


# OSS Digital Handbook

- 
- Tips for Daily Revision
  - Exam Revision
  - Exam Strategies by Teachers



# Study Tips

## Prepare. Process. Playback

### ✓ Prepare

#### Before a Lesson:

1. Read the chapters ahead of the lesson to get an idea of the important concepts and listen out for them during class.
2. Identify and highlight terms and concepts that you are uncertain of and clarify these during class.

### ✓ Playback

#### After a Lesson

1. Review your notes: Identify ideas and concepts you are still unsure of and clarify with the teacher if needed.
2. Summarise: Highlight keywords and important points.
3. Store: Keep notes in an organised manner (either physically or digitally) so you may retrieve them easily.

### ✓ Process

#### During a Lesson

1. Listen attentively: Pay attention to keywords and write them down.
2. Take notes: Date and title your notes on a new page for each lesson. You may take digital notes on your PLDs.  
*\*For different types of graphic organisers and digital mind mapping tools for note-taking, please refer to the Blended Learning Guide (BLG) SLS unit on Chapter 4 Information Processing Skills.*



# Revision Tips

## Plan. Plan. Plan

To tackle the examination well, you need to make several important plans at different stages:

- One month ahead: Revision timetable
- During exam period: Intensive revision schedule
- During each paper: Time limit for each section and question

### ONE MONTH AHEAD: PLAN REVISION TIMETABLE

1. Use your personal google calendar to plan at least 2 timeslots of study each day and at least 4 timeslots of revision on weekends.
2. Plan study periods of 45 minutes each timeslot.
3. You may choose to study the same subject for 2 timeslots or switch subjects after each timeslot.
4. Take a 15-minute break before starting on another 45 minutes of study.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

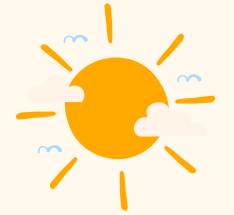
## Sample of Weekend Revision Timetable

10:00-10:45	Math
10:45-11:00	Break
11:00-11:45	Math
11:45-1:00	Lunch and Recreation
1:00-1:45	Science
1:45-2:00	Break
2:00-2:45	English
2:45-3:00	Play or Nap



# Revision Tips

## Plan. Plan. Plan



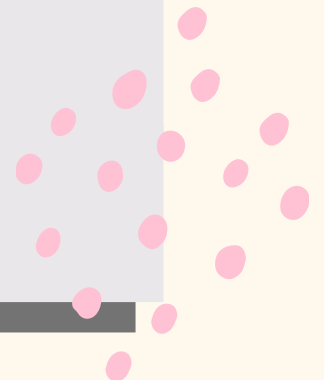
### DURING EXAM PERIOD: PLAN INTENSIVE REVISION SCHEDULE

1. After each paper, take an hour's break after you reach home. Eat and rest before you start revising for the next paper.



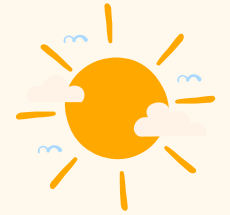
2. If you have 2 papers the next day, split your time according to:

- How important the paper is (eg. if it is the only paper or a paper out of several)
- How confident and prepared you are for the subject (start with the paper you are less confident in to set your mind at ease and to be in a fresher state of mind)




# Revision Tips

## Plan. Plan. Plan



### DURING EACH PAPER: PLAN TIME LIMIT FOR EACH SECTION/QUESTION

- 
- 1. Bring your watch to the exam venue and set it on the table where you can see it easily.
  - 2. Watch the time you have for each section or question. Ask your teachers beforehand if you are not sure.
  - 3. If the time is up, move on to the next section or question. Come back to where you have left off after you have finished the other sections. Remember it is more important to finish the paper to obtain maximum marks than struggle to finish one question, which alone is not likely to help you pass.
  - 4. For detailed exam strategies for the different subjects, complete the SLS unit on Exam Strategies.



