



gretb

Bord Oideachais agus Oiliúna
na Gaillimhe agus Ros Comáin
Galway and Roscommon
Education and Training Board

Name: _____

Trade: _____

Registration Number: _____

Study and Learning Handbook



For Apprentices in Phase 2



EUROPEAN UNION

Investing in your future
European Social Fund



SOLAS

An tSeirbhís Oideachais Leanaí agus Scileanna
Further Education and Training Authority



How to use this book

This booklet is intended for use as a workbook to be carried out with students over three separate sessions of roughly half an hour during the early weeks of the course. It can be carried out as follows:

- Session one: pages 4-11 (week one)
- Session two: pages 12-21 (week two)
- Session three: pages 22-32 (week four or five)

Thanks

Many thanks to Arthur Haughian and John Duggan of GRETb Training Centre for their help in creating this booklet.

A special thanks to all the GRETb apprentices who also contributed and gave valuable feedback throughout.

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December 2016

Study & Learning Handbook

For Apprentices in

Phase 2



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Introduction

Now that you have started your Apprenticeship, it is important to consider some points that will help you to make the most of your time while studying and help you to be successful in phase two.

This booklet will help you to:

- Set some goals
- Find out about your strengths and weaknesses
- Find out your learning style
- Give you some tips and tricks for reading and taking notes
- Give you some tips to help you to study
- Help you to review your progress
- Maintain your motivation
- Tell you what kinds of supports are on offer



Motivation and Long term Goals

Tick the reasons that made you start this career (tick as many boxes as you want)

- | | |
|---|--------------------------|
| To get a job doing something I like | <input type="checkbox"/> |
| To develop a new skill | <input type="checkbox"/> |
| To make new friends | <input type="checkbox"/> |
| To gain a qualification | <input type="checkbox"/> |
| To see if I like it | <input type="checkbox"/> |
| There was no other choice | <input type="checkbox"/> |
| My family wanted me to do this | <input type="checkbox"/> |
| It seems interesting | <input type="checkbox"/> |
| My friends were starting the course | <input type="checkbox"/> |
| I have heard good things about the course | <input type="checkbox"/> |

What is your long term goal?

Before commencing any new studies, or training course either full-time or part-time, it is often a very useful exercise to spend some time thinking about **what you expect to gain** from the course, in terms of skills, knowledge and personal development.

Your long-term aims could be related to: employment, either full-time or part-time, change of career, further education or return back to the workplace etc.

My long term aims are:

Short Term Goals

What do you think?

	Always	Sometimes	Never
I am a good listener			
I take responsibility for my own actions			
I look for help when I need it			
I encourage others			
I make sure I revise			
I am committed to my learning			
I pay attention in class			
I am patient if I don't understand something			
I make sure I prepare for exams			
I am organised			
I am focussed on the course			
I am good at timekeeping			

Look at the columns where you have ticked Sometimes or Never. What can you do to change this? What is your action plan?

I will/ I can/ I am going to...

Listening Skills

Listening is an essential skill for learning, especially when we are listening to instructions or tasks that are given at the start of a class or a specific activity.

Answer these questions

Do you think that listening is a passive or an active skill?

What kinds of things distract you from listening?

Is it harder to listen if you are busy? Why?

What can you do to become an active listener?

Why is it especially important to listen to instructions?

Obstacles to listening

- Getting distracted e.g. by a text message
- Not being 'present' e.g. daydreaming
- Lack of focus
- Thinking about something else
- & many other things!



Tips for Reading your Text Book

Different Types of Reading:

- **Skimming:** to get the gist of what you are reading
- **Scanning:** fast reading to find a particular piece of information in a text
- **Detailed Reading:** slower and more careful so that you get the meaning of a text and don't miss anything
- **You can use all these types of reading to help you study**
- **Remember: read for meaning**
- **Break long words up into syllables** e.g. fer|ro|mag|net|ic

Don't be put off by large amounts of text. Take each sentence one by one.

Look at the headings

Underline and then look up words you don't know

2.1 Ferromagnetic Materials

Materials that make good permanent magnets are reluctant to change their magnetic direction. Such materials are said to be magnetically "HARD", e.g. alnico.

