



## *Academic Support Team*

*December 2019*

*Year Head: Mr. Ryan*

# *How to put a study plan together*

**"They know enough who know how to learn."**

Henry Brooks Adams

*Student name:* \_\_\_\_\_

*Parent:* \_\_\_\_\_

## *My targets:*

In order to set achievable targets in each of your subjects you need a starting point. The easiest way to do this is to look at previous exam results.

To this you need to ask yourself some questions:

1. When I compare my Junior Certificate results, 5<sup>th</sup> Year Summer Exam results and my most recent tests which set best reflects my study right now?
2. Which set shows best what I can achieve?
3. What results would I like to get in my Leaving Certificate?
4. How should I study to make sure that I get the results I want?

Fill in the blank chart, below, with your test results and convert them to Leaving Certificate points. The table at the bottom of the page explains the CAO grades and points.

Filling in this chart is a simple way to set targets in each of your subjects.

SUBJECT	Junior Certificate	5 <sup>th</sup> Year Summer Results	Most Recent Test Results	What I would like to get in my Leaving Certificate
Irish				
English				
Maths				
Option 1				
Option 2				
Option 3				
Option 4				
TOTAL POINTS				

NEW GRADES	% MARKS
H1/O1	90-100
H2/O2	80 < 90
H3/O3	70 < 80
H4/O4	60 < 70
H5/O5	50 < 60
H6/O6	40 < 50
H7/O7	30 < 40
H8/O8	0 < 30

HIGHER		ORDINARY	
GRADE	POINTS		
H1	100	GRADE	POINTS
H2	88		
H3	77		
H4	66		
H5	56		
H6	46		
H7	37		
H8	0		
		O1	56
		O2	46
		O3	37
		O4	28
		O5	20
		O6	12
		O7	0
		O8	0

**NEW LEAVING CERT. GRADING & POINTS SY STEM**

**USE THIS PAGE  
TO MAKE A  
ROUGH DRAFT  
OF YOUR  
TARGETS**

# How to put together a Study Plan:

A well thought out Study Plan:

- ❑ fits in with how you live your daily life
- ❑ is a tool for you to reach your targets
- ❑ is **not** a homework plan
- ❑ covers **all exam subjects** : not just the strong subjects, weak ones as well.
- ❑ gives enough time to each subject (considering what has to be done in that subject)
- ❑ has extra time **built in** for subjects that need it

**Most importantly a Study Plan should help you be successful in reaching a goal.**

**Step 1:** List out all your exam subjects

**Core:** Maths, English, Irish,  
**Options:** Business, Chemistry, Geography, French.

**Step 2:** Pick out your 2 strongest subjects

Maths, Chemistry

**Step 3:** Pick out your 2 weakest subjects

Irish, Geography

**Step 4:** Pick out the 3 subjects that are in between

English, Business, French

**Step 5:**

Now you start to match up the subjects into groups. In each group there will be

- ❑ One weak subject
- ❑ One in between subject
- ❑ One strong subject

	Group 1	Group 2	Group 3
<b>Weak</b>	Irish	Geography	
<b>In between</b>	English	Business	French
<b>Strong</b>	Maths	Chemistry	

**Step 6:** Now you can start to fill in your study timetable

	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
<b>Subject 1</b>	Irish	Geography	French	Irish	Geography	French
<b>Subject 2</b>	English	Business	SPARE	English	Business	SPARE
<b>Subject 3</b>	Maths	Chemistry	SPARE	Maths	Chemistry	SPARE

**Step 7:** Each subject now has at least two study periods. Fill in an extra one for each of your weak subjects

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Sat/Sun</b>
<b>Subject 1</b>	<i>Irish</i>	<i>Geography</i>	<i>French</i>	<i>Irish</i>	<i>Geography</i>	<i>French</i>
<b>Subject 2</b>	<i>English</i>	<i>Business</i>	<i>Irish</i>	<i>English</i>	<i>Business</i>	<i>Geography</i>
<b>Subject 3</b>	<i>Maths</i>	<i>Chemistry</i>	<i>SPARE</i>	<i>Maths</i>	<i>Chemistry</i>	<i>SPARE</i>

**Step 8:** Because some subjects may involve more study you should give an extra study period for each of those, when needed.

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Sat/Sun</b>
<b>Subject 1</b>	<i>Irish</i>	<i>Geography</i>	<i>French</i>	<i>Irish</i>	<i>Geography</i>	<i>French</i>
<b>Subject 2</b>	<i>English</i>	<i>Business</i>	<i>Irish</i>	<i>English</i>	<i>Business</i>	<i>Geography</i>
<b>Subject 3</b>	<i>Maths</i>	<i>Chemistry</i>	<i>Chemistry</i>	<i>Maths</i>	<i>Chemistry</i>	<i>Business</i>

Be careful not to do a double study period in one subject, this actually makes it harder to study, as you are trying to take in too much in one go.

**Step 9:** Whatever you decide to do with these 2 spare periods, make sure you have planned them at the beginning of the week.

