



SIXTH FORM

TRANSITION BULLETIN

EDITION: 7

Dear Year11,

I am sure many of you are looking forward to the additional relaxation of lockdown restrictions which will occur next weekend, Saturday, 4th July with the hospitality industry coming back to life after a 14-week hibernation. Cafes and restaurants will join some of your favourite shops in opening their doors for the first time in many months. As they do so, Hotels and hairdressers alike will need to be very wary of Health and Hygiene standards as well as cautious consumers. They will need to be very organised constructing as well as actioning a big 'To Do' List over the forthcoming week to reassure the authorities and public alike on reopening.

Whilst your 'reopening' and return is still several weeks off, it is imperative for such a large and what can often appear overwhelming transition that you are organised and have your very own 'To Do List' constructed and actioned

In addition to the different subject and general transition activities I have been pinpointing weekly, you will find inside this edition: uniform, stationery details, textbook lists and supplementary equipment you will need to 'hit the ground running' on your return. Please look carefully at this Shopping List. One of the challenges that we have to prepare you for over the duration of your Sixth Form studies is to enter a very different job market than we had at the start of 2020. A new skillset will be needed for a very different economic and employment landscape but what will be certain is that more than ever effective communication skills will be essential. These two posters below highlight how key strong clear instructions are in enabling us over the last 3 months to 'ride the Covid-19 storm'. In this edition lots of tips on Interpersonal skills, public speaking, listening and debating will hopefully help you become a better and more articulate conveyer of your ideas and thoughts as well as being more receptive to other people's contributions and opinions



Please do not hesitate over the next 7 weeks to email me on : moloneya@barkingabbeysschool.co.uk should you have any queries or concerns no matter how small regarding this key transition to Key Stage 5.

Thanking you

Mr. Anthony Moloney

Head of Sixth Form

How many of last week's riddles did you get?

<p>These were the questions:</p> <ol style="list-style-type: none">1. A man stands on one side of a river, his dog on the other. The man calls his dog, who immediately crosses the river without getting wet and without using a bridge or a boat. How did the dog do it?2. A sundial has the fewest moving parts of any timepiece. Which has the most?3. What is unusual about the following words: revive, banana, grammar, voodoo, assess, potato, dresser, uneven?4. What makes this number unique -- 8,549,176,320?5. Put a coin into an empty bottle and insert a cork into the neck. How can you remove the coin without removing the cork or breaking the bottle?6. Two boxers are in a match scheduled for 12 rounds. (Pure boxing only - no kicking, UFC takedowns, or anything else). One of the boxers gets knocked out after only six rounds, yet no man throws a punch. How is this possible?7. In 1990, a person is 15 years old. In 1995, that same person is 10 years old. How can this be?8. A man takes his car to a hotel. Upon reaching the hotel, he is immediately declared bankrupt. Why?9. What do these words have in common: polish, job, herb?	<p>Ready for the answers?</p> <ol style="list-style-type: none">1. The river was frozen.2. An hourglass, with thousands of grains of sand.3. Take the first letter of each word and place it at the end. It will spell the same word backwards.4. It contains each number, zero through nine, in alphabetical order.5. Push the cork down into the bottle. Then shake the coin out.6. Both boxers are female.7. The person was born in 2005 B.C.8. The man is playing Monopoly. He lands on a property with a hotel and doesn't have enough money to pay the rent.9. All three words are pronounced differently when the first letter is capitalized.
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YOUR SHOPPING LIST:


Available from all High Street/ Online Stationers: [Rymans](#) , [WH Smiths](#) ; [Amazon](#) ; [Argos](#)

Recipe for successful organisation

 <p>A purple Campus Refill Pad with a blue spine and a red spine. The cover features the text 'Campus Refill Pad', 'SINCE 1982', 'OXFORD', and '300 PAGES OF FINEST QUALITY PAPER'. A circular badge on the bottom right says 'NEW 300 PAGES'.</p>	<p><u>Writing Refill Pad/Paper</u></p> <p>1 per subject or separate paper for each subject</p>
 <p>A stack of colorful subject dividers in various colors including blue, red, yellow, purple, pink, green, orange, and magenta.</p>	<p><u>Subject Dividers</u></p> <p>At least two per folder</p>
 <p>At least 2 per folder</p>	<p><u>Plastic Wallets</u></p> <p>At least two per folder</p>

	<p><u>Decant Folder</u></p> <p>At least one per subject</p> <p>This is your Home Folder where all your notes are moved into at the end of a week</p> <p>Will need to be brought in for monthly Folder Checks</p>
	<p><u>Travel Folder</u></p> <p>1 per subject brought with you to every lesson</p> <p>This is your 'day folder'</p>

Main Sixth Form Equipment and Resource List

	<p>A sturdy rucksack/backpack large enough to carry A4 books and all equipment.</p>
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A Reading Book

This book can be fiction or non-fiction, so students could choose to bring in a novel or an information book. If students prefer to bring in a quality magazine or periodical, that would also be acceptable.