Some materials such as soft iron become magnetised more easily than other materials, but they also lose their magnetism easily, so magnets of soft iron are called temporary magnets. Some materials become strongly magnetised in the same direction as the magnetic field. These are called *ferromagnetic* materials.

Examples are: **Iron, steel, nickel and cobalt.**

Read the first sentence of each paragraph carefully.

Use a highlighter pen to help you note key points

Notice any words that are highlighted or emphasised in the text. These are often important words.

Paramagnetic Materials

Some materials become weakly magnetised in the same direction as the magnetising field. These materials are called *paramagnetic* materials.

Examples are: Aluminium, Platinum, Manganese and Chromium.




Make notes to help you revise later.

See pages 9 & 10

Tips for making notes from your Text Book

Layout your notes in a clear, easy to read way e.g. a table like this

Use clear headings

	Ferromagnetic Materials
Hard Magnets	=magnets that keep their magnetic direction, permanent magnets
Alnico	<p>Al= aluminium Ni=nickel Co=cobalt (sometimes titanium and copper also)</p> 
Soft Magnets	Temporary magnets that lose their magnetism easily
Ferromagnetic Materials	Materials that become strongly magnetised e.g. iron, steel, nickel and cobalt
Paramagnetic materials	These materials can become weakly magnetised, e.g. aluminium, platinum

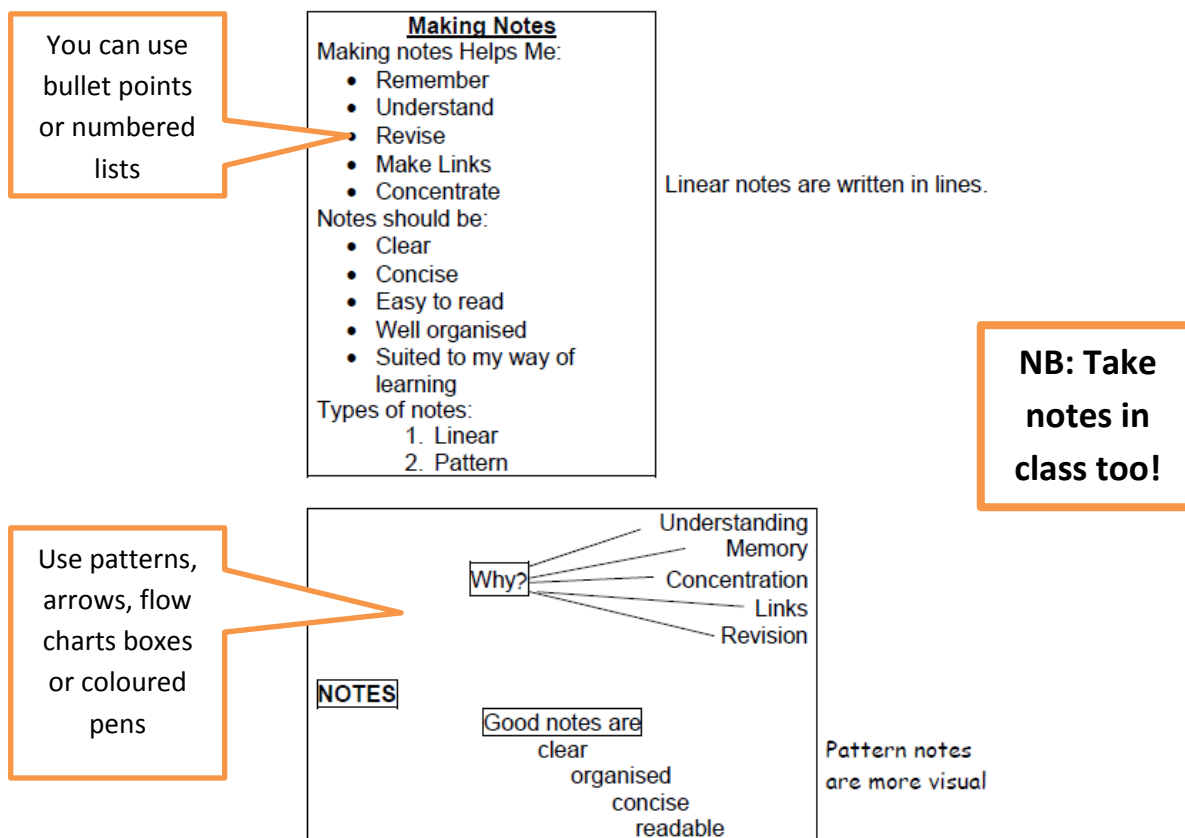
Use images either drawn or from Google images

