CHARTERHOUSE@HOME

REVISION, RESEARCH AND READING

CHARTERHOUSE@HOME

Studying from home

Continuing to study and work from home comes with a number of new opportunities and challenges, as we look to manage our time, our learning style and our work/life balance in new ways.

We have put together this guide to support your time at home in the coming days and weeks. It comprises four areas:

1. Note Taking: effective techniques

2. Study Strategies@Home: revision skills

3. Charterhouse@Home Reading Challenge

4. e-Books and Audiobooks

Each section includes hints and tips to help you study as effectively as possible. Remember to also ask for help from beaks, your tutor or Housemaster/Housemistress, whenever you feel that this would be beneficial.

Keeping in touch with one another, maintaining our sense of community, and taking part in many of the co-curricular activities will be a huge help in ensuring a sense of balance with your workload. We must also not lose sight of our own personal wellbeing.

We know that you will tackle the coming weeks with care and dilligence, both in your own efforts and also when working with each other.

With best wishes,

Mrs Keane (Head of Learning Support)

Mr Gaisford (Head of English)

Mrs Pritchard (Senior Librarian)

Note Taking

Making really effective notes

You will need to make notes:

- In hashes, when listening to your beak speaking on a topic
- When reading for research (from books, articles or websites)
- For revision (studies show that pupils remember more about material they have thought about and made notes on).

There are lots of different techniques you can use. Explore below to see which one suits your style of learning best.

Whichever technique you choose, remember to be brief and succinct. There is no benefit to be gained from writing absolutely everything down.

TOP TIPS

- **Write phrases, not full sentences.** Skip words like 'the' and 'a'. Use abbreviations or symbols such as ⸪ (therefore), b/c (because) C20 (20th century).

- **Structure your notes** with headings, subheadings and numbered lists.

- **Use colour to highlight themes.** Use different colours to group and link ideas. Do this when you revisit your notes – not during hashes.

- **Re-read or revise your notes** soon after taking them. This will help the information to stick in your memory.

- **Use your own words** – it will help you to remember, but be aware that sometimes poor note-taking can lead to unintentional plagiarism. Make sure that you distinguish quotes/summaries/your own ideas in your notes.

- **Write down the details of each source** – keep the full bibliographic details of the sources you use. Include page numbers if note-taking from a book so that you can quickly find the information again if you need to.

TAKING NOTES FROM SPEECH

Taking notes during a hash can be difficult because it may not be possible to ask your beak to repeat their words. You may find yourself writing as fast as you can and still missing potentially important points. So...

- If you are given a handout, use this as the framework for taking your own notes.

- You may find it useful to write on the handout itself, either by hand or digitally.

- Practise listening. Beaks may signpost important information by saying things such as: 'I will discuss three main ways in which ...', or 'I would like to move on to another topic...'.

- Become used to thinking actively about what you are listening to. Get used to identifying what is really important – key points, themes and questions.