# Exam Tips

## The English Paper

### Paper 1 Writing (NT)

1. Set time limit for each section:

- Section A Form Filling: 10 mins
- Section B Functional Writing : 25 mins (write 15 mins, edit 10 mins)
- Section C Guided Writing : 30 mins (write 20 mins, edit 10 mins)
- Overall Check : 10 mins

2. Watch your time closely. *Finish all sections no matter what as it is the safest way to pass.*

3. When time is running out, round up the last sentence of the paragraph and write the conclusion in 2 to 3 lines.

4. Functional and Guided Writing:

- Check the PAC:
  - Who am I?
  - Who am I writing to?
  - What is my message?
  - What do I want my audience to do?
- Check off the bullet points of the task. Be sure to complete all.

### Paper 2 Comprehension (NT)

1. Set time limit for each section:

- Section A Editing, Cloze and Dialogue : 25 mins
- Section B Comprehension : 45 mins
- Overall Check : 10 mins

2. When you are stuck at a question, move to the next in 10 mins. Do not spend more than 10 mins on ONE question. You may still get it wrong. Complete all questions no matter. It is the safest way to pass.

# Exam Tips

## The English Paper

### Paper 1 Writing (ENA)

#### 1. Set time limit for each section:

- Section A Editing : 10 mins
- Section B Situational Writing : 45 mins (write 35 mins, edit 10 mins)
- Section C Continuous Writing : 45 mins (write 35 mins, edit 10 mins)
- Overall Check : 10 mins

2. Watch your time closely. *Finish all sections no matter what as it is the safest way to pass.*

3. When time is running out, round up the last sentence of the paragraph and write the conclusion in 2 to 3 lines.

#### 4. Section B Situational Writing:

- Check the PAC:
  - Who am I?
  - Who am I writing to?
  - What is my message?
  - What do I want my audience to do?
- Check off the bullet points of the task. Be sure to complete all.

#### 5. Section C Continuous Writing:

- Highlight the key words (nouns, verbs).
- Check the task words (What am I supposed to write about?)
- Avoid questions with words you are unsure of. Going out of point makes it hard to pass..



# Exam Tips

## The English Paper

### Paper 2 Comprehension (ENA)

1. Set time limit for each section:

- Section A Visual Text : 15 mins
- Section B Narrative Text : 35 mins
- Section C Informational Text : 50 mins (20 mins for questions, 30 mins for summary mins)
- Overall Check : 10 mins

2. Watch your time closely. *Finish all sections no matter what as it is the safest way to pass.*

3. When you are stuck at a question, move to the next in 10 mins.

Do not spend more than 10 mins on ONE question. You may still get it wrong. Complete all questions no matter. It is the safest way to pass.

### Paper 3 Listening Compre (All streams)

1. Read the instructions and questions during the interim music.

2. Listen actively both times the text is read. Check that your understanding is accurate.

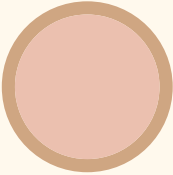
3. Make notes so long as it does not distract you from listening to the narration.

4. Use abbreviations to speed up note-taking so you can focus better on listening.

5. Take note of key words such as 'more', 'most' or 'all' etc as the meanings are very close yet different.

# Exam Tips

## The Math Paper (E Math)



1 mark = 1.5 minutes MAX (keep an eye on the time)



Do questions that you are confident in first - e.g. Graph



Practice ALL TYS questions and understand them



PRWC, graph plotting takes **much more** time.



Plot the non-linear graph within 5-10 mins



Leave the PRWC as your final qn



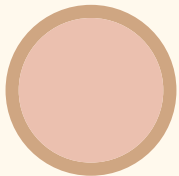
Easier and high weightage topics for (Exp/NA)  
(esp 1-7)

(1) Numbers (2) Trigo, (3) Graph, (4) Area/Vol, (5) Algebra (6) Statistics

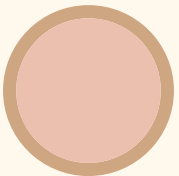
(7) Matrices (8) PRWC (can be easy) (9) Angles/Circle Properties

# Exam Tips

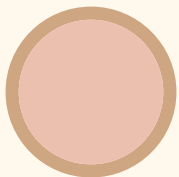
## The Math Paper (A Math)



Max 1 mark = 1.5 minutes



Focus on Calculus - It is 35% for both P1 and P2!!!