Make sure you understand the meaning of the text. If you are not sure, go over it again or ask your instructor

Take the text and write it in your own words, as a summary

Other Kinds of Notes

Use a style of notes that you like best. Remember, you will need to look back on them later on and will have to be able to read and understand them.



NB: Take notes in class too!

Taken from Kerry ETB Study Skills Notes

What method works best for you? _____

Make efforts and you will see the rewards



Questions on Reading & Note Taking

Answer the questions

1. Why is it useful to take notes from your text book?

2. How can you make it easier for yourself when you have to read a long piece of text?

3. Why is it useful to note any highlighted or emphasised text when you are reading?

4. Why are you less likely to study if your notes are in disorder?

5. If your notes are in disorder what can you do to correct that?

DIN
Codes

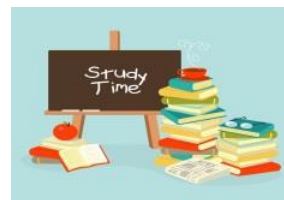
WIRE COLORS

English	DIN (German)
Black	Sw
Blue	Bl
Brown	Br
Green	Gn
Gray	Gr
Orange	Or
Pink	Rs
Purple	Vi
Red	Rt
Turquoise	Tk
White	Ws
Yellow	Ge

Learning Styles Questionnaire

We all learn in our own way or style

Complete this quiz by circling the responses which best describe you. Write the letter of the answer in the box.



1. When learning something new, you

- a. like to have the aid of diagrams, posters, or a demonstration
- b. like to have verbal instructions
- c. Just go for it and try it out

2. When you are reading, do you

- a. visualize in your mind the descriptive passages
- b. enjoy the characters' dialogue
- c. sometimes read action stories, but prefer not to read

3. When you are spelling, do you

- a. try to "see" the word
- b. sound the word out before or as you spell it
- c. write the word down to find out if it looks or "feels" right



4. When concentrating on something, you

- a. are distracted by movement and untidiness around you
- b. are distracted by noises in the area you're working in
- c. have difficulty sitting still for even short periods of time

☐

5. When problem solving, you

- a. write the problem down or draw diagrams to visualise it
- b. talk to someone or yourself about it
- c. try and use concrete objects to find a solution

☐

6. If you are putting something together, you

- a. follow the instructions and look at the pictures
- b. wish there was a video or tape explaining what to do
- c. ignore the instructions and figure it out as you go

☐

7. When trying to recall names, do you remember:

- a. the person's face but not their name
- b. the person's name but not their face
- c. clearly the situation in which you met them

☐

8. When giving directions to someone, you

- visualise the route first or draw a map
- give clear, concise instructions
- move your body and gesture as you give them

☐

9. If you need help with a particular computer application, would you

- look for pictures or diagrams to explain the solution
- ask someone for help or call a help desk
- persevere and try to figure it out yourself

☐

10. You can remember a list of items best if you




- write them down
- recite the list to yourself
- use your fingers to count the items off

☐

Scoring

Add the total number of responses for each letter (a, b, c) and record each total

a. _____ b. _____ c. _____

If most of your answers were (a)	If most of your answers were (b)	If most of your answers were (c)
you are primarily a Visual Learner and learn best by seeing	you are primarily an Auditory Learner and learn best by hearing	you are primarily a Kinaesthetic Learner and learn best by doing
		

Many people have more than one learning style, so you may find you have some responses in each category. The category with the greater number of responses will be your **main learning style**.

