1. Planning
Start early in the term and try to learn things as you go along. Even if you don’t recall a topic well at first you will find it easier to learn the next time. At least review your notes regularly. Towards the end of the term apply the successful Time management strategies that you use for study:

- Break down your subjects into revision topics
- Prioritise
- Make a written plan
- Review your plan daily
- Allow yourself some variety
- Know your concentration span
- Know your best time of day for concentrating
- Use odd hours between lectures

2. Sources
Read your syllabus and identify its central themes and important topics.

Check your module handbook for notes on the exam (there may be restrictions on writing essay assignments and exam answers on the same topics)

Your notes
Keep all your notes. Make sure they are filed and well organised. Use subject dividers and coloured pens: highlight important parts.

Review notes regularly, preferably soon after you make them. Fill in gaps. Add headings. You may want to rewrite them for revision, or you might find your original notes easier to recall. If the latter applies you can supplement them with cards summarising the main points.

3. Active revision techniques
Active revision techniques work better than passive ones. Just reading through your notes is much less productive than doing something with the information. You can try different techniques to help you remember things:

- Active learning (e.g. not just reading but writing and making diagrams, testing yourself, discussing)
- Using associations (e.g. making diagrammatic summaries, which show the relationship between ideas)
• Repetition (e.g. going over difficult concepts again, ideally the following day: using flash cards)

Timed practice answers
Try working through some questions from past papers – writing by hand and timing yourself. If you usually word process this will help you practice writing speedily and legibly, and thinking clearly under pressure. Check your answers to make sure you have not missed important points.

You can do the same with outline plans rather than full answers. Keep them with your revision notes or make them into summary cards.

Posters/summary cards/flash cards
These are some formats in which you can summarise your topics, once you have identified the central themes. Many of us have visual memories and find it easier to remember information presented in pictorial or diagrammatic form. Research suggests that bit is easier to recall pieces of information if they have been grouped or linked in a meaningful way.

A poster allows you to digest information subconsciously. Use colours and large writing and show the links between aspects of your topic.

Make A4 (or smaller) summary cards and keep them with you. You can look at them at any time.

Flash cards are useful for testing yourself on factual points (e.g. vocabulary)

Write the question on one side and the answer on the other.

Revision study groups
Try revising with a friend or in a small group. A discussion helps you to remember your ideas, and it also gives you new ideas. For instance, you could each prepare a short outline plan for a sample question and then compare notes, discussing all aspects that would need to be covered. You should be able to remember these aspects better than something that you have read on your own.

Audio recording
Recording your main points (maybe on your mobile phone) and listening to them offers a three stage revision process

• Making the tape allows you to go over the topic
• Speaking it aloud helps you to remember
• Listening helps to fix it in your mind.