Be careful at the start of each qn. Do not make careless mistakes (e.g. in algebra or calculator)



Practice ALL **TYS** qns so you can work fast



Practice **TYS** - Add Maths qns are similar yearly



Finish your **TYS** before doing other school papers

# Exam Tips

## The Science Paper

### Memorise

**Why memorise?**  
Not an open book.

- Prepare short notes / concept maps / cheat sheets
- Repetition

### Calculation

Always check your **sf** and **dp**.

Always **bring** and **use** your calculator, ruler, pencil, eraser for exams.

### Syllabus

Access SEAB website for the latest syllabus on

- list of key words
- what we should learn from each chapter

### Drawings

- Use pencil
- Label!
- Draw single solid lines (not shaded)



The Science Department

# Exam Tips

## The Mother Tongue Language Paper

### Paper 1



2 hours



60 marks



Section A : Email Writing (  > 45 mins )

Section B : Composition Writing (  1 hr 15 mins )



### Planning

★ Read through the questions carefully, highlight keywords and identify the question requirements. Decide which question you are able to attempt confidently.

★ Take about 5-8mins to draw up a brief outline/ mindmap of the main points.

### Number of Composition Questions

EXP

NA

3 choose 1

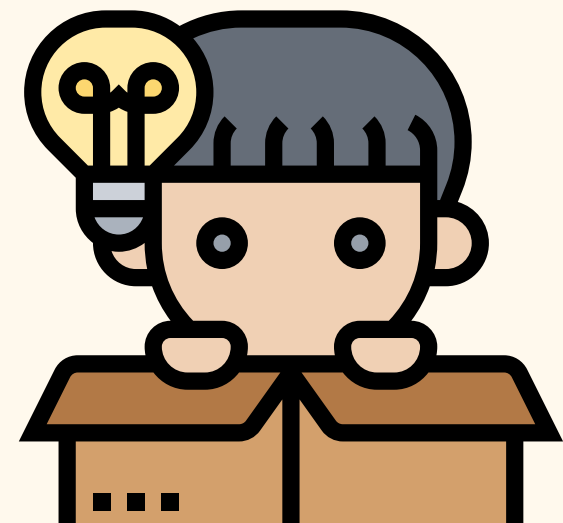
4 choose 1

### Writing

★ Complete your e-mail/composition and develop your content within time limit.

★ Before submitting... IMPORTANT! TO CHECK!!!

- format
- spelling
- grammar mistake
- read through your email/composition one last time



# Exam Tips

## The Mother Tongue Language Paper

### Paper 2



1 hr  
30mins



70 marks (Exp) | 60 marks (NA)

#### Language Component

✓ CL / ML / TL

grammar

vocabulary

idioms

#### ★ Read and understand the questions/passage

- ✓ read again for better clarity

#### ★ Choose the most suitable answer

- ✓ eliminate irrelevant options
- ✓ careful of the close distractors

#### Reading & Comprehension (Free Response)

✓ CL / ML / TL

#### ★ Read and understand the passage carefully.

- ✓ read again if you do not comprehend the passage the first time
- ✓ note down the key ideas of each paragraph at the side

#### ★ Read the questions

- ✓ highlight the key words of each question

#### ★ Read the passage again to identify the answers

- ✓ highlight clues to the questions

#### ★ Answer the questions accordingly

- ✓ make sure you attempt every question
- ✓ leaving a question blank = no marks!

#### Reading & Comprehension (MCQ)

✓ CL / ML / TL

#### ★ Read and understand the passage/graphic text

#### ★ Read the question

- ✓ highlight the key words in the questions

#### ★ Read the passage/graphic text to identify the answers

- ✓ highlight clues to the questions

#### ★ Choose the most suitable answer

- ✓ careful of the close distractors in the option of answers given

#### Synonyms

✓ ML / TL

#### ★ Identify the word in the text

- ✓ understand the context of the word in the sentence used
- ✓ reading the sentence before and after the word may provide clue to the meaning of the word.