Tips for the Visual Learner



- Make sure you can see as well as hear the tutor
- Take notes or ask for handouts
- Use pictures, films, computer programmes
- Use colours to highlight what you want to remember
- Study in a quiet place away from chat (including radio and TV.)
- Make pictures in your mind to help you remember

Tips for the Auditory Learner



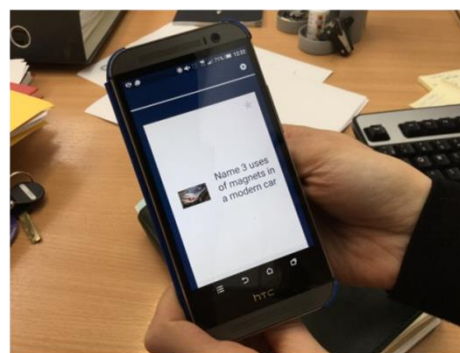
- Take part in class discussions
- Read or say out loud
- Make up jingles or rhymes to help you remember
- Record what you want to learn on your smartphone and play it back. There are many Apps for this.



Tips for the Kinaesthetic (Physical) Learner



- Take breaks from learning often
 - Move around to learn new things (for example, read while walking around the room)
 - Stand while working
- Try and make your learning active or practical by making or doing something, or using multi-media apps like quizlet.com



Quizlet.com

For more information on learning styles see www.vark-learn.com

Managing your time

Answer these questions Yes or No

Are you able to find the time for study? Yes/ No If No ↓	Do you set goals or targets? Yes/ No If No ↓	Have you set aside a time for regular study each week? Yes/ No If No ↓	Do you study in the same place every week? Yes/ No If No ↓
Study in manageable time periods e.g. 30 minute sessions. Take a break if you get tired.	Set yourself study goals. You can set a particular topic or subject as a goal for each session and it will help keep you motivated.	Keep on top of your study. You will have to increase your study at exam time, but regular study will make revising easier.	Study in the same place. This will help you to focus more quickly. Ideally it should be a quiet place.

Do you allow yourself to be distracted? Yes/ No If Yes → What distracts you?	Mobile phone → Facebook → Other people →	Put it out of reach or put it on to charge Check Facebook only when you are finished your study Study in a quiet place. Tell everyone that you are going to study.
---	---	--

Keep focussed. Why are you doing this? Keep the reason for your study in your mind. Check your long term goals on page 5.



Your Study Timetable

Now check the study timetable on the next few pages. Sometimes it is helpful to plan ahead and set out what and when you will study. Try this method out.

Steps to plan your study:

Step 1: Write down a list of the topics that you need to study on the following page. Check you have covered everything.

Step 2: Using the timetable, choose a day and a time that you will study each topic and write it in. Be realistic!

Step 3: Action the study and stay focussed! You will feel a sense of achievement.

Why? This is your career, so you are doing this for yourself. Keep your purpose in mind all the time and it will help to keep you motivated.

Notes/ List of Study Topics: It is better to study one topic at a time. If you study too many topics at one time you can get confused between them.

Remember:

Your study area:

- should be the same each week
- should be tidy & should be free of distractions



Timing:

- Find out what time suits you best and stick to it
- A good habit of study becomes easier if you set a regular time

Obstacles

- Don't ignore any obstacles. Find ways to overcome them by talking to your tutor.

Motivation

- Keep your goals in mind and stay motivated

Notes/ List of Study Topics

[illegible]

Weekly timetable

Week beginning: _____

	Time	Topic(s)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Review: how did you get on?

Did you succeed this week? If not, why not? What can you do to change this?

Notes/ List of Study Topics

[illegible]

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Check Point

Skills Survey: About You

Circle one answer.

