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MANX PROFESSIONAL  
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# How to be a top class student

## Tip 1 - Stay alert and pay attention in class

It sounds so straight forward, but make sure you **Pay attention in class**. When an MPES tutor is hosting a lecture, make sure you take notes and if you don't understand something, raise your hand and ask questions. The more questions you ask, the more you will understand the subject matter.

## Tip 2 - Review your notes

Review the notes you have taken in class. If you have time, perhaps re-write the notes out too, so that they are neat, easier to read and in a logical order.

## Tip 3 - Devise some "self-test" questions

Either write up some questions yourself, or have a family member or friend help you to do this and then try and answer the questions, to help you consolidate your knowledge.

## Tip 4 - Do your homework

The MPES Tutors give you homework for a reason. It is to enable you to review what you have learned in your lesson. Take advantage of your free time. Do your homework in your lunch hour or any spare time. The MPES tutors are on hand in case you need help, just contact our Office Manager, Mrs Sheila Magee. Make sure that you do not rush your homework. Once completed, check your homework over and make sure it is legible. If you really want to be a successful student you will need to put aside time for homework. Remember, homework can also help you develop good habits and attitudes. Always try to do what is asked of you by your tutor.

## Tip 5 - Make sure you are prepared

Bring everything you need with you to class. In particular your MPES folder and any study texts, paper, pens, pencils, homework, ruler, calculator and anything else you need. If you have forgotten something pop down to see Sheila and she can lend you items.

## Tip 6 - Organisation

Stay organised. If you have an organised approach, then you are more likely to be successful. Keep a separate folder for each subject and consider the use of colour codes, labels or file dividers for your folders.

## Tip 7 - Take time to study

Make a study timetable and stick to it. If an extracurricular activity gets in the way of your studying, consider giving it up for the time being. If you find you cannot cancel your attendance, you will just have to study on another day. This is where your study timetable comes in. In the months coming up to your exam, make sure your study timetable builds in time for your studying and your personal time. Always remember, use your time wisely. Study as if you are motivated for the outcome of your hard work.

## Tip 8 - Enlist help

Ask a family member or friend to test you on the syllabus, perhaps by using the pocket notes.

## Tip 9—Mind Maps

The creation of mind maps can help you to more readily understand difficult areas.

## Tip 10 - Relax and Don't Panic

Relax and don't panic! As long as you focus on the work and keep to your study timetable you will be fine.

## Tip 11—don't put off your study until another day

Make a daily routine for yourself. Keep all of your electrical items such as your phone, iPod, iPad and laptop away from you as these cause distraction. When you get home, read through your lesson and study notes and practice some problems to keep on top of the work.

Finally, if you are struggling, please don't fret, contact the office and make an appointment to come in and speak to your tutor, for additional support.

**Good luck!**