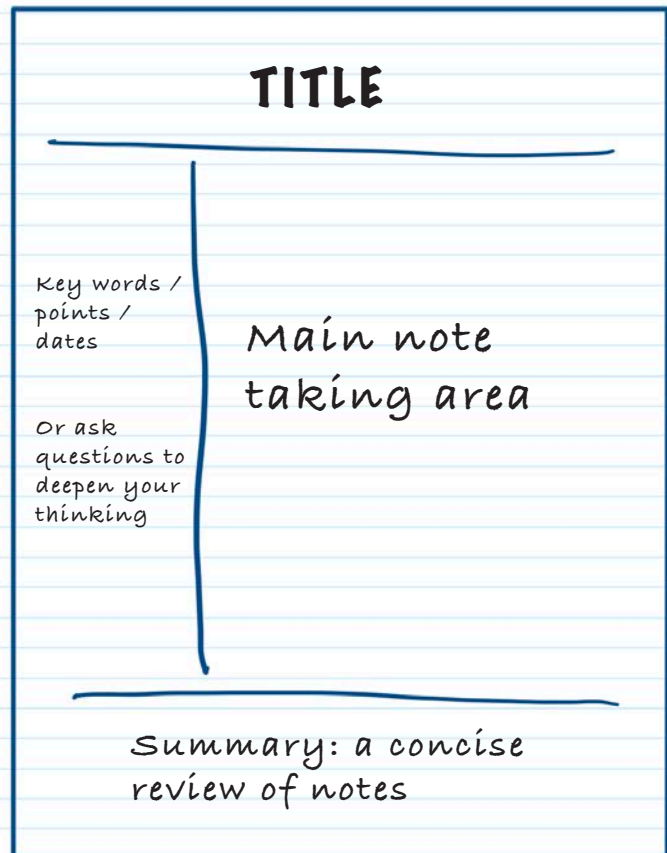# Note-taking styles

THE CORNELL TECHNIQUE (FOR NOTE-TAKING)

Divide your piece of paper so that you have a narrow column to the left and a wide column to the right (approximately 1/3 to 2/3 ratio is about right). Create a summary box at the bottom.

Add a topic, title or question to the top of the page.

Make notes in the right-hand column, then use the smaller left-hand column to ask questions or signpost key points.

The left-hand column may be completed afterwards as a key point summary or as you go along with questions that are raised. Finally, add a brief overall summary at the bottom.
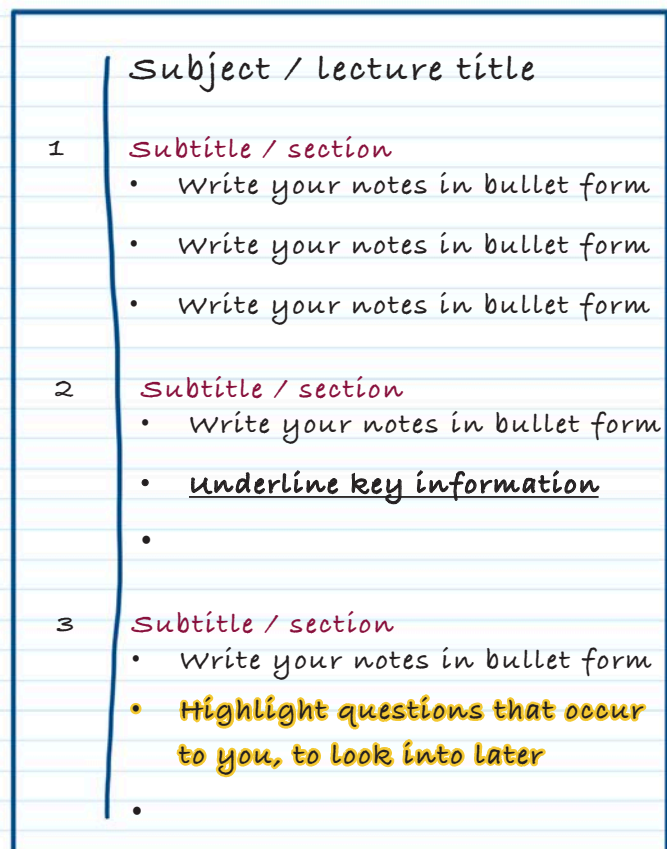
The Cornell technique is ideal for making notes during hashes, and also for revision purposes as it allows you to synthesise and summarise.