#### ★ Identify similar word/phrase to replace the word

- ✓ the similar word/phrase must make sense into the sentence

#### ★ Write your answer accordingly

- ✓ make sure you attempt every question
- ✓ leaving a question blank = no marks!

#### Time Management

	CL	ML	TL
Language Component	10min	20min	25min
Reading & Comprehension (MCQ)	20min	25min	25min
Reading & Comprehension (Free Response)	1 hour	45min	40min
Synonyms	--		



# Exam Tips

## The Mother Tongue Language Paper

### Paper 3

### Part 1 : Oral Examination



10 mins prep time



50 marks (Exp) | 60 marks (NA)

#### Silent Preparation



10mins

★ Rehearse your reading by focusing paragraph by paragraph

- ✓ parts to pause
- ✓ raising/lowering tone
- ✓ words to stress on
- ✓ practice on difficult word

★ Watch video to prepare for Spoken Interaction part.

- ✓ watch multiple times
- ✓ identify topic of discussion
- ✓ identify key ideas that you can use for discussion

#### Oral Exam

★ Start by...

- ✓ greeting the examiner
- ✓ pass your identification card
- ✓ permission to sit down

★ Reading Aloud

- ✓ ensure same text as the silent preparation
- ✓ read the passage aloud as accurately, with fluency and intonation

★ Spoken Interaction

- ✓ watch video one more time
- ✓ examiners will ask 3 questions
- ✓ examiners are looking for personal responses that are detailed, clear and engaging to the examiners!
- ✓ avoid "yes" "no" answer without further elaboration
- ✓ be confident and answer them with good vocabulary, pronunciation, and varied sentence structure.

### Part 2 : Listening Comprehension



30 mins



20 marks

★ Listen actively and carefully to the text that is read

- ✓ make relevant notes or points

★ Listen to the questions

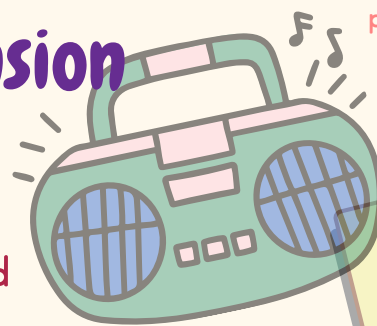
- ✓ highlight key words in the question
- ✓ cross out the irrelevant answers
- ✓ select your answer

★ Listen to the reading of the text one more time

- ✓ confirm your answer
- ✓ shade the appropriate bubble in the PMCAS

**IMPORTANT!**

★ Check that all the bubbles in the PMCAS have been shaded before you handing in.



## Lastly...

Listening, Watching, Reading and ultimately Using your own Mother Tongue Language is the best way to improve and do well for your exams!





