

# Revision Preparation: A Checklist

## Stage One

|    | Task   | Completed? | Notes |
|----|--|------------|-------|
| 1. | Make a list of the subjects you need to revise.  |            |       |
| 2. | For each subject, identify the exam board you are using (ask your teachers, look on your school website or check the resources you have been using).   |            |       |
| 3. | Now identify the course content you should be studying. This may be particular texts for English Literature; time periods for History, etc. If you're not sure you should be able to get this from your teachers or from the exam board specification (be careful to ensure that you are looking at the correct year). |            |       |
| 4. | Make a tick-list of that content for each subject.   |            |       |
| 5. | For each subject, RAG rate the content. GREEN for "I know it really well"; AMBER for "I know it a bit" and Red for "I don't know anything".  |            |       |

*Now you know what you need to know! You should have a sheet/document for each subject with all the course content on it, rated according to your strengths and weaknesses.*

## Stage Two

|    | Task   | Completed? | Notes |
|----|--|------------|-------|
| 1. | Find an online calendar, a table on Word or Excel or a standard issue diary. You should have a whole week divided up into 15 minute slots (trust me).  |            |       |
| 2. | Now colour in black all the time when you definitely can not be revising: school time, sleep time, travel time, clubs, etc.  |            |       |
| 3. | Now be realistic. When are you NOT going to revise, no matter how much you ought to? Friday nights? First thing on Sunday morning? Colour that in too.   |            |       |
| 4. | The time left over is NOT purely revision time. It is time for all the other stuff like regular homework, chores, etc. See if you can find space for 2 x 45-minute slots each day. If you're feeling motivated, see if you can fit in 4 x 45-minute slots on Saturday (or Sunday if you prefer). There must be at least 15 minutes between them. |            |       |

Now you know realistically how much time you have each week. It may be that as we get closer to exam season you feel able to increase the number of slots but your first timetable must be achievable.

### Stage Three

|  | <b>Task</b>   | <b>Completed?</b> | <b>Notes</b> |
|--|---|-------------------|--------------|
|  | Get out your subject content sheets and arrange them in order of strong to weak (look for the ones with the most red on them!)  |                   |              |
|  | On your timetable, add each subject to a revision slot, starting with your weakest. If you have more slots than subjects, that should mean that you get more time on your weakest subjects. |                   |              |
|  | You now have a revision timetable! Print it out and stick it somewhere visible.   |                   |              |

*If you have done all these stages then give yourself a pat on the back! You've not started revising yet but you are prepared to do so in an organised and manageable way.*

## Revision: A Checklist

### Stage One

|    | Task   | Completed? | Notes |
|----|--|------------|-------|
| 1. | <b>Prepare your work area the day before if at all possible</b> – don't let tidying take up your revision time. You should have: your subject revision sheet; a laptop or similar; paper; coloured pens; pencils and any textbooks or exercise books you need. |            |       |
| 2. | Tell your family that you are planning to revise – ask them to leave you in peace (and possibly bring snacks).   |            |       |
| 3. | Identify the first RED topic for each subject and write that on your timetable so you know what you'll be focussed on.   |            |       |

*You are now ready for your first day of revision.*

### Stage Two

|    | Task   | Completed? | Notes |
|----|--|------------|-------|
| 1. | Put the topic in the middle of a mindmap (use Ayoa if you're working on line). Draw branches for everything you know about it. If you don't know ANYTHING, draw branches with questions about the topic.   |            |       |
| 2. | Now get your textbook or a webpage like BBC bitesize and find your topic. In a different colour add everything you need to know onto the mindmap.  |            |       |
| 3. | Look at the completed map. Are there bits that you don't understand? Highlight them and return to your textbook, webpage or handy expert (teacher, mum, youtube guru, whatever). When you feel like you've got it, put an explanation coming out of that branch. |            |       |
| 4. | Keep going until the mindmap is completed and you are confident that you understand everything on there.   |            |       |

*Great! Now you have some information and hopefully some understanding of one of your red topics! Now you need to move onto applying that information.*

### Stage Three

|    | Task   | Completed? | Notes |
|----|--|------------|-------|
| 1. | Look in your textbook, ask your teacher or look online for a relevant exam style question.                     |            |       |
| 2. | Have a go at it with your notes and textbook to hand.  |            |       |
| 3. | If you have a mark-scheme, try to work out what you might have got. If not, ask a sympathetic teacher to help. |            |       |
| 4. | If you did ok, change your RAG rating from RED to AMBER (or AMBER to GREEN).                                   |            |       |
| 5. | If you're still unsure – contact an expert for help.   |            |       |

All of this will get you started on your revision, allowing you to tick things off and watch your progress. There are many, many other things that you can do as well if you want but get into a routine first. I will publish some other revision ideas in a little while.

*Feel free to drop me a line if you need any further advice or guidance about revision, time management or subject specific concerns.*

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