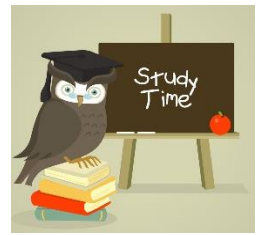


TIPS FOR STUDYING FROM HOME



Hello,

I hope this email finds you well. We understand that everything about your studies, from when and where you study to how you study, have been disrupted and impacted by the outbreak of Covid-19.

There are some useful home study tips below that might help you during this challenging time.

Study in small chunks of time rather than one long session

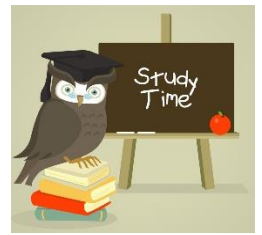
It is better to study for 4 x 30 minute sessions with breaks in between rather than two hours straight.

Schedule specific times during the week when you will study

We know that this might be difficult if you have children. However, try to avoid studying late into the night if you can as your brain is more alert and active during the day.

Create flashcards rather than re-reading the same information again and again

While everyone learns differently, having more than one method of studying might help you.



How Do I Create and Use Flashcards?

1. Write one piece of information that you are learning on one side of a piece of card or paper.
2. On the other side of the card or paper, explain that piece of information in your own words. You could also draw a picture or illustration if this helps you understand and explain the information you are learning.

Example: How to save a word document.

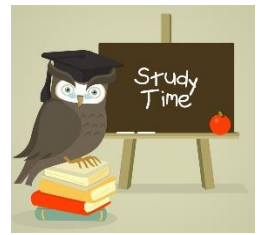
On one side of card write: 'How to save a word document'.

On the other side of the same card:

- 1) 'Firstly, click file
- 2) Click save as
- 3) Give the document a name
- 4) Choose where you want to save it
- 5) Save it

This way of making flashcards will help you understand what you are learning in your own words. You will have a deeper understanding of what you have learned once you can explain it in your own words.

You can then use the flashcards in future to practice understanding and remembering what you have learned.



***Set a goal for each
study session***

Before you begin your study session, ask yourself: what do I want to know by the end of this study session? Or, what do I want to be able to do by the end of this study session?

Use the answers to structure your study session – what you will learn, what you will read, what you will revise etc.

***Explain or teach
what you have
learned to
someone***

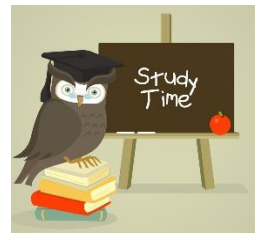
Explaining or teaching what you have learned will help you organize the information or knowledge in your mind.

It will also highlight to you any gaps in your knowledge – anything you had difficulty explaining or teaching might require future revision. This could become a future study session.

***Set yourself small,
routine tests***

At the end of a week (or after a number of study sessions) write 3 – 4 questions that will test what you have learned.

Mark your 'test' like a teacher normally marks a test. This will highlight for you what you already know and what to focus on or study in future.



Study in an area which is quiet and will help you concentrate.

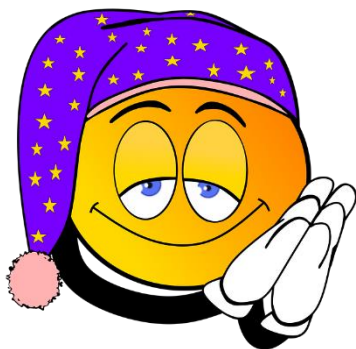
If you can, turn your phone on silent. Messages, updates etc. can take your concentration away from what you are learning.



Take breaks away from your studies & be active!

If you can, go for a walk or do some light exercise between study sessions.

This will give your brain time and space to integrate and understand the information it read earlier in the day; this will also give your brain time and space to turn information into knowledge.



It will also help you get a good night's sleep, helping you feel refreshed and ready for the next day!

We wish you all the best with your studies,

The Adult Education Guidance and Information Service Team.