1. In class, if you don't understand something, do you:
 - a. Ignore it and hope it doesn't come up in the exam
 - b. Find a way to make sure you understand it
 - c. Are satisfied if you have a general idea of what the topic is about

2. Regarding homework, do you:
 - a. Dislike homework and don't find time for it
 - b. Make time to do it and understand it
 - c. Try and get it done whenever you can in your spare time

3. Regarding classwork, do you:
 - a. Expect your instructor to explain everything
 - b. Understand that you must follow things through yourself using your text books and other online resources
 - c. Check up the odd thing in your own time now and again

4. If an exam is coming up, do you:
 - a. Panic because you've left everything too late
 - b. Make a list of topics to study ahead of time and stick to it
 - c. Stay up late the night before doing as much as you can

5. Study skills. How are your study skills?
 - a. I don't like to study and don't know how to do it
 - b. I take notes and have methods of remembering things
 - c. I take notes but they are all over the place

6. Listening: how good are your listening skills?
 - a. I find it hard to listen
 - b. I know that listening is an active skill and work at it when in class
 - c. I take in as much as I can

7. Motivation: how do you stay motivated? Do you:
 - a. Find that it is difficult to stay interested
 - b. Really like the topic and so motivation is no problem
 - c. Have good days and bad days

How did you get on?

Add up the number of a, b and c answers you got:

a b c

a's: Make changes now! You definitely need to look at improving your learning skills both in the classroom and when you are at home. **Talk to your instructor**, seek support and you will see things getting easier for you. This is not school and more is required of you now. Once you start making changes, you will see the benefits. It's not too late but **you must make a plan of action**.

b's: A winning formula. You have everything in place and are clearly taking things very seriously. You will undoubtedly succeed and your results will speak for themselves. Don't change this approach. It's a winning formula.

c's: Don't be distracted. You have some skills in place but need to look at areas where you could tighten up your approach to learning. Don't be distracted in class or at home. This course will get harder and demand more of you later on, and it's not too late to **make a few changes now**. You will be helping yourself.

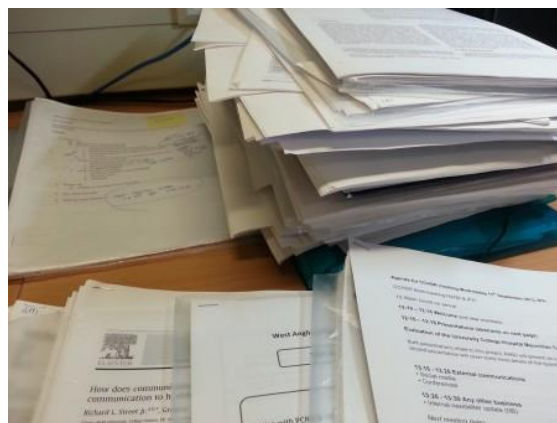
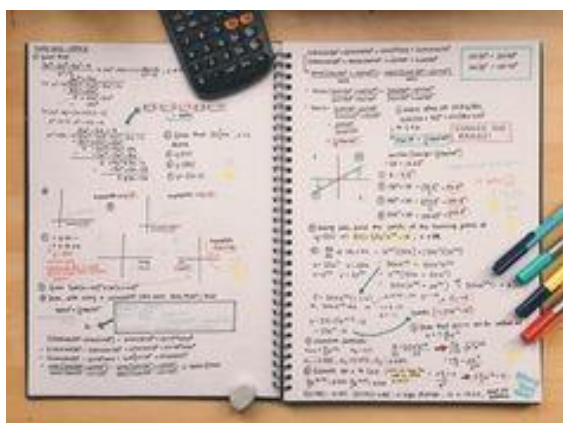
Now look at any answers you circled either a or c.

What will you do to improve in these areas?

I will:

Keep your Notes Organised

Look at the photos below. Which set of notes are easier to use? Why?



What is wrong with this study area?



Top Tips

- Keep your notes in a folder
- Use dividers
- Keep it up to date and in order
- Study in a clear, tidy environment

Exam Preparation & Revision Ideas

What do you think?

1. Why should you revise regularly and not just when exams are coming up?

2. When is the best time for you to study?

3. What can you do if you are being distracted when studying for exams ?

4. Do you think it is better to memorize course notes or understand them?

Tips from previous students:

- ✓ “Go over the class questions... a lot!”
- ✓ “Visualise the system in your head so you can remember it and understand it.”
- ✓ “Try and go over it practically if you can.”
- ✓ “Think of questions that may come up and write them down and the answers.”
- ✓ “Try to stay motivated all the time.”
- ✓ “If you don’t understand something, ask your instructor or look it up.”
- ✓ “It helps to pay attention in class.”
- ✓ “Study one topic at a time rather than 3 or 4.”