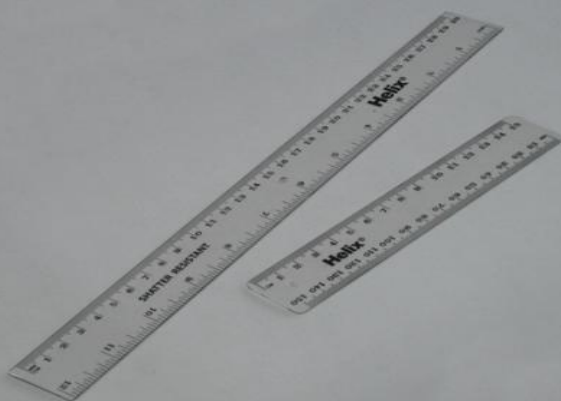


Basic Stationery Set

Contains: Highlighter, Pen (Green, Black & Blue), Compass, Protractor, Ruler, Pencil, Eraser and Pencil Sharpener

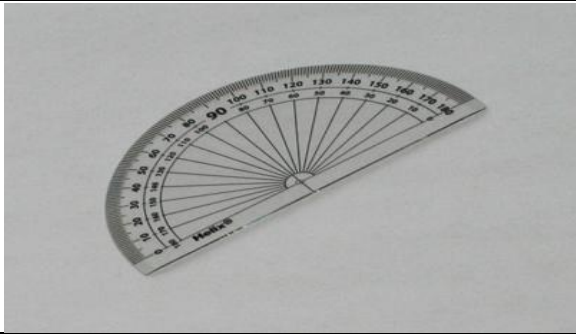


Pencil Sharpener



30cm and 15cm Ruler

Mathematics/Physics/ Biology



Protractor
Mathematics/Physics



Black, blue and green pens (at least two black pens)



2 HB Pencils



Transparent Pencil Case
(This is the only type of pencil case you will be allowed into public examinations)



Scientific Calculator

Mathematics, Physics, Chemistry, Biology



Highlighter Pens



Compass

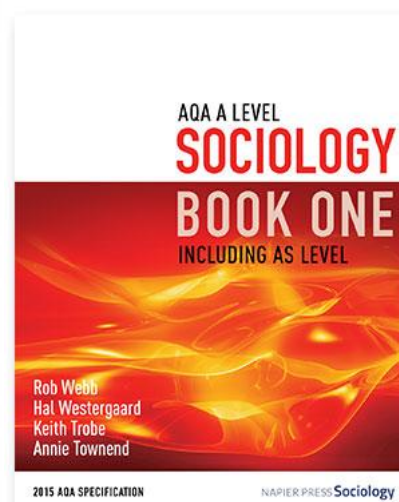
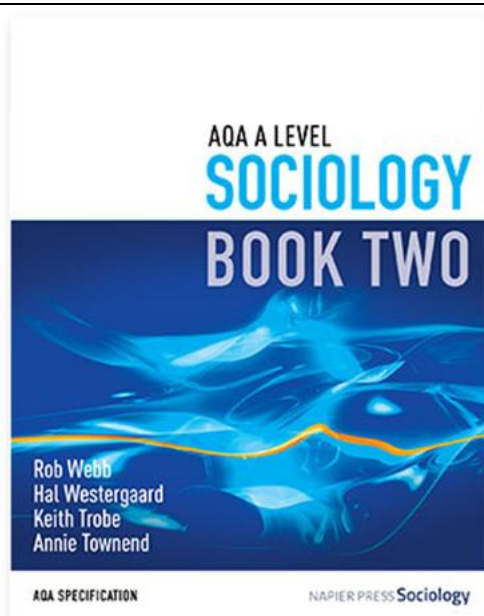
Mathematics, Design & Technology and Physics