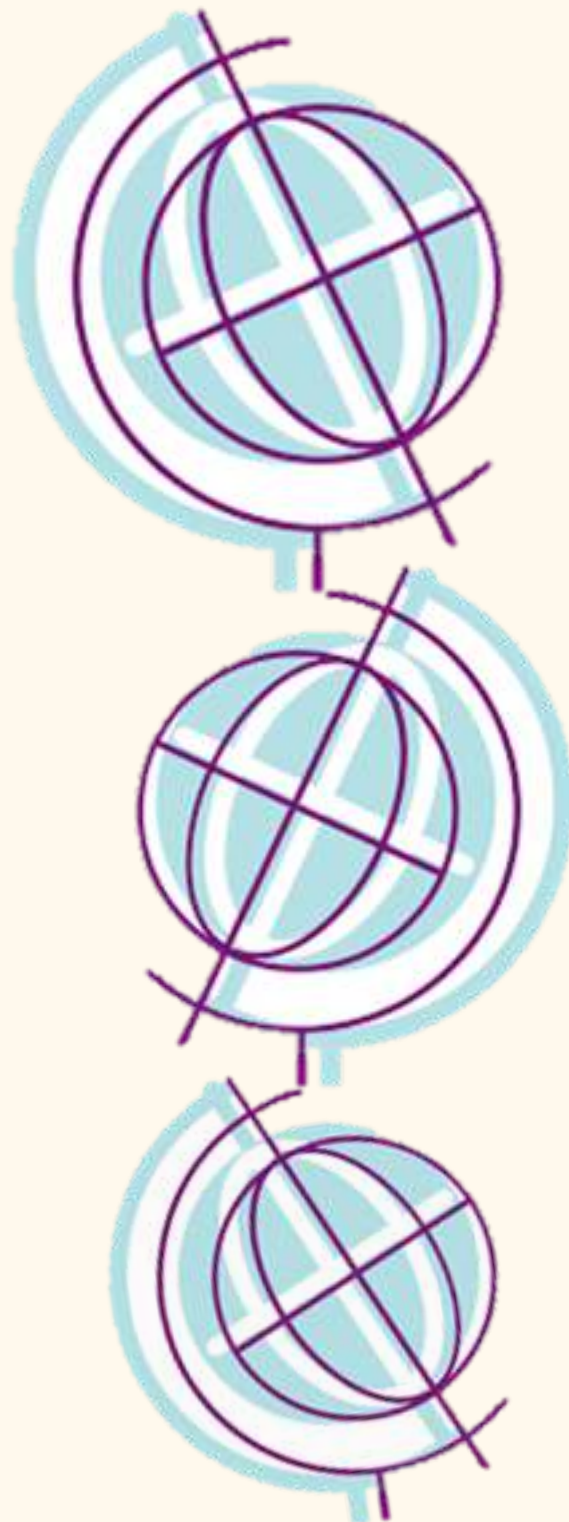
# Exam Tips

## The Humanities Paper (Geography)

**Make notes/mindmaps of your content for quick recall.**

- Make connections of characteristics / trends / causes.
- Link to impact and solution.

**Memorise the factors for each topic and supporting information.**



**Analyse questions (eg. explain, describe, account) & key content words (eg. risks, benefits).**

**Elaborate answers with definitions and examples.**

**Constant practice**



# Exam Tips

## The Humanities Paper (History)

**Make notes/mindmaps** of your content so you don't have to read the whole textbook again

Study your **essay formats!**

- Different SBQ Formats
- SEQ: P.E.E format

**Memorize the factors** for each topic and **supporting information** for each factor.

Think of the **Explanation** for how each factor leads to an outcome.

*e.g. How did Trotsky's unpopularity lead to the rise of Stalin? How did the entry of the USA lead to Germany's defeat?*





# Exam Tips

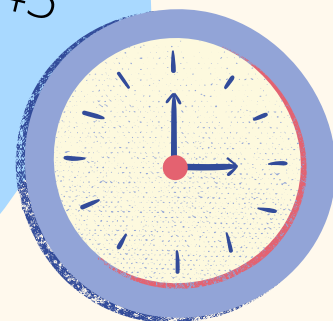
## The Humanities Paper (Literature)



**Before the exam:** Know your text like the back of your hand - Plot details, characters, the development of significant characters, thematic insights & concerns



**Time management:** 45 minutes for set text, 55 minutes for unseen (10 min annotation & 45 min writing). Keep an eye on the clock.



**Unpack** the demands of the question by **highlighting/underlining** key words.



**Plan** an essay skeleton with 3 main points.



# Exam Tips

## The D&T Paper

### For Design Question

Read the questions carefully.

- Highlight the key words.
- Identify possible solution based on what you know.
  - Refer to what you have done during your project in class
  - What are the choices that you have when you do your project in class?
- Write down the solution, in sequence and in point form
- Sketch or draw the solution

### For Technology Question

Read the questions carefully.

