

# COSAIN T TRAINING GUIDE TO NEBOSH EXAMS

## HOW TO REVISE

For some of people, it's been a long time since they've had to revise for an exam, so their revision skills may be a little rusty. For others, they may never have been taught how to revise properly to begin with. Revision is a learned skill, that you get better at the more you practice it.

### HERE ARE OUR TOP TIPS FOR REVISION, AND EXAM, SUCCESS!



#### Unplug From Distractions

When you're trying to concentrate on revision (which is something you don't usually want to do!), it's easy to become distracted by mobile phones, computers, emails, Facebook, YouTube, and any other website you can think of. Leave your devices outside of the room you are studying in, so you aren't tempted to peek at them every 5 minutes.



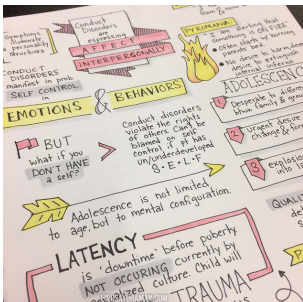
#### Revise in Sprints

Revising for long periods of time can become tedious, and your brain will eventually refuse to retain any new information. Instead, try revising in sprints of 30 minutes, taking a short break after each session. Make sure you start revising in plenty of time, so that you don't end up trying to cram information in.



#### Do Difficult Topics First

We're tempted to revise subjects we are already very familiar with first because it's a quick "win", and it makes us feel like we're succeeding at revision. If you already know a subject well, leave it until last. Revise the topics you aren't as good at first. This will give you time to go over it again at the end, and will make sure you are learning new information.



#### Write It Out, Then Write It Out Again

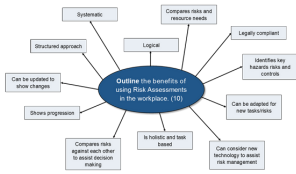
There are lots of different ways to learn, but one of the most effective is to repeatedly write out your notes until they stick in your head. Start off with a full set of notes, and keep condensing them until they cover just the main points. Using different colours or highlighters to draw attention to key points helps, and if you have an artistic streak, try doodling.

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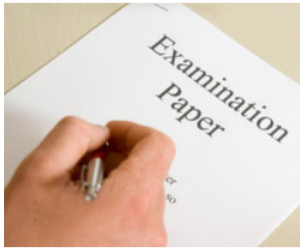
## Plan Your Answers

Once you're allowed to write, plan your answers out roughly by doing an "info dump" on spare paper. This can be a spider diagram, or just a list of key words associated with the question. This will help to jog your memory, and help you formulate a logical and structured answer.



## Use Practice Questions

Looking at practice questions or Examiner's Reports can help prepare you for the kind of questions you are likely to be asked during the exam, and you can use them for practice when you are revising to get a feel for how you are progressing.



## Learn By Discussion

Learning about a topic so that you can explain it to others makes you think about it in a structured way. While teaching others a subject, or discussing it in a group setting, aids memory recall, and sharing personal experiences about the subject helps cement the subject in your mind.



## Post-It Note Your Home

Key pieces of information like dates, facts, and bullet points can be written on sticky notes and put in obvious places around the home, such as the bathroom, kitchen cupboards, and around mirrors. You'll register them and read them without even realising it, and some of it will stick in your mind.



## Listen To Ambient Music

This doesn't work for everyone, but some studies have shown that listening to ambient or soothing music while revising aids retention. But don't try to use your favourite playlist - songs you love, or ones with catchy lyrics, tend to be more of a distraction than a help.



## Use Mnemonics

Ever heard someone rhyme off the colours of a rainbow using Richard Of York Gave Battle In Vain? We remember and recall information much more easily when turn them into a song or phrase, or use trigger words.



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NEBOSH use Command Words as a guide in their questions so you know how much information you need to provide. Certificate questions will mostly assess your knowledge, understanding, and application of what you have learned.

## Identify

Give reference to an item, which could be its name or title. Normally a word or phrase will be sufficient, provided the reference is clear.

## Give

Provide short, factual answers. Normally a single word, phrase, or sentence will be sufficient.

## Outline

Indicate the principal features or different parts. An exhaustive description is not required. Instead, provide a brief summary of the major aspects of whatever is stated in the question.

## Describe

Give a detailed written account of the distinctive features of a subject. The account should be factual, without any attempt to explain.

## Explain

Provide an understanding by making an idea or relationship clear. These questions are testing your ability to know or understand why or how something happens.



For more advice and guidance, check out:

- The NEBOSH syllabus for your examination
- The NEBOSH Guidance on Command Words document
- NEBOSH Examiner's Reports
- NEBOSH Student Preparation for Certificate and Diploma Written Questions Papers