

SELECTIVE TEST

WRITING GUIDE



HOW TO WRITE AN:

ADVICE SHEET



INTRODUCTION TO ADVICE SHEETS



WHAT ARE THEY?

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- ▶ An advice sheet is a practical guide written to offer guidance, suggestions, and tips on a particular topic.
 - ▶ Unlike a narrative or persuasive essay, an advice sheet aims to directly inform and help the reader with actionable steps and clear instructions.
 - ▶ For students preparing for selective tests, mastering the art of writing advice sheets can enhance their ability to communicate effectively and provide useful information.
 - ▶ Advice sheets can cover a wide range of topics, from studying techniques and time management to health tips and hobby guides.

STRUCTURE OF AN ADVICE SHEET



WHAT DO THEY LOOK LIKE?

While advice sheets can vary in format, they typically include the following elements:

1. Title:

A clear and engaging title that summarises the main advice topic.

Examples:

- "Mastering Your Study Schedule"
- "Top Tips for Healthy Eating"
- "How to Stay Organised: A Student's Guide"

2. Introduction:

A brief introduction that outlines the purpose of the advice sheet and what the reader can expect to learn.

Examples:

- "Studying effectively is crucial for academic success. This guide will help you create a study schedule that maximises your productivity."

STRUCTURE OF AN ADVICE SHEET



WHAT DO THEY LOOK LIKE?

3. Main Points:

The core advice, broken down into clear, actionable steps or tips. Each point should be concise and directly relevant to the topic.

Examples:

- "1. Set specific goals: Determine what you need to study each week and set achievable goals."
- "2. Prioritise tasks: Identify the most important tasks and focus on them first."

4. Examples/Scenarios:

Illustrative examples or scenarios that demonstrate how to apply the advice in real life.

Examples:

- "For example, if you have a big test coming up, break down your study material into manageable sections and allocate time each day to review them."

STRUCTURE OF AN ADVICE SHEET



WHAT DO THEY LOOK LIKE?

5. Conclusion:

A summary of the main advice and a final encouragement to apply the tips provided.

Examples:

- "By following these tips, you can create a study schedule that helps you stay on track and achieve your academic goals."

6. Additional Resources (optional):

Suggestions for further reading or additional tools that can help the reader implement the advice.

Examples:

- "For more tips on time management, check out these resources: [Link to a website or book]."

STEP-BY-STEP GUIDE TO WRITING



WHERE TO START?

1. Choose Your Topic:

- Select a subject that is relevant and useful to your audience.
- Ensure the topic is specific enough to provide detailed advice.

2. Research Thoroughly:

- Gather information from reliable sources.
- Take notes on key points and tips that you want to include.

3. Plan Your Advice Sheet:

- Organise your information logically.
- Create an outline with the main points you want to cover.

STEP-BY-STEP GUIDE TO WRITING



WHERE TO START?

4. Write a Clear Title:

- Craft a title that is engaging and accurately reflects the content.

5. Craft an Engaging Introduction:

- Introduce the topic and explain why the advice is important.
- Set the tone for the rest of the advice sheet.

6. Develop the Main Points:

- Break down the advice into clear, actionable steps.
- Ensure each point is concise and directly related to the topic.

7. Provide Examples or Scenarios:

- Illustrate how the advice can be applied in real-life situations.
- Use relatable examples that your audience can understand.

STEP-BY-STEP GUIDE TO WRITING



WHERE TO START?

8. Conclude Effectively:

- Summarise the main points.
- Encourage the reader to implement the advice.

9. Review and Revise:

- Check for clarity and coherence.
- Ensure the advice is practical and easy to follow.

10. Edit and Proofread:

- Correct any grammar, spelling, or punctuation errors.
- Refine your language for maximum impact.

VOCABULARY FOR WRITING YOUR SHEET



WHAT TO USE?

- **Actionable (Adj.):** When practical steps can be easily followed and implemented.
- **Concise (Adj.):** When something provides a lot of information clearly and in a few words.
- **Illustrate (Verb):** To explain or make something clear by using examples.
- **Implement (Verb):** To put a decision, plan, or advice into effect.
- **Relevant (Adj.):** Closely connected or appropriate to the matter at hand.
- **Specific (Adj.):** Clearly defined or identified; precise.
- **Summarise (Verb):** To give a brief statement of the main points.
- **Encourage (Verb):** To give support, confidence, or hope to someone.
- **Resource (Noun):** A source of help or support.

