



## How to be a top class student

### **Tip 1 - Stay alert and pay attention**

It sounds so straight forward, but make sure you **pay attention when working through your online course**. When you work through your online lecture, make sure you take notes and if you don't understand something, ask your online tutor questions. The more questions you ask, the more you will understand the subject matter.

### **Tip 2 - Review your notes**

Review the notes you have taken. If you have time, perhaps re-write the notes out too, so that they are neat, easier to read and in a logical order.

### **Tip 3 - Devise some "self-test" questions**

Either write up some questions yourself, or have a family member or friend help you to do this and then try and answer the questions, to help you consolidate your knowledge.

### **Tip 4 - Do your test questions**

The test questions are given for a reason. It is to enable you to review what you have learned in your online lesson. Take advantage of your free time. Do your questions in your lunch hour or in any spare time. The online tutors are on hand in case you need help. Make sure that you do not rush the questions. Once completed, check your answers over, make sure they are legible and mark them to the model answers to see where you have gone wrong (then focus in on these problem areas). If you really want to be a successful student, you will need to put aside time for test questions. Remember, completing questions can also help you develop good habits and attitudes. Always try to do what is asked of you by your online tutor.

### **Tip 5 - Make sure you are prepared**

Make sure you have everything to hand when you are working through your online lecture. In particular your professional study text, the online notes, paper, pens, pencils, ruler, calculator and anything else you need.

### **Tip 6 - Organisation**

stay organised. If you have an organised approach, then you are more likely to be successful. Keep a separate folder for each subject and consider the use of colour codes, labels or file dividers for your folders.

### **Tip 7 - Take time to study**

Make a study timetable and stick to it. If an extracurricular activity gets in the way of your studying, consider giving it up for the time being. If you find you cannot cancel your attendance, you will just have to study on another day. This is where your study timetable comes in. In the months coming up to your exam, make sure your study timetable builds in time for your studying and your personal time. Always remember, use your time wisely. Study as if you are motivated for the outcome of your hard work.

### **Tip 8 - Enlist help**

Ask a family member or friend to test you on the syllabus.

### **Tip 9—Mind Maps**

The creation of mind maps can help you to more readily understand difficult areas.

### **Tip 10 - Relax and Don't Panic**

Relax and don't panic! As long as you focus on the work and keep to your study timetable you will be fine.

### **Tip 11—don't put off your study until another day**

Make a daily routine for yourself. Keep all of your electrical items such as your phone, iPod, iPad and laptop away from you as these cause distraction. When you get home, read through your study notes and practice some problems to keep on top of the work.

Finally, if you are struggling, please don't fret, contact the online tutor, for additional support.

**Good luck!**