- Highlight the key words.
- Identify possible solution based on what you know.
  - For Electronics Questions
    - What are the components?
    - What is the required circuit and components?
    - Sketch the circuit and explain how it works.
  - For Mechanism Questions
    - What is the mechanism used?
    - How does it works
    - Sketch it out.
  - For Structure Questions
    - What is used to strengthen the system?
    - How to improve the structure?
    - Sketch the solution.
- Write down the solution, in sequence and in point form
- Sketch or draw the solution

# Exam Tips

## D&T Coursework

Expand and Explore the theme

Plan and monitor your processes

- List the main stages and expected time to complete them. (Gantt Chart)
- Do stage or monthly checks to plan for next steps. E.g. if you are behind time, do more work after school or holidays to catch up.

Journal

- Date and document everything considered and discussed.
- Show the design considerations, research and reasons for your decision making.
- Put in details so anyone reading it can understand and is convinced with your decision making.
- Document your mock-ups and explain what you learn from it.

Mock-up and Prototype

- Use your mock-ups to test your concept and use it to make decisions
- Make the Prototype to be as close to the actual design as possible.

Presentation Board

- It should be interesting to attract attention and informative to make people want to see the actual product.
- There are limited space so plan what and where to place your pictures and words.

# Exam Tips

## The CPA Paper

### Practical assessment

- Plan your time
- Set specific time limits for each section of the paper and remind yourself
- Check your answer files upon completion
- Remember to export your image for Inkscape
- Complete your questions in sequence. Tick the question number once you have completed it.
- Save your work every now and then during the exam (Shortcut: CTRL+S)
- Watch youtube videos to refresh your memory on specific software functions.

### Theory assessment

- Practise makes perfect! Drill on past year papers
- Be familiar on the style and format of questions.
- During the exam, read and identify key words of questions before writing the answer.
- Do not leave any blanks! Complete all questions.

# Exam Tips

## The FCE Paper

### Food & Consumer Education

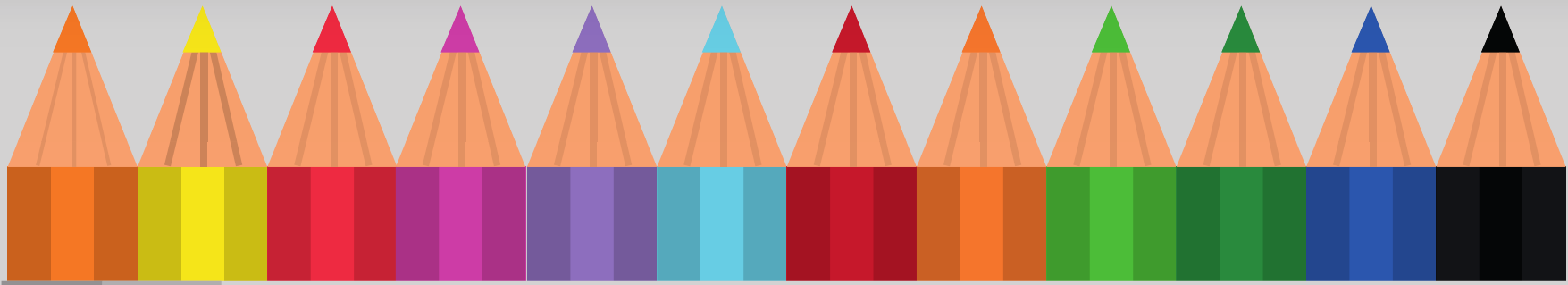
#### • Theory assessment

- Use colour, highlight key words/phrases as the chapter is taught.
- Use acronyms to remember the names of various nutrients (For example: ADEK refers to fat soluble vitamins)
- Try to recreate the mind-map drawn at the last page of each chapter to summarise the lesson.

