your preference, it is **essential** to have a set way to summarize/review so you can effectively embed learning in your brain.

An efficient **storage** system for notes is a must. Ideas include a specific folder that is color coded for each subject, a concertina file or a bibliographic database.

**Actions**

What are two things that I will start doing to improve how I review notes?

1. _____

2. _____

MINDFULNESS ACTIVITY

Favourite Meal – think of your favourite home cooked meal. What does it taste like? What does it smell like? What does it look like? How do you feel when you eat it?



WHAT WENT WELL THIS WEEK?

**WELLBEING TIP**

A good habit; read the nutrition labels on your food; know what you are eating.



1:5

THINKING SKILLS**BREAK IT DOWN**

Have you ever looked at an assignment, essay or exam and felt overwhelmed? You're not alone! Sometimes, when we look at a big, challenging task it can be hard to see past the enormity of it and find a way to complete it.

A helpful key can be to break the large task into more manageable pieces and focus on each piece in turn.

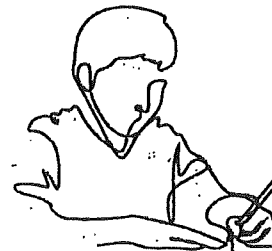
Start by looking at the big picture and consider what the end-product is meant to look like. You can use assessment descriptions, task outlines or your teacher's marking matrices to help you. If you're not sure, seek clarification from your teacher or your Team.

Break the task into steps and consider the order in which they need to be completed. Give yourself a 'due date' or time for completing each piece.

Write down your plan and check this regularly to ensure you're on track. A plan is only as good as its execution.

Leave enough time to seek feedback from your Team or to complete a final review before submitting the task, where possible.

So, remember...break down the problem – don't let the problem break you!

**Actions**

Name two big tasks that you can break down into smaller pieces to accomplish the outcomes?

1. _____

2. _____

CREATIVE ACTIVITY

Use the "10 Ways to" prompt to develop your creative thinking. You have 5 minutes to come up with your ideas. Find 10 ways to exercise.

