

# How to use a knowledge organiser

## A step-by-step guide

|        | Look, Cover, Write, Check                                                                                                                                                                              | Definitions of Key Words                                                                                                           | Flash Cards                                                                                                                                                            | Self Quizzing                                                                                                                                                          | Mind Maps                                                                                                                                                            | Paired Retrieval                                                                                                                                                        |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Step 1 | <p>Look at and study a specific area of your KO.</p>                                                                  | <p>Write down the key words and definitions.</p>  | <p>Use your KO to condense and write key facts or information onto flash cards.</p>  | <p>Use your KO to create a mini quiz. Write down your questions using your KO.</p>  | <p>Create a mind map with all the information you can remember from your KO.</p>  | <p>Ask a friend or family member to have the KO or flash cards in their hands.</p>   |
| Step 2 | <p>Cover or flip the KO over and write down everything you can remember.</p>                                         | <p>Try not to use your KO to help you.</p>       | <p>Add pictures to help support. Then self-quiz using the flash cards.</p>          | <p>Answer the questions and remember to use full sentences.</p>                    | <p>Check your KO to see if there are any mistakes on your mind map.</p>          | <p>They can test you by asking you questions on different sections of your KO.</p>  |
| Step 3 | <p>Check what you have written down. Correct any mistakes in red pen and add anything you have missed. Repeat.</p>  | <p>Use your red pen to check your work.</p>     | <p>Ask a friend or family member to quiz you on the knowledge.</p>                 | <p>Ask a friend or family member to quiz you using the questions.</p>             | <p>Try to make connections, linking the information together.</p>               | <p>Write down your answers.</p>                                                    |