



# How to Study

The steps below explain how to write study notes that really work:

**1. Your study notes need to be written in your own words.**

Simply copying text straight from your text book or the online notes won't achieve anything at all. You shouldn't write anything down unless you understand it and can verbalise it easily.

**2. Study notes work best when they're written in an organised manner.**

This means your notes should be written under headings and subheadings. Each of your subjects should already be broken down into these smaller pieces, per the syllabus guides that are available online.

For example, if you are doing ICSA Level 4—International Finance, Accounting and Administration, then you should have Finance, Accounting and Administration as the main heading and then a sub heading for each specific section in the text book.

Having organised study notes is really important for later on when you are reading over your study notes and want to find something quickly. This would be impossible if you had just written anything down anywhere.

**3. You should write your notes in an exercise book, or on paper which you can then whole punch and file away in a logical order in an A4 lever arch file to save yourself the hassle of losing random bits of paper.**

Perhaps use one book / one lever arch file per subject, then all of your study notes for each subject will be in one place and will be easy to find.

**4. It doesn't really matter whether you write your study notes out in full sentences, or in some form of short-hand, or a mixture of both.**

What is important is that, however you write your notes, the notes make sense to you. It might take a little bit of trial and error, but your study notes should become personalised to you - they should have your own personal and unique style.

Writing study notes in your own language will ensure that you retain the largest amount of information possible.

**5. We highly recommend that you re-write the parts of your online notes / study text that you find more difficult, and particularly the really important concepts that are bound to come up in the exam.**

We also recommend that you read over your study notes several times during the last few days before the exam. This will help to firmly consolidate what you have written.

It might be a good idea to print these instructions out so you can reference them whenever you want until you get the hang of writing study notes.

Use the online syllabus guides that are provided as an aide to what you should be studying and also in what order you should write your notes on each topic. [www.icsa.org.uk](http://www.icsa.org.uk)

**Please Remember:**

Ideally you should read your text book, notes, and any other reference material and then make your own notes.

You should be practising questions as you go along, to help make the information and concepts covered stick, and assist you in getting down the information requested in an efficient manner, so that when exam time comes, you are well used to recording pertinent information quickly (as the exams are very time pressured).

However; if you find you are short of time as an absolute minimum, you should switch to question practice for the month running up to your exam (even if you have not managed to finish reading / make study notes on your text book and online notes).

If you are stuck, help is on hand. Please just contact the online tutor.

Good luck!

