

IMPROVE YOUR RESULTS

MATHS

BIOLOGY

ENGLISH

FOR ALL ACADEMIC SUBJECTS AND AT ANY AGE

SCIENCE

ECONOMICS

PHYSICS

HISTORY

CHEMISTRY

GEOGRAPHY

ENGINEERING

ACCOUNTING

Simply save this document and use for each of your subjects. See the instructions inside.

The Optimal Learning Booklet

Organisation and efficient reviewing of work are the keys to effective learning and success in a subject.

INSTRUCTIONS

1. Glue this booklet to the inside of the front cover and the first page of your exercise book or put it at the front of your file or folder. You may need to shrink or trim it. **Or for e-notes** save this document into the front of each set of your subject notes.
2. Number the pages of your notes or empty note book. Pages for e-notes should be numbered.
3. Get into the habit of completing the **Contents** and **Review** table when you start new work.
4. Put a tick in the **Review** column every time you read and revise particular pages and a tick in the **Understood** column as soon as you are confident you understand the work.
5. Complete the **Explanations** table when you review your work.
6. Write down all the resources and references you have for the subject in the **Resources** and **References** table.
7. Note down any facts you need regularly in the **Useful Facts** table.
8. Refer to the pages of this booklet whenever you review or revise the subject.
9. When you review a whole topic draw a summary diagram in the **Topics** and **Key Elements** section.
10. Note down the day or evening on page 3 when you will spend 15 minutes or more each week, reviewing the subject.

Using this booklet will help you become an efficient learner.

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First Edition published and printed in Australia in 2004, Second Edition 2017 T J Croxford,

ISBN 0-9751757-1-8 Printed in Australia by Kwik Kopy.

www.physicssecrets.com www.efficientlearning.com.au

**Please see either website for details of other learning materials and ordering.
Currently also available:**

Physics Secrets (e-book version of *The Language of Physics*).



THE DAY OF THE WEEK TO REVIEW THIS SUBJECT

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Contents and Review

PAGE	WORK/MATERIAL	REVIEWED	UNDERSTOOD





PAGE	WORK/MATERIAL	REVIEWED	UNDERSTOOD

Improving your **work rate** – the human brain can operate very quickly. To **increase** your **work rate**, simply work against the clock on a regular basis.



Explanations



New vocabulary, symbols, terms, equations etc	Explanations/Meanings/Translation



To become a **good speller** – Never write down a new word unless you are sure of its spelling – keep a dictionary or e-dictionary close by to check.



New vocabulary, symbols, terms, equations etc	Explanations/Meanings/Translation



Improving your **memory** – your ability to recall important facts will improve with a **regular** (once a week) and **organised** (using this booklet) **review** of your work.



Resources and References



Texts



Course
Booklets



Software



USBs/memory
devices



Websites



Calculator
Memory
(Names of
programs)



Use **this booklet** to ensure you **learn efficiently** and **effectively**.





