

Your Revision Pack

From My Learning Essentials



How to use this pack

Welcome to the My Learning Essentials revision guide. This guide brings together a number of strategies and templates which will help you plan your revision, organize your notes and practice answering exam questions. Take a look at the descriptions below to find what you need.

We also have a range of online resources which include, templates, interactive resources and podcasts are always available on the library website via

<https://www.library.manchester.ac.uk/exam-extra/>.

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This is the perfect checklist for exam success!

Know, Want to Know, Learned [Page 4](#)

This resource helps you to be more efficient in prioritising your revision by identifying gaps.

Cornell note-taking [Page 5](#)

This note taking strategy will help you to summarise and memorise key information to check your understanding.

Question Matrix [Page 6](#)

The Question Matrix helps you to identify what you need to cover to answer your exam question. It will also help you to plan out your answer.

Structure outline for essay questions [Page 7](#)

This resource will help you to organize your answers to essay questions in a way that is flows well for the reader.


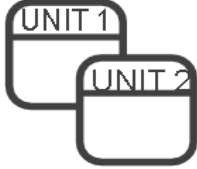


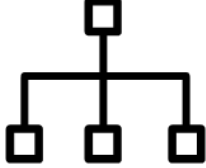



Check, Organise, Detail, Elaborate [Page 8](#)

This resource is another great strategy for planning your answers to exam questions!

Further support [Page 9](#)

This resource is another great strategy for planning your answers to exam questions

Do you have what you need?

<p>Calendar/ schedule</p>	 <p>Space your revision activities</p>	 <p>Mix up your topics & units</p>	 <p>Revisit your topics</p>
<p>Notes & materials</p>	 <p>Gather your notes</p>	 <p>Draw out what you know</p>	 <p>Identify your own examples</p>
<p>Activities to retrieve & revise</p>	 <p>Practice exam questions & conditions</p>	<p>K W L</p> <p>Establish what you know</p>	 <p>Test yourself</p>

KWL

Write all your revision topics in the table below under the most appropriate column. This strategy will help you to see at a glance which topics you need to spend more time on so you can reflect this in your revision plan/schedule.

KNOW	WANT TO KNOW	LEARNED

Cornell notes

Make notes on the right. Then write the most important information in the key information section! Finally, try covering up the top sections of the page and writing a summary of your notes so you can check your understanding.

Key information	Notes
Summary:	

Question Matrix

What are you being asked to do? This instruction will usually be the verb or question word. It is used to explain how you should answer the question. Examples include 'describe', 'contrast' and 'explain'.

What are the topics, ideas, concepts or issues you need to refer to? These will usually be nouns and there can be more than one! They identify what you should refer to in your answer.

What is the scope of your answer? The will be indicated by limiter words. Limiters restrict your focus often to a specific event, time or place.

How to layout your matrix:

Question			
Instruction word	Topic words	Topic words	Topic words
Limiter 1			
Limiter 2			

Example:

Compare and contrast the objectives and methods of Criminology and criminalistics pre 1990 vs post 1990.		
Compare & Contrast	Objectives & methods	Criminology & Criminalistics
Pre 1990	Plan here which objectives and methods you will put into your answer focusing specifically on those in use pre 1990.	Plan here what specifically you will write in your answer about criminology and criminalistics focusing in on pre 1990.
Post 1990	Plan here which objectives and methods you will put into your answer focusing specifically on those in use post 1990.	Plan here what specifically you will write in your answer about criminology and criminalistics focusing in on post 1990.

To see further examples take a look at the online resource 'Breaking down the question' <https://bit.ly/2HvZS8Z>.

Structure outline for essay questions

Introduction	
Your introduction should tell the reader:	
<ol style="list-style-type: none"> 1. Your answer to the question; 2. The topics / themes you will discuss; 3. The structure of the main body of your essay. 	
Include this in every body paragraph	
<p>Topic Sentence</p> <p>Tell the reader what the paragraph is about.</p>	<p>This is the topic sentence. Give a piece of evidence about the topic here; this can be a quote, paraphrase or data. The analysis sentence(s) here should explain what is important about the above evidence. Next, give another piece of evidence; again, this can be a quote, paraphrase or data. Follow this with analysis sentence(s) to explain why and what is important about this new piece of evidence. End the paragraph with a transition sentence that summarises what you have found out about the topic of this paragraph and how this connects to what is coming in the next paragraph.</p>
<p>Evidence Sentences</p> <p>Tell the reader what evidence you have found about the topic.</p>	
<p>Analysis Sentences</p> <p>Tell the reader what is significant or important about this evidence.</p>	
<p>Transition Sentence</p> <p>Tell the reader how this paragraph connects to the next.</p>	
Conclusion	
Your conclusion should tell the reader what you found out about the topic / question:	
<ul style="list-style-type: none"> • What solutions did you propose? • What questions still need to be answered? • What should the reader do or think after reading your paper? 	

This resource is adapted a template created by from Santa Barbara's online writing library:
http://www.sbccc.edu/clrc/writing_center/archive_pages/online_writing_library.php

CODE

This is a strategy to help you plan your answers to exam questions.

<p>Check</p>	 <p>Check the question.</p>	 <p>Mix up your topics & units</p>
<p>Organise</p>	 <p>Organise the key points so they make sense.</p>	 <p>What do you know about the topic? Can you write topic sentences?</p>
<p>Detail</p>	 <p>What will you cover in each section?</p>	 <p>Do you know enough to answer the question? What details will you be drawing the markers attention to?</p>
<p>Elaborate</p>	 <p>Elaborate the details, e.g. writing.</p>	 <p>Can you elaborate to answer the question more fully?</p>

Further support

Need to answer your revision question this instant? We have created a range of online resources for you! Read the descriptions below & follow the link to go directly to that resource.

Revision strategies

The resource takes you through the four key parts of the revision process from planning and prioritizing your revision to memorizing and communicating your answer. In each section you will find a range of strategies you can use to help you revise. Access this resource: <https://bit.ly/1Q0uptQ>

Breaking down the question

This resource is practice focused. You will learn to identify the key parts of an exam question and practice identifying them from the bank of 30 example questions. In the second part of this resource we have created a tool for you to fill and practice applying your question to the question matrix so you can plan your answer. Access this resource: <https://bit.ly/2HvZS8Z>

Start to finish: Revision

Want to see the full list of revision resources? Start to finish: revision gathers together all of our online resources, workshops, podcasts and templates on revision for you into one place. Access this resource: <https://bit.ly/2H25dSe>

Podcasts

Prefer your revision support in an audio format? The library student team have created some revision podcasts! Access them: <https://soundcloud.com/uomlibrary/sets/my-learning-essentials>

Need more blank handouts? Visit the Exam Extra Revision Zone on the Ground floor of the Main Library between 13th & 31st May. My Learning Essentials staff will be on hand to answer you revision questions everyday between 12 & 2pm.