**Step 10:** What if I have training on Thursday nights?

- Move one study block to another night and spread the other study blocks over two days
- Use the early finish on Wednesday, Thursday and Friday.
- Do a bit extra on Saturday/Sunday

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Sat/Sun</b>
<b>Subject 1</b>	<i>Irish</i>	<i>Geography</i>	<i>French</i>	<b>TRAINING</b>	<i>Geography</i>	<i>French</i>
<b>Subject 2</b>	<i>English</i>	<i>Business</i>	<i>Irish</i>		<i>Business</i>	<i>Geography</i>
<b>Subject 3</b>	<i>Maths</i>	<i>Chemistry</i>	<b>SPARE</b>		<i>Chemistry</i>	<b>SPARE</b>
<b>Subject 4</b>		<i>Irish</i>	<i>English</i>		<i>Maths</i>	

This study plan is based on:

- 6 day week
- 2 hours per night
- Three 40 minute blocks, as 40 minutes is the maximum you can concentrate for without a short break

It can be extended by:

- Adding a period per night
- Doing extra on Sat / Sun

# *Now get started!!*

**STEP 1:** List all your exam subjects

**STEP 2:** Pick out your 3 strongest subjects

**STEP 3:** Pick out your 3 weakest subjects

**STEP 4:** Pick out the subjects that are in between

**STEP 5:** Now you start to match up the subjects into groups. In each group there will be

- One weak subject
- One in between subject
- One strong subject

**Step 6:** Now you can start to fill in your study timetable

FILL IN YOUR STUDY PLAN

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Sat/Sun</i>
<i>Subject 1</i> <i>40 minutes</i>						
<i>Subject 2</i> <i>40 minutes</i>						
<i>Subject 3</i> <i>40 minutes</i>						

# MY TIME GRID

Take a moment to look at how you spend your time now and how you will manage the changes that come with studying. Divide up the time circle below to assess how much time you spend each day (24 hours) on the following pursuits:



- *Work (paid or unpaid)*
- *Sleep*
- *Exercise/Hobby*
- *Housework*
- *Studying*
- *Homework*
- *Socialising*
- *Time spent with family*
- *Time spent with friends*
- *Screen time (phone/TV/online)*
- *Other...*

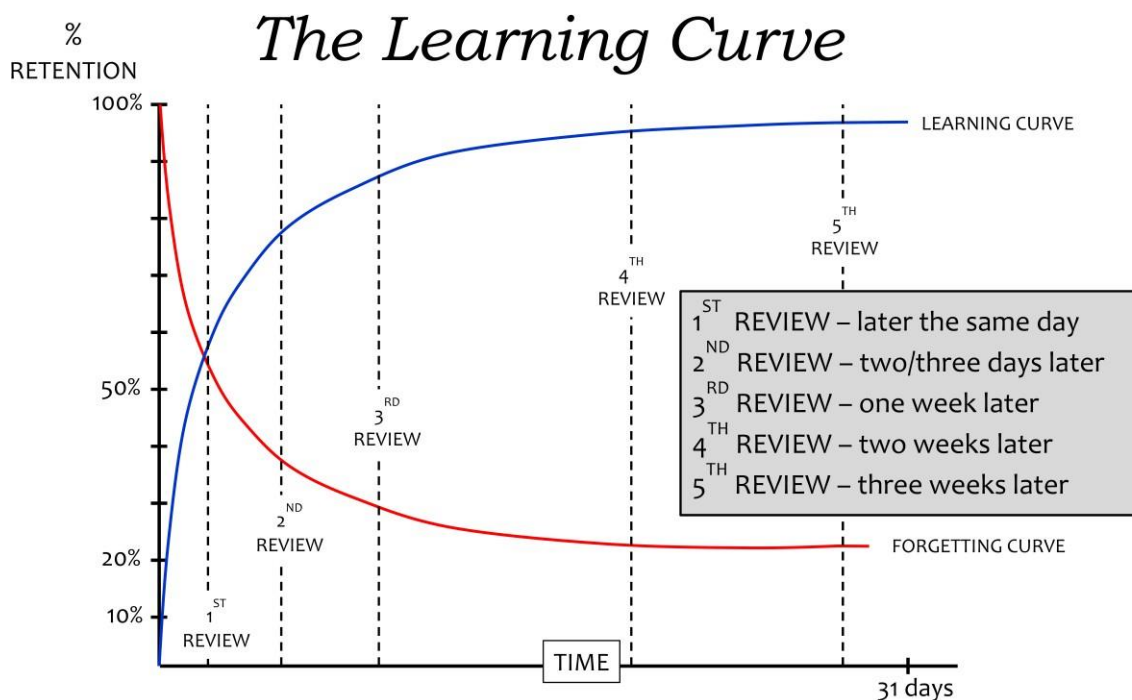
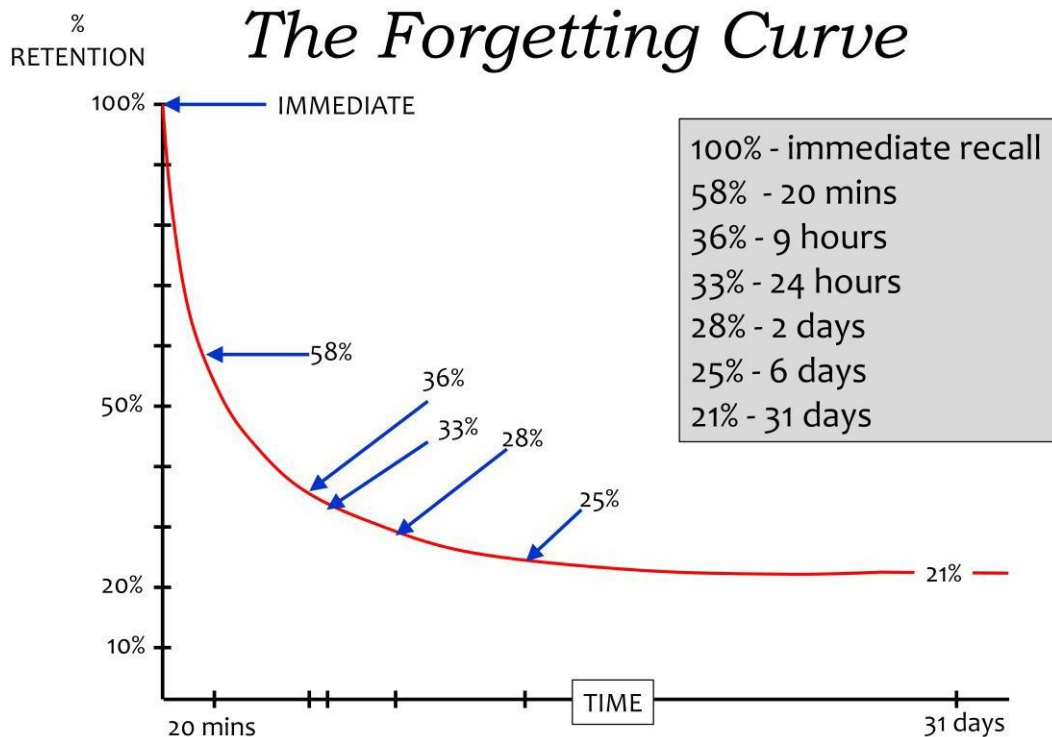
1.	2.	3.	4.
5.	6.	7.	8.
9.	10.	11.	12.
13.	14.	15.	16.
17.	18.	19.	20.
21.	22.	23.	24.