EXAMPLE ADVICE SHEET SENTENCES



WHAT TO AIM FOR!

1. "Creating a study schedule helps you manage your time efficiently and stay on track with your coursework, transforming your study habits from chaotic last-minute cramming into a well-oiled academic machine."
2. "Eating a balanced diet can improve your focus and energy levels throughout the day, ensuring you have the mental clarity to tackle complex problems and stay alert during long study sessions."
3. "Staying organised reduces stress and allows you to find what you need quickly, turning your study area into a sanctuary of productivity where everything has its place and purpose."

EXAMPLE ADVICE SHEET SENTENCES



WHAT TO AIM FOR!



4. "Setting specific goals helps you stay motivated and measure your progress, turning each small achievement into a stepping stone toward your larger academic aspirations."

5. "Prioritising tasks ensures that you complete the most important assignments first, helping you to navigate your workload with the precision and strategy of a seasoned project manager."

6. "Taking regular breaks while studying can improve your concentration and retention, allowing your brain to recharge and process information more effectively, much like a runner catching their breath before the next sprint."

EXAMPLE ADVICE SHEET SENTENCES



WHAT TO AIM FOR!



7. "Using a planner helps you keep track of assignments, exams, and important dates, transforming your chaotic schedule into a clear and manageable roadmap to success."

8. "Practicing mindfulness can help you manage stress and stay calm during exams, equipping you with the mental resilience to handle pressure with the grace and focus of a seasoned athlete."

9. "Getting enough sleep is crucial for maintaining your physical and mental health, turning those late-night study sessions into restful slumbers that refresh and rejuvenate your mind for the challenges ahead."

10. "Seeking help from teachers or tutors can clarify difficult concepts and improve your understanding, turning confusion into clarity as you build a strong foundation of knowledge and confidence."

FULL EXEMPLAR OF AN ADVICE SHEET



WHAT TO AIM FOR!

Title: Mastering Your Study Schedule: Tips for Success

Introduction:

Studying effectively is crucial for academic success. This guide will help you create a study schedule that maximises your productivity and ensures you stay on track with your coursework.

Main Points:

1. Set Specific Goals:

Determine what you need to study each week and set achievable goals. For example, if you have a test coming up, break down the material into manageable sections and allocate time each day to review them.

2. Prioritise Tasks:

Identify the most important tasks and focus on them first. Use a planner or a to-do list to keep track of your assignments and deadlines.

FULL EXEMPLAR OF AN ADVICE SHEET



WHAT TO AIM FOR!

3. Create a Study Plan:

Develop a weekly study plan that includes time for reviewing notes, completing assignments, and preparing for exams. Make sure to include breaks to rest and recharge.

4. Stay Organised:

Keep your study area tidy and free from distractions. Use folders or binders to organise your notes and materials.

5. Take Regular Breaks:

Taking short breaks during study sessions can improve your concentration and retention. Try studying for 25 minutes and then taking a 5-minute break.

6. Use Active Study Techniques:

Engage with the material by summarising notes, creating flashcards, and teaching concepts to a friend. Active study techniques help reinforce your learning.

FULL EXEMPLAR OF AN ADVICE SHEET



WHAT TO AIM FOR!

7. Review Regularly:

Regularly review your notes to reinforce your understanding and retention of the material. Schedule time each week to go over previous lessons.

Examples/Scenarios:

For example, if you have a big history exam in two weeks, you might create a study plan that includes reviewing one chapter each day, summarising key points, and testing yourself with flashcards.

Conclusion:

By following these tips, you can create a study schedule that helps you stay on track and achieve your academic goals. Remember, consistency and organisation are key to effective studying.

ADVICE SHEET WRITING EXERCISES



PRACTICE MAKES PERFECT!

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1. Write an advice sheet for new students on how to make friends and adjust to a new school environment.
 2. Create an advice sheet for students struggling with time management during exam periods.
 3. Develop an advice sheet on maintaining a healthy work-life balance for students involved in multiple extracurricular activities.
 4. Write an advice sheet for students looking to improve their public speaking skills.
 5. Create an advice sheet for students who want to start a daily exercise routine.
 6. Develop an advice sheet on how to effectively take notes during lectures.
 7. Write an advice sheet for students who want to improve their reading comprehension skills.
 8. Create an advice sheet on how to stay motivated when studying a challenging subject.
 9. Develop an advice sheet for students on how to prepare a healthy lunch for school.
 10. Write an advice sheet for students on how to effectively use social media without letting it interfere with their studies.