Thanks to
2015/2016 GRET
apprentices for
these tips

Support is Available

Do you want extra help on the following things?

- Reading and comprehension of notes ☐

- Handwriting & spelling ☐

- Maths skills ☐

- Studying for exams ☐

- Finding time to study ☐

- Using IT ☐

- Improving your English ☐

If so talk to your instructor. Support is available through your Training Centre.



www.gretbtrainingcentre.ie/pages/about/adultsupport.php

Study Aids: Quizlet Flashcards



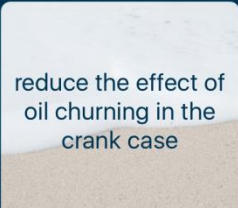
Quizlet.com

- Go to www.quizlet.com
- Log in (you will have to register but this is a free site)
- Create a set of flashcards of things you will need to know for your exams
- Use these on your phone or laptop as part of your study routine

Tip:

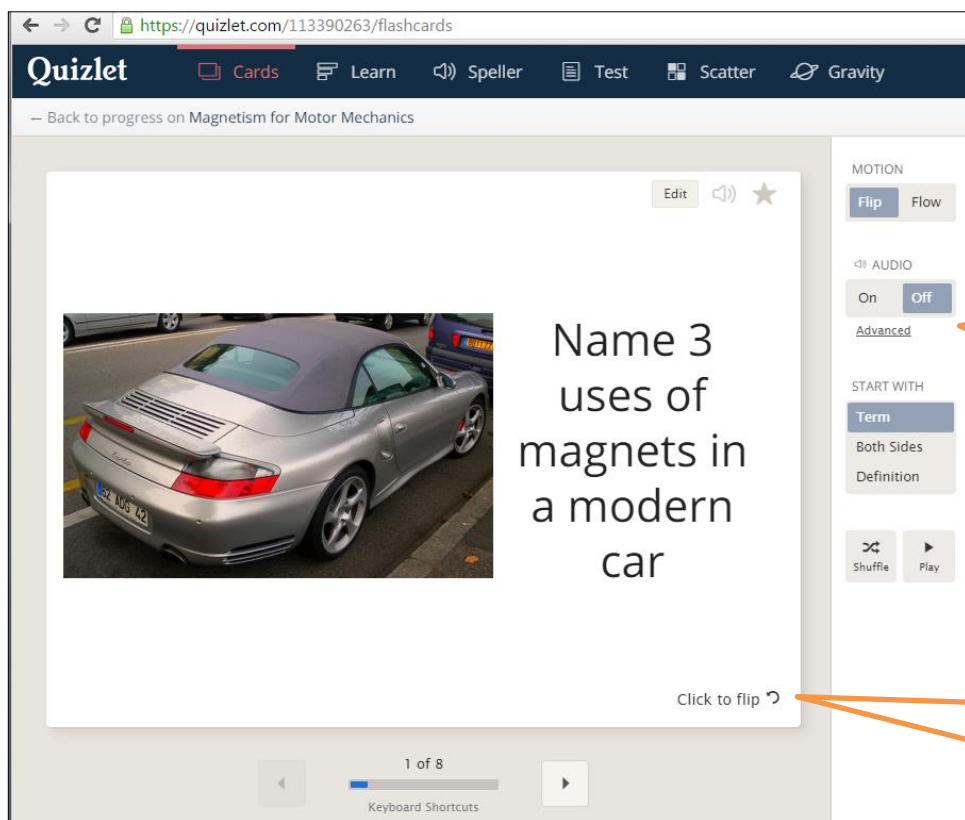
This website is ideal to create sample tests as well, with **written tests, true or false, multiple choice questions and matching questions and answers** all available. There are also games options, such as the matching game below.