TITLE

Key words / points / dates

Or ask questions to deepen your thinking

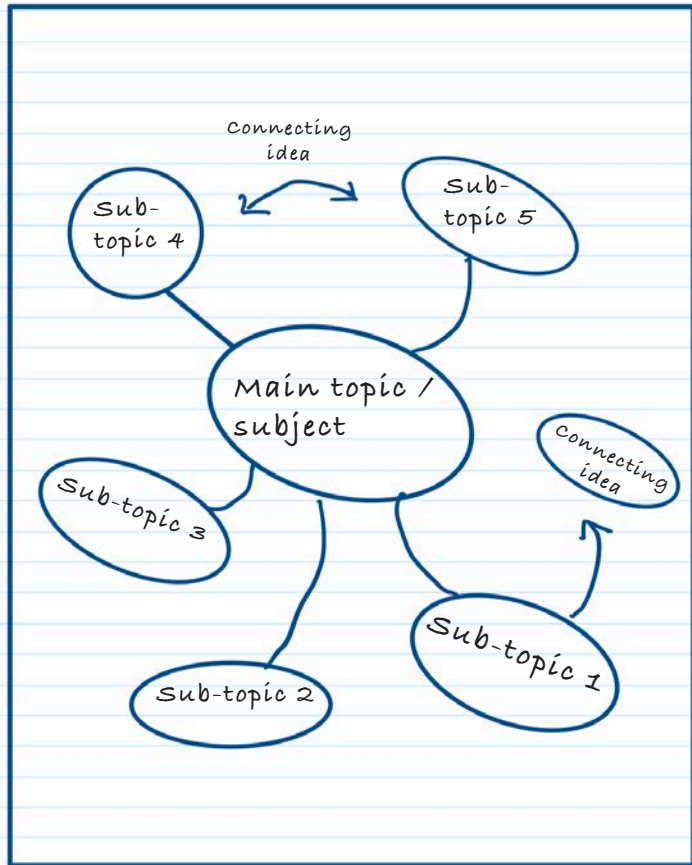Main note taking area

Summary: a concise review of notes

LINEAR NOTES

Linear notes use headings and sub-headings, often with bullet points. They can be used to condense long-hand notes for better clarity, or for revision.

The headings and sub-headings become memorable prompts that encourage the recall of information. Linear notes are good for learners that take elements step by step.

Subject / lecture title

1   Subtitle / section
   • Write your notes in bullet form
   • Write your notes in bullet form
   • Write your notes in bullet form

2   Subtitle / section
   • Write your notes in bullet form
   • underline key information
   •

3   Subtitle / section
   • Write your notes in bullet form
   • Highlight questions that occur to you, to look into later
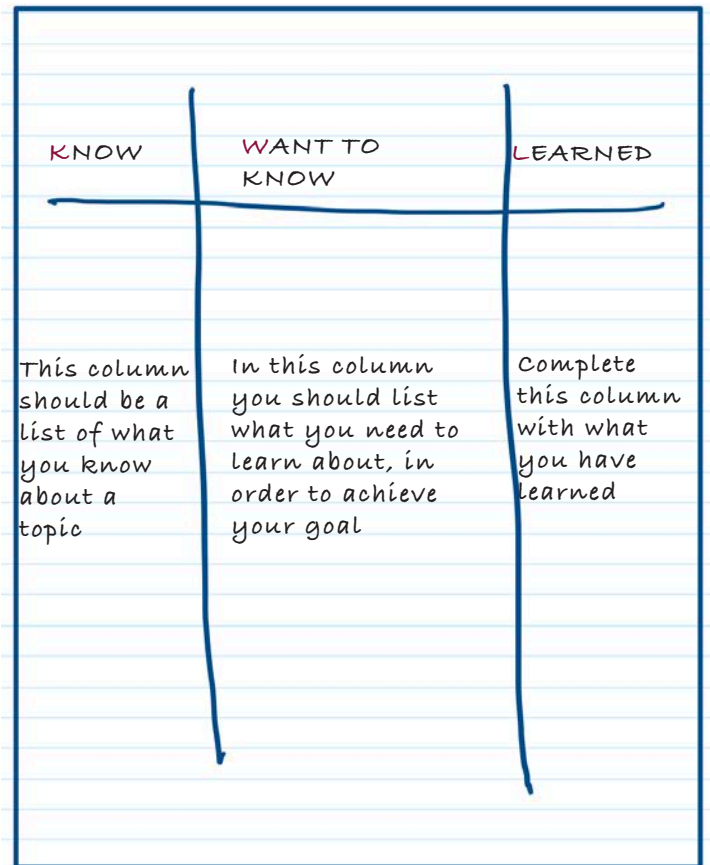   •

MIND MAPS

A mind map is a graphical way to represent ideas and concepts. Mind maps can be used as a note-taking tool, when planning an essay, or when revising.