Useful Facts – quick access

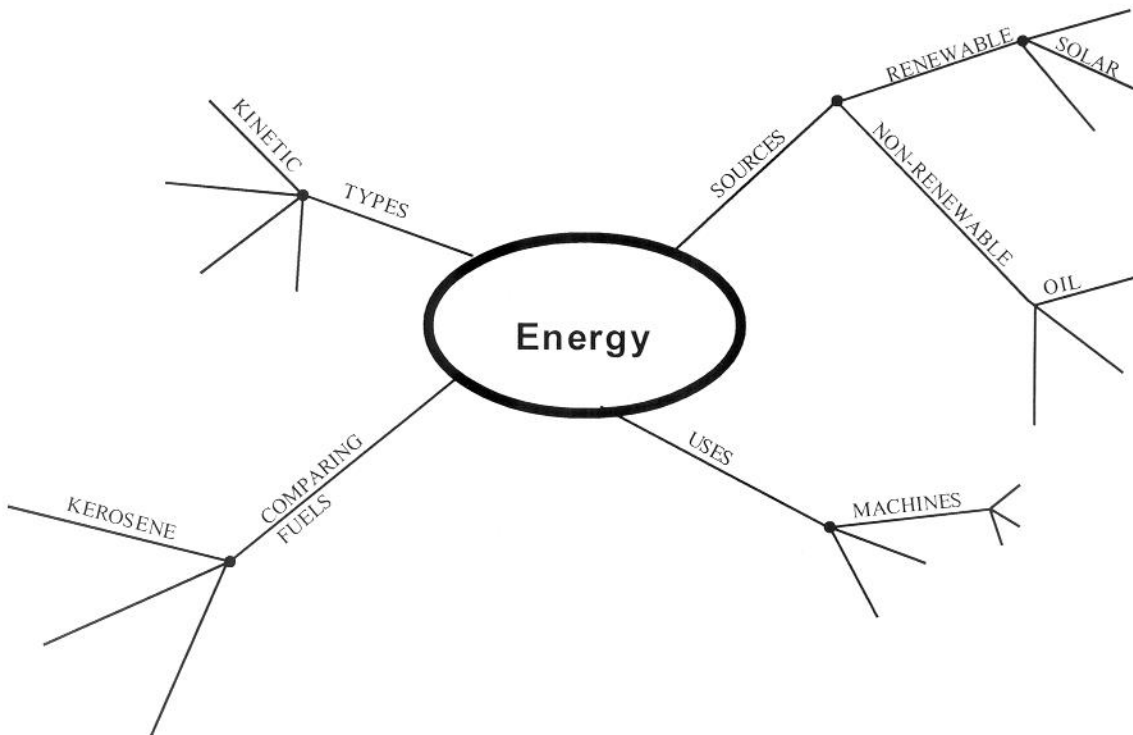


In the space below, note down facts that you are likely to need regularly. In *History* this might be names and dates, whilst in *Science* it might be things like chemical symbols or the acceleration due to gravity.

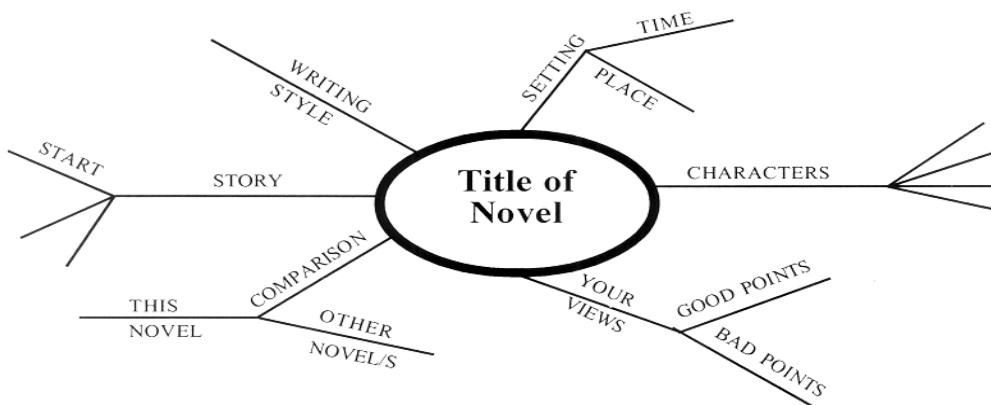


Topics and Key Elements (using Summary Diagrams)

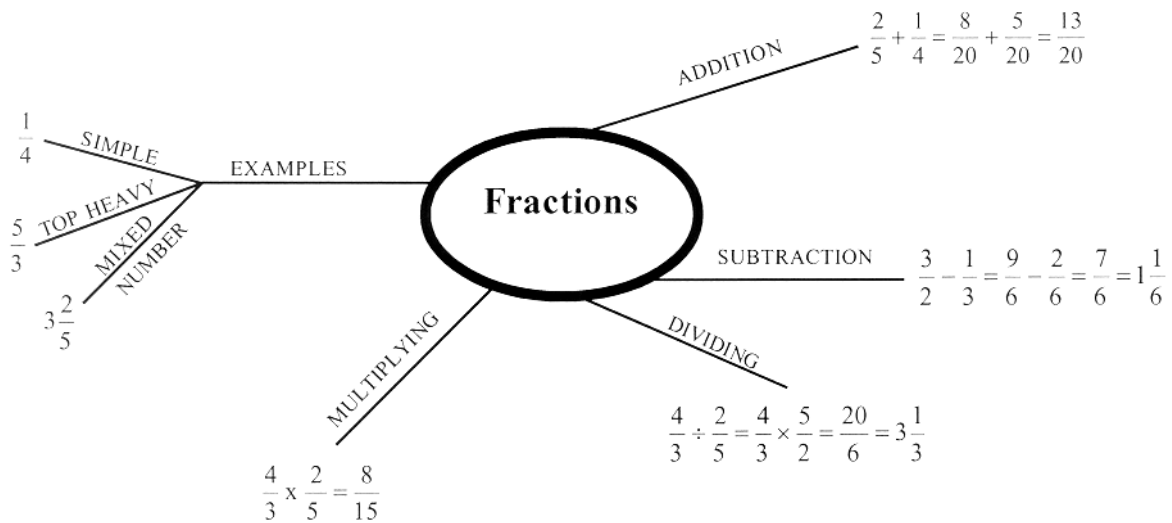
1. Say in Science you have been studying energy – this would be the topic and go in the middle. The elements – what you read about, investigate and did, go on the outside. You can make connections between elements if they are linked. **Here is an example** of a partly completed Summary Diagram:



2. Another **example**: In English you may have been studying a novel – your Summary Diagram might start like this:



3. Third **example**: If you had been doing fractions in Maths your summary diagram might look like this:



At a glance you can see what you know, the links within the topic and what you don't know and need to revise. **Summary Diagrams for you to use:**

