

## Revise Effectively – Organise Learning Materials (Secondary School Students)



When tests/exams are approaching, many students likely feel anxious. We have prepared 3 toolboxes under this topic “Revise Effectively”.

When you get down to work, the second toolbox may help you:





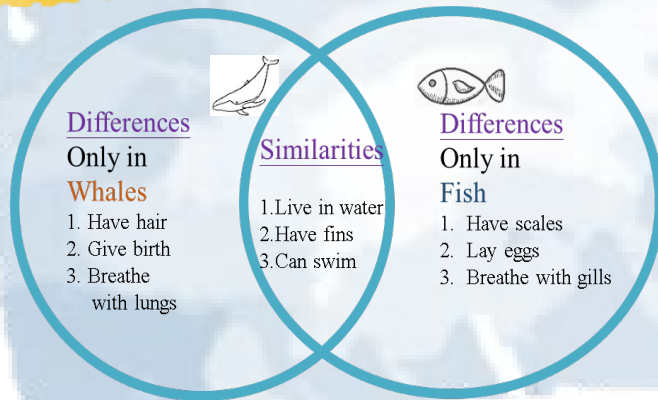
# Organise Learning Materials - "Note-taking" Tips



You may already have experience in note-taking. When taking notes or organising learning materials, we can use ways that suit ourselves. This can help us comprehend the learning content, and apply what we have learnt so as to improve our learning.

## Tip 1

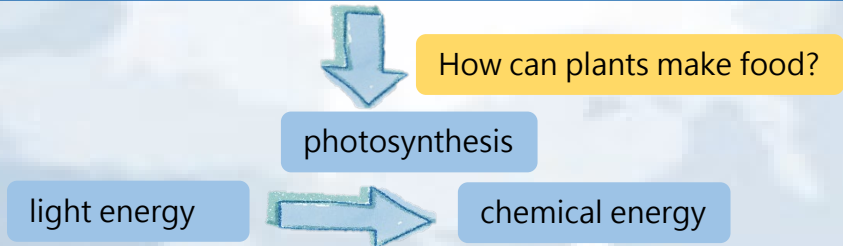
Use **charts and graphic organisers**



## Tip 2

Summarize main points in your **own words**,  
**avoid direct copying** from the textbook

Through photosynthesis plants turn light energy to chemical energy



## Tip 3

**Categorize content and link related concepts**



## Tip 4

Keep notes in **ring binders**  
and write notes with  
**erasable ball point pens**



Adds flexibility when arranging learning materials

## Tip 5

**Check own understanding**  
of newly learnt materials

What have I learned?

Do I know how to apply what I have learned?

Are there parts that I do not understand?

What else do I want to know more?