They allow you to build out from the main topic to more detail and depth in order to analyse, comprehend, synthesise, recall or generate new ideas.

Excellent for intuitive learners who make connections in their learning.

KWL AND FLASHCARDS

'Know', 'Want to know', 'Learned' is a good method for revision.

Spending a short time analysing what you already know will reveal whether you need to read some more or revisit a lesson.

Flash cards are a good next step to consolidate all of the information you need to be able to recall.

SOME APPS

There are many applications that you can use to help you take and /or organise your notes.

RECOMMENDED!!

OneNote: Available on all devices. Type, write or draw. Include audio or video clips, lists, links, text and images (even those captured from webpages and other programmes). Revise your notes with type, highlighting, or ink. Easily create space and add pages, move and format text anywhere on the page, and search and tag important notes. Sync across devices.

Evernote: Available on all devices. Photograph handwritten notes. Notes, ideas and webpages can be synced. Penultimate is a good inking add-on.

Notability: App available on iPad and iPhone. Import a wide range of documents.

MindMeister for mind-mapping tools. Available on all devices.

Study Strategies

Developing good independent study habits

Things are a little bit different right now so we have put together this information to help you understand your own strategies and make the most of your online learning...

TOP FAQ : 'I have no idea where to start...'

This is a moment for a reality check: are you a night owl or a morning person? Be really honest. There is no point making a beautiful timetable with slots from 7.30am if you know you don't get up/dressed/functioning until 9am! Once you have established this you can start to formulate a plan of action.

Practically speaking you need to find a workspace and treat it as if you were at school. Make yourself a timetable but be realistic! Ditch the devices – put your phone on silent or mute your social media before you start. Better still, put it in another room...

> *"As a serial procrastinator, I start my week by taking a sheet of A4 paper and making 4 headings; emails, phone calls, Have to do, Admin (things to do if I have time).*
>
> *I list the relevant things under each and it really helps me to stay focused. I set myself mini challenges e.g. get my 'Have to do' tasks done by the end of Wednesday (it's sad but it works!) If I know the task is something I will 'drift off' in then I set a 30 min timer."*
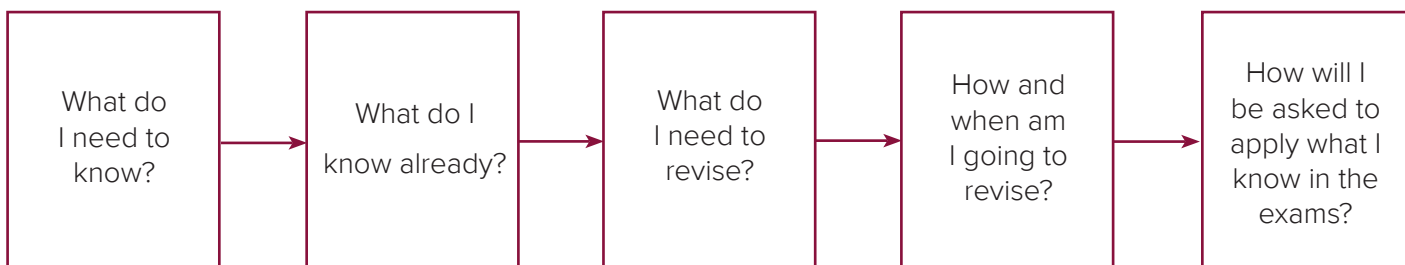>
> *- Mrs Keane*

To get an idea of where you are at, try to fill in the grid below (tick where relevant). If you have identified a particular area where you might need more guidance or support, (e.g. note taking), email kak@charter-house.org.uk and the Learning Centre Team will happily help you (via Zoom or email).

	True	Needs Work	No idea/not important right now
I am aware of how I learn			
I am motivated and can set goals			
I can organise my workload			
I am confident about my reading strategies			
I am good with numbers			
I can organise, find and use my notes effectively			
I take an active role in lessons			
I know how to structure and organise essays			
I am able to think critically and analytically			
I have good revision strategies			

Getting Ready to Revise

Revision is a process, the more organised you are, the better!