USE THIS PAGE TO COMPLETE YOUR TIME GRID

# Learning Strategies

## ① SPACED PRACTICE:

- learning is broken into smaller sessions
- “little and often”
- no “cramming” (massed practice)
- the Forgetting Curve shows how spaced practice (study plan) can be changed into a learning curve.



EVERY TIME YOU REVIEW, THE FORGETTING CURVE SLOWS, AND A LEARNING CURVE IS CREATED



## ② RETRIEVAL PRACTICE:

- *without the help of your books/notes*
- *practice...*
  - *exam questions/end of topic questions*
  - *label diagrams*
  - *fill in the blanks*
  - *memory matrices*
  - *spider diagrams*
- *after...*
  - *check your book/notes*
  - *reaffirms what you know*
  - *identifies “missing pieces”*

## ③ ELABORATE:

- *ask yourself general/open-ended questions as you review/study*
- *answer with as much relevant detail as possible*
- *make connections between ideas & explain how they work (spider diagram/memory matrices/essay)*
- *check your notes/book to make sure you are accurate*

## ④ INTERLEAVING:

- *mental cross-training*
- *don't stay on one idea for too long, switch regularly*
- *go back over connected ideas in a different order to strengthen understanding*
- *makes...*
  - *links between different ideas*
  - *additional links between ideas*

## ⑥ DUAL CODING:

- *combining words & visuals for deeper understanding*
- *examples of dual coding*
  - *timelines*
  - *graphic organisers*
  - *diagrams with labels to be filled in*
  - *cartoon strips (Sráthpictúirí)*
  - *spider diagrams*
  - *infographics*

## ⑦ DESIRABLE DIFFICULTY:

- *challenges need to be part of your learning*
- *if learning is too easy then nothing memorable happens*
- *this means that your brain/memory process is not stimulated enough so doesn't remember*

## ⑧ WORKING MEMORY (CHUNKING):

- *our brain can only juggle a small number of pieces of information at any one time*
- *7 ± 2 items*
- *improves with age & practice*
- *this means that learning & study should be broken into manageable chunks*

More information on the learning strategies....

<http://www.learningscientists.org/>

# ***Exam Format...***

- *How long is the exam?*
- *Are there two exam papers?*
- *How many sections are there in the exam?*
- *How many questions are there?*
- *Is there a choice of questions?*
- *How many marks for each question?*
- *Does each questions carry equal marks?*
- *How much time should you give for each question?*
- *Are there different questions types?*
  - *Essay*
  - *Diagram*
  - *Fill-in-the-blanks*
  - *Short questions*
  - *Long questions*
- *How many marks for each point of information?*
- *What are the question stems for each subject?*

## ***Remember:***

### ***1. Complete***

- *your targets*
- *study timetable*
- *your time grid*

***2. Bring your study plan with you to next week's meeting with your mentor***