

## HOW TO ORGANISE HOMEWORK

### What's for homework?

Make sure you write down clearly what your homework is. If you're not sure, check the homework diary or ask the teacher who set it.

### When should I give it in?

Write in your diary when the work is due in. Check your diary every evening to make sure you have time to complete it.

### Who can help me?

Teachers, parents, older brothers and sisters, grandparents, friends, librarians, etc. any of these people could be valuable sources of information.

### Where else can I get information?

Books, magazines, newspapers, television, radio, computer databases and CD-ROMs, the Internet, etc. you could use any of these to get useful information.

### Where to study

- Away from distractions (whatever they are for you).
- In a warm but well-ventilated room.
- In a position where there is good (but not glaring) light.
- In the same place each time, a place you link with study.

### When to study

- According to your homework and study planner.
- When you are still fresh and alert.
- At a time when you are not likely to be interrupted.

### How to study

- In comfort.
- With regular breaks to aid concentration.
- Recalling – going over the main points.
- Reviewing – going over not only what you have done that night, but other work in other subjects.

### Remember:

- Students who regularly complete homework are more successful in exams.
- Presentation is important. Always do your homework as carefully as you can.