

HOT TIPS!

Tips for learners from learners in Moray



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Acknowledgements

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Illustrations by Marc Noble

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HOT TIPS!

Spelling

If you are struggling with a word, use another word that means the same.

Dave had trouble spelling where and there, he used to forget the 'e' at the end. So he made up this little reminder for himself – and it works!

To remember to put the 'e' on the end of where and there;

Wheree is the 'e' on the end?

hear and here

- Your **hear** with your ears.
- I want her to come **here**.

their and there

- They left **their** money to their son and **heir**.
- Where shall we sit, **here** or **there**?



stationery and stationary

- You buy **envelopes** at the **stationery** shop.
- The **train** was **stationary** when the people got off.

necessary

Is it necessary for a shirt to have one **collar** and two **sleeves**?

affect ...is the action

effect ...is the result

diarrhoea

dining in a rough restaurant: hurry,
otherwise expect accidents!

Punctuation

Remember your full stops and punctuation so you know where you are in a sentence.

Numeracy

Dividing makes things smaller, multiplying makes things bigger.

Tips for studying fractions

When I was studying using fractions, I never knew the difference between the top or bottom number of the fraction, but now I do. The numerator is the top fraction because the **u** in **nu**merator means up, and the denominator means the bottom fraction as the **d** in **de**nominator means down.

Using ICT

- Using a computer can be a fun way of getting help with numbers and words.
- Computer games can be fun and help you learn at the same time.



Managing your time

- Get into your day by timing yourself.
- Work in the way that suits YOU best.
- Make a list. Tick things off as you do them.



Reading

- Philippa says that to help those who find reading difficult she finds it useful to use larger fonts to help her reading on paper and on the computer. She also finds that, where she can, using images or symbols helps greatly.
- Ben recommends using ICT to help learning. He says that practising his keyboard skills using programmes such as **bbc.co.uk/schools/typing** helps him improve his keyboard accuracy but also helps him become more familiar with words which helps with his spelling.

Applying for jobs

Here are tips for job application letters

1. Remember your personal contact details so they can contact you
2. Follow all the instructions as required
3. Show an interest in the job
4. Keep personal feelings to yourself
5. Don't be too sure and over-confident

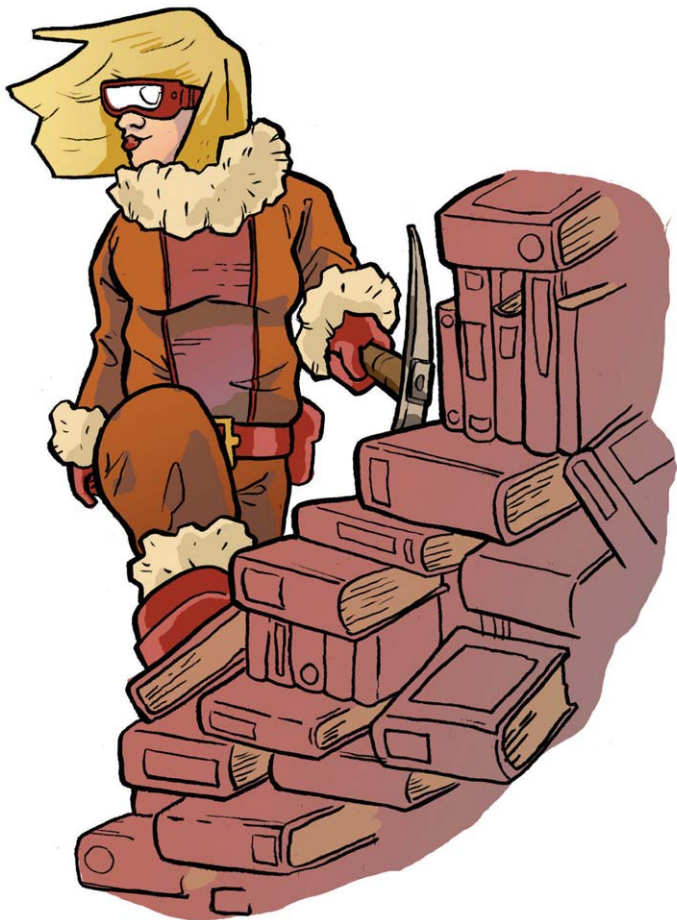


Tips for Driving Theory Test

When I was studying my car theory test, I could never remember all the crossings such as puffin, pelican and toucan. What helped me remember the difference was the toucan crossing, as there are two poles either side – one for pedestrians and the other for cyclists when they are on their bikes. Also, two can cross at the same time and cyclists can cycle across.

Learning in general

- In life, you don't always realise all the skills you have.
- There are different ways of doing things.
- Pam's learning tip is to go for a certificate if you get the chance, as it makes you feel as if you have really achieved something.
- If you are struggling to get up to the top of the mountain, look back and see how far you have come.



Be Happy!



Hot Tips is a collection of tips from adult learners to help with learning.

All the tips have worked for the individual learners who sent them in. Give them a try – they might work for you too!