‘Match the definitions’ exercise is one example of what you can do on Quizlet.com

Corrosion inhibitors	Low viscosity	 slow to flow	 flows very easily
helps to stop acids forming that can corrode surfaces	High viscosity	Detergents	multi-grade oil that can regulate viscosity under different temperatures
Viscosity modifiers	Anti foaming agents	 reduce the effect of oil churning in the crank case	reduce carbon deposits on parts like piston rings and valves

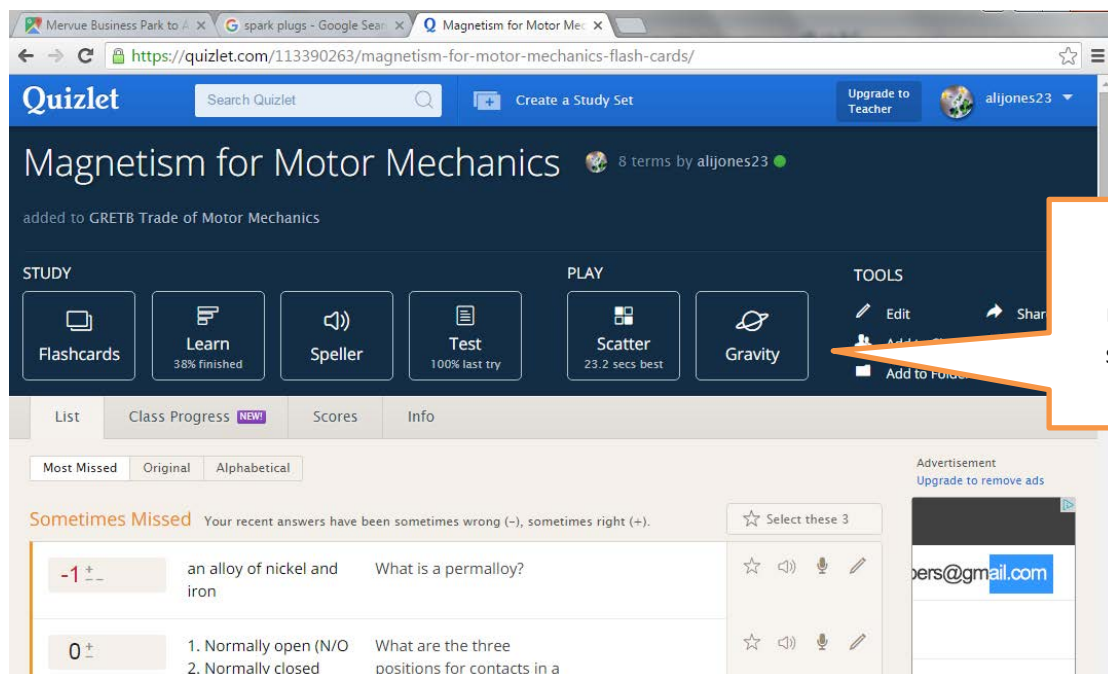
Study Aids: Quizlet Continued

Example of a Quizlet flashcard



Turn on the audio to hear the questions & answers

Click or tap here to see the answer on the flip side



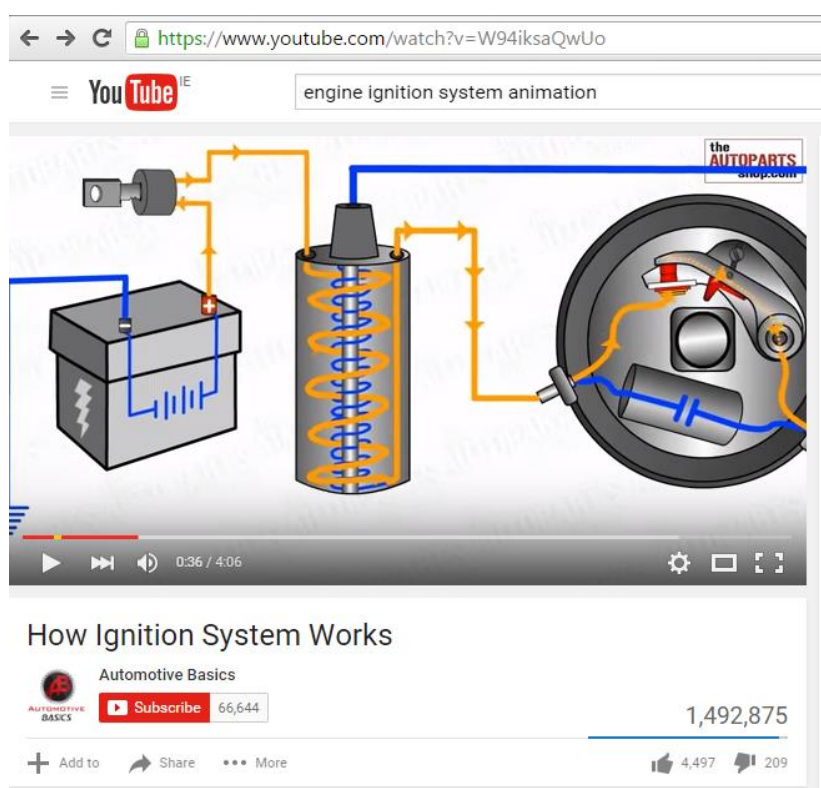
You can access a range of studying options

Study Aids: YouTube

If you don't understand anything or you are not sure of something, search for it on YouTube. Short videos with animation are the most useful and you can search for exactly what you need.

Example of an animation on 'How Ignition Systems Work'

Check out this 4 minute animation: <https://www.youtube.com/watch?v=W94iksaQwUo>



Useful Websites

Reading, Understanding, Writing, Spelling & Maths

This website covers everything and is easy to use. It has games, quizzes, fact sheets and exercises and is a one stop shop for reading, maths and writing. www.bbc.co.uk/skillswise



Useful Websites

Dyslexia Association of Ireland: www.dyslexia.ie

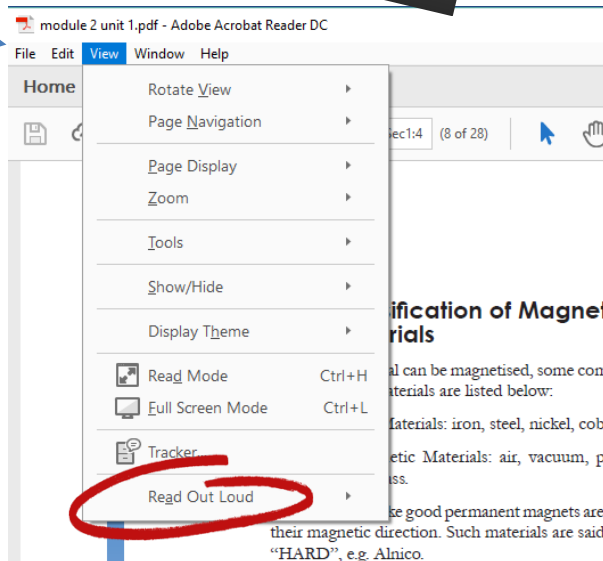


This website has a specific section with information for adults with dyslexia, such as self-help strategies and lots of information about dyslexia itself. They can be contacted directly through this website.

Everyday Assistive Technology

Here are some examples of free everyday technology that you can use to help you study and remember your notes:

- **Voice Recorder:** a free app to record and play back important information
- **PDF Read Out Loud:** with the document open, click on View + Read Out Loud
- **Speech Tools:** use the speech function of your phone to find out the meaning of a word or how to spell it
- **Reminders:** use the reminder feature on your phone to help you to remember things you have to do
- **Fonts:** change the font on your computer to Arial, Comic Sans or Verdana
- **Try Tony Buzan's mind mapping techniques**



Notes/ List of Study Topics

[illegible]

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Friday		
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Sunday		

Review: how did you get on?

Did you succeed this week? If not, why not? What can you do to change this?

Notes

[illegible]

Notes

This image shows a single page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page, providing a guide for handwriting practice. There are no margins, text, or other markings on the paper.



Keep this booklet to remind you of the study skills you have learned.

It will help you later on in Phases 4 & 6.



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