What do I need to know?	→	What do I know already?	→	What do I need to revise?	→	How and when am I going to revise?	→	How will I be asked to apply what I know in the exams?

WHERE DO I START?

- Do you have all your notes/handouts?
  (Double check that you have a full set of notes for each subject.)

- Are your files/notes organised sensibly?
  (Sort out your files now so that you have all the information stored in a sensible and accessible way. You will then be ready to revise.)

- Are there any topics that you are not sure about or have never understood?
  (Ask your beaks now!)

HOW DO I PRIORITISE MY REVISION TIME?

- You will not be able to revise absolutely everything - you need to think about where you want to channel your energy to maximum effect.

- Using the table provided for you (example below):
  1. Pick one of your subjects and write its name in the top box.
  2. List the main topics for that subject in column 1.
  3. Now, number the topics in order of how well you think you know them (1 – being the best).

- Before you go on to the next step, think about how long you are able to revise for in one sitting. The average is around 40 minutes. Some may be able to concentrate for up to an hour, others only 20 minutes. Know your limits.

- Now, sub-divide each topic into smaller units. These units should be small enough to cover in one revision session. Repeat this process for every subject.

SUBJECT: BIOLOGY

Topic	Sub-topic	Needs notes	Review	Done
NATURE & VARIETY OF LIVING ORGANISIMS	Definitions			
	Characteristics			

HOW DO I BUILD A REVISION TIMETABLE?

- Now that you have broken down your subjects into topics and sub-topics, you are ready to build your own timetable.

    1. Firstly, block out any non-negotiable commitments you have in that week.

    2. Identify when you work best . Are you an early riser who prefers to work in the morning or do you work better after a lie-in?

    3. Now, block in some leisure activities so that you have something to break up your work time.

    4. Write in the times for your work time slots. The length of these slots should correspond to the time you identified earlier as being the longest you could concentrate for.

    5. Leave 15 minutes between each slot to give you time to change books and make a cup of tea.

- Now you can start allocating your sub-topics to a timetable. Focus first on those which you identified as knowing least well. These are the ones you need to invest most energy into.

- **Do the first week only.** Looking at a 2-3 week timetable can be very demotivating.

- At the end of week 1, re-assess where you are and plan week 2. Am I on track? Should I do more? etc...

WHAT DO I DO IN EACH REVISION SESSION?

- You have identified a sub-topic to revise.

- You have all your books ready.

- You are sitting comfortably at your desk:

    1. BRAINSTORM first:

        - Do not look at your notes/books.

        - Take a blank piece of paper and write down everything you know about that sub-topic.

        - Do it as a list or a spider diagram – whatever works for you. It does not have to be neat.

    2. Now take out your notes/books and identify the points you have missed. If it helps, write down those points on your brainstorm sheet in a different colour.

    3. Now spend time learning the information you did not know.

HOW DO I LEARN THE INFORMATION?

- WRITE NOTES – when you feel you have understood the topic, go back through and pick out any key words and phrases that trigger off your memory. Also pick out quotes, definitions, diagrams, tables, graphs and formulae. Make your notes interesting by using **colour**, CAPITALS, boxes, circling, underlining and so on.

- MAKE FLASHCARDS – top tips for designing effective ones

    1. Draw a margin down the left-hand side of each about 3cm in – useful for adding extra notes

    2. Write the subject in the top right-hand corner

    3. Use titles for each card

    4. Develop your own method for numbering/cataloguing cards (colour code for subjects?)

    5. Keep cards for same subject or topic together/colour code

    - When you find something that is particularly tricky to remember – write it on a flashcard or a post-it and stick it somewhere you will see it every day (bedroom, bathroom door…)

    - Flashcards are great for Q&A – question on one side, answer on the other. Someone else can test you!

