



Instructions for using your knowledge organisers

1. Creating your knowledge organisers (KO's)

- At the end of, or part way through, each unit of work you should develop summary materials, or knowledge organisers, of the work you have covered in class.
- A knowledge organiser is a set of key facts or information that you need to know and be able to recall in order to master a unit or topic.
- Typically an organiser fits onto one page of A4 or A3 – this will help you to visualize the layout of the page which in turn helps you to memorise the information better.
- It may have key concepts / events / words / quotes / examples / diagrams etc.
- Templates are available on the school website.
- It may be that you prefer to use a series of 'flashcards' to summarise the information.
- Make sure that you keep your KO's organised – put titles on each, keep all KO's for one subject kept together and in a logical order.

Using your knowledge organiser

- Typically, most students leave their revision until a few weeks (best case scenario) or days/hours (worst case scenario) before the examinations and assessments. This presents a problem.
- Our short term memory is designed to be just that and has limited capacity. Students find themselves unable to retain the information, they become stressed and often give up, convincing themselves they are no good at revising or that they "can't do subject 'x'".
- As part of home learning, you should **regularly** be revising / self-testing what you have been taught recently but also content you were taught previously (spaced practice).
- Prepare to overcome any hurdles: write down any questions or any areas of the KO that you feel you need to speak to your teacher about.
- Below are some possible activities to help you embed the learning into your long term memory.

Memory check

- Look, cover, write and check
- ✓ Read the information, write out what you can remember, check what you have missed (then add in green pen).
- ✓ You may use a blank copy of the KO - try to fill in as much as possible from memory before checking & adding in a different colour.
- ✓ Each time you do this you should remember more information.
- ✓ When you think you have 'mastered' the information, revisit it again in a few days / week/ month to see what you can remember.
- Redesign the KO to take into account areas you are less confident in - you could traffic light (red, amber, green) each section

Key terms / facts / quotes

- Glossaries – make a list of key words with definitions (you could include images to help).
- Learn & practice spellings.
- Give yourself spellings / definitions tests – or get your parents / carers/ a friend to test you.
- Use key terms highlighted in your KO in an extended written task.
- Learn key quotes / facts from case studies.

Summarising & converting information

- 50 words, 30 words, 10 words – summarise the information on the KO
- Elevator pitch – summarise the information for a 30 second presentation
- Draw a comic strip, storyboard or a timeline
- Make mnemonics to remember the order of particular concepts.
- Draw diagrams of key processes or theories - annotate/label them with extra information.
- Create flowcharts for information that has a chronological order / are linked.
- Get 'sticky' with your learning: write out key points from the KO on post-it notes.

Quizzes & questions

- Write your own basic recall quizzing questions around the keywords, definitions and key facts that you need to know.
- Test yourself the next day / week/ month.
- Get your parents/carers/ friends to test you.
- Write your own challenging questions using exam command words – eg. explain, compare, assess, evaluate. Answer in 'closed book' conditions.
- Check for use of key words/facts/quotes in your answers–any 'missed opportunities'? Green pen.