

Year 11-12

Post 16 skills - A guide to help you get started

1. TAKE CORNELL NOTES You will be taking notes in your post 16 classes. It will be up to you to organise your notes so that they have the revisability factor i.e. notes that you can revise from. This short tutorial will help you to get started. 	2. FAMILIARISE YOURSELF WITH PRIMARY RESEARCH TECHNIQUES Qualitative Data This is usually based on opinions and experiences and is often used with smaller samples. • Questionnaire (oral) • Focus groups • Interview • Case studies 	3. UNDERSTANDING QUESTIONING TECHNIQUES Open vs Closed <u>Open-ended questions</u> allow for more in-depth analysis and produce qualitative data. E.g. How do you feel today? <u>Closed questions</u> can provide quantitative numerical/statistical data. E.g. Are you feeling ok today? 	4. BIBLIOGRAPHY – LEARN HOW TO REFERENCE INTERNET SITES If possible, try to identify the author when referencing anything you have found on the Internet and always note the date you accessed the site. Author's last name, first name (Year) 'Title of article/site' Website address (Date the website was accessed) <u>E.g. With the author's name</u> Smith, John (2020) 'What makes a perfect student' at http://www.independent.co.uk/perfect/25.htm (accessed 31st May 2020) <u>E.g. Without the author's name</u> BBC Online (2020) 'Students are the best' at http://www.bbc.co.uk/1234.htm (accessed 31st May 2020) 
5. FAMILIARISE YOURSELF WITH PRIMARY RESEARCH TECHNIQUES Quantitative Data This is usually based on numbers and is easier when working with larger samples. • Surveys • Experiments • Observation • Questionnaires (written) 	6. FAMILIARISE YOURSELF WITH SECONDARY RESEARCH TECHNIQUES This is research that is not produced by you (first-hand): • History books • Internet articles • Journals/newspapers • Recordings of speeches and interviews 	7. LEARN HOW TO WRITE A BIBLIOGRAPHY (BOOK) If you complete any research during your post 16 studies, you will need to keep a bibliography. The most popular method is Harvard Referencing below: Author's last name, first name (Year). Title, City of publication: Publishing company <u>E.g.</u> Smith, John (2020) The Perfect Student, London: Edupress Ltd 	8. COMPLETE YOUR SUMMER WORK AND CREATE A KEY WORD TERMINOLOGY LIST • Your sixth form/college will be setting you summer work to complete before you start your courses. • It is definitely beneficial for you to complete the work, as well as to create a key word list of the new terminology you will need to use. Use post-it notes or a mind map to record the key words for your new subject and the definition of each word. This will help you to have a head start when your studies begin. 