- PATTERN NOTES - e.g. spider diagrams can be helpful as they show links and connections as well as giving you an overall view of the topic

    1. Write main topic in the middle of the page and draw a ring

    2. For each key point draw a branch out from main topic

    3. Keyword or phrase

    4. Add details – diagrams, pictures and symbols are all great ways of remembering

- MNEMONICS – are another great way of hooking information into your memory

    1. Take the first letter of a list of words and make silly sentences with them

        e.g. Energy Types; Magnetic, Kinetic, Heat, Light, Gravitational Potential, Chemical, Sound, Electrical, Elastic potential and Nuclear can be remembered by the sentence…

        Many Kings Have Lost Gold Coins Searching Empty Eagle Nests

REMEMBER TO TAKE REGULAR SHORT BREAKS…

TESTING, TESTING, TESTING

Now test yourself – use past paper questions, ask someone to test you, brainstorm again.

Repeated testing with short gaps in between works really well – at this point you may choose to use technology to help. Apps like Quizlet are great for quick quizzes on words, definitions, etc and there are lots of good resources out there – BUT ask your beaks to suggest good websites/online resources or you will end up spending 40 mins trawling the net...

Research suggests that at this stage you can't beat past paper practice – lots of departments have uploaded revision materials to Greyhound – make sure you know where they are ! If in doubt, email kak@charterhouse.org.uk at the Learning Centre.

The Learning Centre is a great resource, we can offer 1:1 support via Zoom or read through an essay plan – please do draw on us.

TOP TIP: Spend time each day quickly reviewing the notes you made the day before. Just re-reading them a day later will help cement the information further.

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READING CHALLENGE

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"Why read?" is a question frequently levelled at readers in today's digital world. "Why not?" is an obvious response.

As a reader, you have access to the thoughts, knowledge, achievements and experiences of humanity over the last few millennia: 'the best which has been thought and said', in Matthew Arnold's pithy distillation. Who would not want access to these rich worlds?

Any significant time spent at home gives you the opportunity to re-engage with books, whether you are already an avid bookworm or a reading refusenik.

The benefits to your academic progress, emotional intelligence and mental health are surprising and immense. Treat the brain and reading like a muscle which needs exercise and conditioning. Just as you wouldn't run a marathon without any training, you are unlikely to be able to plough through *War and Peace* if you haven't been reading recently. Start slowly, perhaps even with an audiobook if the thought of picking up a physical book is intimidating.

'Much have I travelled in the realms of gold' wrote John Keats on reading George Chapman's translation of Homer. Below is a 'bingo' grid to start you off with each choice getting progressively harder.

A Commendation is available for each book read; a Distinction for any series of three completed (diagonally etc); and special prizes available for a 'Full House'. Simply take a photo of the book cover (or screenshot if an e-book) next to your review on a postcard; or record a short, 30 second video/audio review and send it to your Housemaster or Housemistress. Parents are encouraged to get involved too! This challenge is open from now until the end of CQ.

Over the next few weeks, it is our hope that you take this opportunity to journey widely and deeply through these 'realms of gold'.

Happy reading!

Mr Gaisford
Head of English

Reading Bingo: @Home Challenge

Books to make you laugh

1. *The Gifted, the Talented and Me* by William Sutcliffe
2. *Me and Earl and the Dying Girl* by Jesse Andrew
3. *Angus, Thongs, and Full-Frontal Snogging* by Louise Rennison
4. *This is Going to Hurt* by Adam Kay
5. *The Code of the Woosters* by P.G. Wodehouse
6. *Decline and Fall* by Evelyn Waugh

Books to make you cry

1. *Armistice Runner* by Tom Palmer (Quick reads series)
2. *They Both Die at the End* by Adam Silvera
3. *Noughts and Crosses* by Malorie Blackman
4. *The Outsiders* by S E Hinton
5. *Their Eyes Were Watching God* by Zora Neale Hurston
6. *Tess of the D'Urbervilles* by Thomas Hardy

Books made into films

1. *A Monster Calls* by Patrick Ness
2. *The Hate U Give* by Angie Thomas
3. *Simon vs. the Homo Sapiens Agenda* by Becky Albertalli
4. *The Life of Pi* by Yann Martel
5. *Into the Wild* by Jon Krakauer
6. *Atonement* by Ian McEwan

