

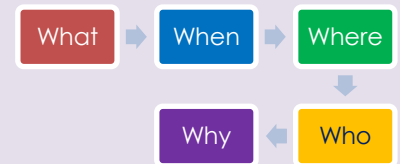


Tips to succeed in all tasks



1. Read the title. What does it ask you to do/tell you?
2. Read the questions first-twice. It focuses your brain on what to look for. Highlight keywords, ideas/instructions. Note words in bold, any diagrams, info boxes, side notes.
3. Now read the opening text **twice**. Highlight key words, phrases, events etc.
3. Make a plan of what you need to say: colours help

- Mind map
- Flow chart
- Bullet points
- storyboard



4. Number your points for the order you want to use them when writing-if you use Post-its, you can change the order or peel them off as you finish each section.



5. Add key words you want/need to include-add them as you go along if necessary.

6. Time: Work out how much time you have for each section and pace yourself.



7. **USE EXTRA TIME TO EXTEND IDEAS AND EDIT YOUR WORK!**

- Use your plan to check you have included all your ideas.
- Check your post-its; ideas included and in order?
- Used keywords?
- Spell/grammar check

