

BUSINESS DEPARTMENT

TOP TIPS

for becoming a successful Post 16 BUSINESS student



- 1 Read ahead** – ensure you know the next topic to be covered and read the relevant chapter/section in your course textbook, or review it using reliable/suitable online sources. Make a note of any questions you want to ask during the upcoming lesson.
- 2 Take good, clear notes in class** – ideally use a system like the Cornell note taking method that helps you review the notes afterwards.
- 3 Review and reduce** - consolidate your knowledge and identify any remaining areas of uncertainty by reviewing your lesson notes and handouts, etc. Create more condensed notes, mindmaps, flow charts/diagrams, flash cards, etc. Reprocessing the information in this way helps it to stick!
- 4 Test yourself** – during holidays, go back over your notes and test your recall of the topics you have covered. Make a 'brain-dump' mindmap of everything you can remember about a syllabus topic. Revise the areas you can't remember well.
- 5 Be proactive** – search for answers to your own questions, ask for further help when needed, collect any work from lessons you miss. Read *The Economist* online or the business pages of broadsheet newspapers.
- 6 Take a wider interest** – watch TV programmes that have a business focus, watch YouTube tutorials on topics you are studying, listen to/read the news on TV, radio or online, read biographies of successful entrepreneurs.
- 7 Practice applying your knowledge** – reflect on current events and how they might affect a particular business, or present opportunities for new businesses, or consider how a business you are familiar with might be affected by specific business theory. Outline your ideas in a short report.
- 8 Create/join a study group** - team up with one or a few of your peers to create a study group. This can help you all to divide up the work and share the load. Teaching others really help the information to stick!
- 9 Plan your time and use your study periods effectively** – be strict with yourself so you focus your full attention on work during your study time. Try the *Pomodoro* method.
- 10 Focus on your essay writing skills** – There is never one simple answer. Identify and weigh-up the pros and cons of various alternatives, before reaching your conclusion. All this needs to be done in the context of the scenario you are given.