#### • Practical assessment

- Do up a time plan for the entire practical.
- Incorporate dove-tailing.
- Always prepare all your ingredients before execution.
- Schedule enough time for clean-up



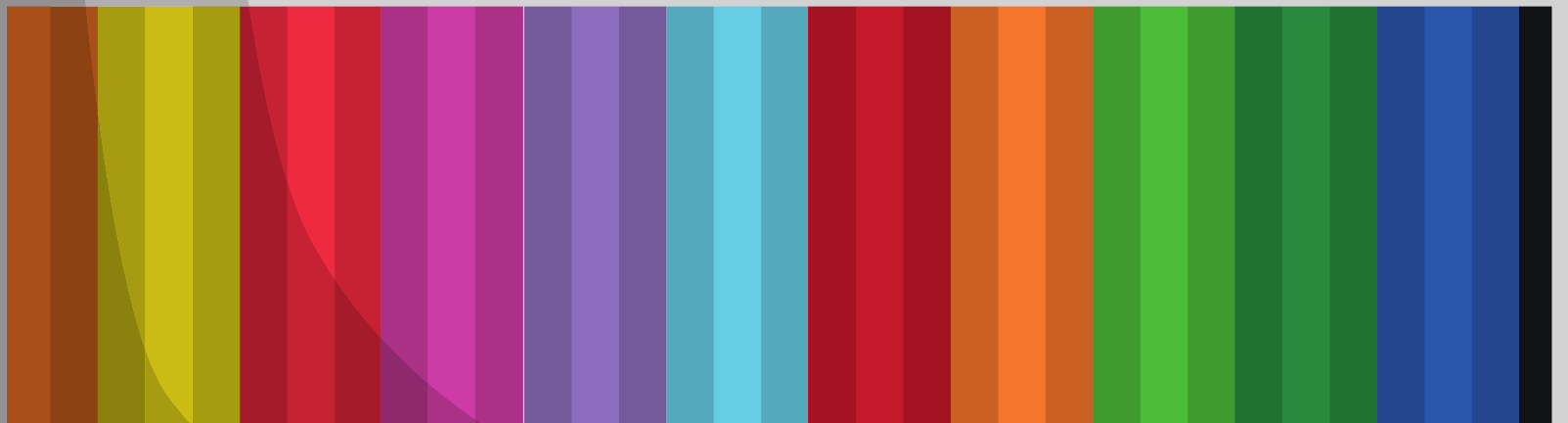


*Exam Tips*

## Art Paper 2

DRAWING PAPER 3 WEEKS BEFORE

- Set a time to draw everyday
- Stay focused while drawing.
- Do not seek perfection.
- Relook at your work often
- Sleep early the night before exam



# Exam Tips

## The Business Studies Paper

### For Paper 1



Highlight the command words (Identify, Explain, Do you think)



Plan your time well. Each question should not take more than 25 minutes each.



For Part (e) questions, concluding statement should include why you choose <the selected method> instead of the other. Explain your answers clearly.

### For Paper 2



Plan your time well. Each question should not take more than 25 minutes each.



Read the questions **first** before reading the INSERT. Highlight key information related to the questions.



Apply **all** your responses to the case study, especially to the nature of the business and appendices.



For conclusion and recommendation, you should indicate your choice (point). Explain why you choose the point and explain why you did not choose the other option (s).



# Exam Tips

## The Retail Operations Paper

### For Practical Paper 2



Plan your time well (you have only 30 mins to complete all stations)



Read the instruction carefully, is it the off-peak or peak period?



Revise the checklist provided by your teachers prior to the examination, you can revise again in the holding room.

### For Practical Paper 3



Professional image and grooming are important. You are required to wear full school uniform with tie on exam day.



Maintain eye-contact and alertness throughout the exam duration (15mins).



You are allowed to bring your research work (5 features and benefits) into the exam room. You can refer to your work during your sales presentation.



Revise the checklist provided by your teachers prior to the examination, you can revise again in the holding room.

# Exam Tips

## The POA Paper

### For Paper 1 & 2



Plan your time well



Read carefully to determine if the business is a trading business or service business - your statement of performance and position will be different.



You may want to attempt the questions that you are more confident in first.



There is a compulsory question on statement of financial performance and position in Paper 2. Know the format of both documents well.



There is a compulsory question on case study scenario. Understand how to make a decision by applying key information from the case study.