Edge of your seat reads

1. *Over the Line* by Tom Palmer (Quick reads series)
2. *Orphan, Monster, Spy* by Matt Killeen
3. *White Rabbit, Red Wolf* by Tom Pollock
4. *Long Way Down* by Jason Reynolds
5. *The House of Silk* by Anthony Horowitz
6. *The Women in White* by Wilkie Collins

Listen to an audiobook: all available on the School's ePlatform and Audible

1. *An Abundance of Katherines* by John Green
2. *Solo* by Kwame Alexander
3. *Miss Peregrine's Home for Peculiar Children* by Ransom Riggs
4. *Freakonomics* by Steven Levitt and Stephen Dubner
5. *Prisoners of Geography* by Tim Marshall
6. *Frankenstein* by Mary Shelley

Award-winning books

1. *Orangeboy* by Patrice Lawrence
2. *Salt to the Sea* by Ruta Sepetys
3. *The Curious Incident of the Dog in the Night-time* by Mark Haddon
4. *The Book Thief* by Marcus Zusak
5. *All the Light we Cannot See* by Anthony Doerr
6. *Purple Hibiscus* by Chimamanda Ngozi Adichie

Rebels without a cause

1. *V for Vendetta* by Alan Moore
2. *I Know why the Caged Bird Sings* by Maya Angelou
3. *The Children of Men* by P D James
4. *The Catcher in the Rye* by J.D. Salinger
5. *On the Road* by Jack Kerouac
6. *Jane Eyre* by Charlotte Bronte or Tanya Landman (Quick reads series)

Swashbuckling reads

1. *Shadow Jumper* by J M Forster (Quick Reads series)
2. *Six of Crows* by Leigh Bardugo
3. *Divergent* by Veronica Roth
4. *Imperium* by Robert Harris
5. *Flashman* by George MacDonald Fraser
6. *The Thirty-Nine Steps* by John Buchan

Family favourites

Choose a recommendation from someone at home

Chaterhouse Half-Century

Any listed in our published titles

Nightmarish futures

1. *Scythe* by Neal Shusterman
2. *The Giver* by Lois Lowry
3. *The Wall* by John Lanchester
4. *The Road* by Cormac McCarthy
5. *Never Let me Go* by Kazuo Ishiguro
6. *Oryx and Crake* by Margaret Atwood

Books that defined a generation

1. *The Great Gatsby* by F. Scott Fitzgerald (1920s)
2. *Nineteen Eighty-Four* by George Orwell (1940s)
3. *To Kill a Mockingbird* by Harper Lee (1960s)
4. *Northern Lights* by Philip Pullman (1990s)
5. *White Teeth* by Zadie Smith (2000s)
6. *The Underground Railroad* by Colston Whitehead (2010s)

Reading@Home
e-Books and Audiobooks

Run out of paperbacks? Did you know that you have access to a huge e-book and audiobook library? Simply access the Charterhouse ePlatform. Here's how:

Download the ePlatform by Wheelers books app for Apple, Android and Windows 8/10 devices to enjoy access to thousands of e-books and audiobooks.

1. Install the App
2. Search for the Charterhouse Library
3. Log-in using your Charterhouse username and password
4. Borrow and enjoy thousands of e-books and audiobooks

The ePlatform mobile apps are the easiest, fastest and most enjoyable way to read and listen to a huge range of titles from your eLibrary.

The ePlatform app makes it easy to borrow, read and listen on your iPad, iPhone, Android Phone, Tablet or Windows 8/10 device – without downloading any additional software.

You can even read and listen offline. Just log in once and begin reading; when you exit, your place is automatically bookmarked and you can begin reading again with just one click.

Prefer to access via your desktop? Go to Greyhound – Resources – Academic Support – Library – ePlatform.

Reading for as little as **6 minutes** can reduce stress by up to **60%,** slow your heartbeat, ease muscle tension and alter your state of mind for the better

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