SUBJECT SHOPPING LIST

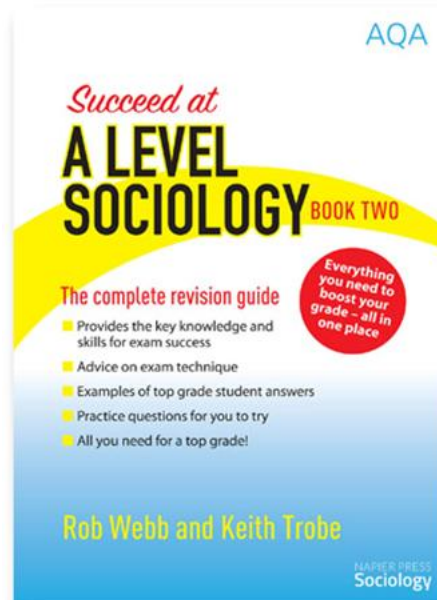
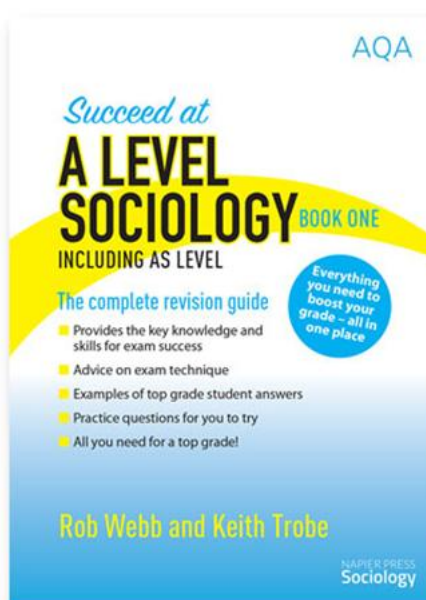
Art & Graphic Design	<p>Cost outlays will include sketchbooks, paints, pencils, brushes and other Art based materials will be needed, depending on where student's work takes them. Students will also need to budget for some significant printing credit too. The Art department will supply paper, pencils and paint in class, but the above material list will be needed in order to work at home too.</p>
Biology	<p>CGP AQA A Level Biology Year 1 and 2 Book £18.00 (School Price) will be ordered through the school As preparation the Head Start to A Level Biology Guide is recommended (£4.00) Students will be given full free access to the Kerboodle Online Digibook when they start the course : https://www.kerboodle.com/api/courses/18192/interactives/111859.html Existing Barking Abbey Students can look at this now with their AQA Double/Triple Science Logins. New students will receive logins after enrolment. Reminder that the school's institution code is : njw2 Recommended Essential Maths skills for A Level Biology - £ 3.75</p>
Business (BTEC & GCE) & Economics	<p>A Level - Business and Economics: Textbooks are loaned to students. They must be returned at the end of the course. If this is not returned, there will be a charge of £35 made to students. BTEC Business - It is recommended that the following revision guide is purchased for £10.99 https://www.amazon.co.uk/Revise-National-Business-Revision-Guide/dp/1292230568/ref=sr_1_4?dchild=1&keywords=btec+level+3+business&qid=1592999175&s=books&sr=1-4</p>
Chemistry	<p>" AQA Chemistry: A Level by Ted Lister and Janet Renshaw" however this is available online on Kerboodle which student can access on their phone/computer for free with their school account. https://www.kerboodle.com/api/courses/18192/interactives/111412.html</p> <p>If a student requires additional support with their Mathematics for Chemistry there are two recommended books the first one is currently free to access online</p> <p>1) Maths Skills for A Level Chemistry Second Edition (McGowan Poole) 2018 by Emma Poole (Author), Dan McGowan (Author) access via the link below https://en.calameo.com/read/000777721dc7bc9b4572e?authid=3XeN09XfQP12</p> <p>2) Calculations in AS/A Level Chemistry by Jim Clark book can be purchased from Amazon New copies £25.99 . This book covers all calculations for the two-year course. All resources (revision guides, exam questions and powerpoints) are available online for free in our sharepoint and on various websites . Please click the link to see the recommended websites. useful a level websites.docx</p>
Dance	<p>Students will be required to have all black dance kit which can be purchased from the school supplier Uniform 7. This consists of a black t shirt with the option of a black dance jumper. Please see this link for prices. However, if students already have plain black items as listed below, they can wear their own kit to reduce costs.</p> <ul style="list-style-type: none"> • Plain black T-shirt (no oversized logos of motifs) • Black leggings or tracksuit bottoms

Design & Technology	<p><i>Students should budget for some printing credit if their design work takes this. However, all design portfolios are now digital so printing costs can be kept to a minimum. The Technology Department would not expect this to cost more than £10 over the two-year course.</i></p> <p><i>All paper material is provided free for the students to design on. The necessary books are provided on condition of a returnable deposit of £20. This is returned at the end of the course.</i></p> <p><i>The only other costs may occur in year 13 if a student's designed product includes a component that the Department do not usually stock. These are usually purchased very cheaply online by the students.</i></p>
English Literature	<p>Texts are provided by the English Department, but if students would like their own copies of texts, all are available for easily under £10 per text via online or high street retailers. Students are expected to have at least two folders - one per teacher. These are the texts, where it is recommended students purchase so they can annotate their own notes on the pages</p> <ul style="list-style-type: none"> • Shakespeare's Othello, • Tennessee Williams A Streetcar named Desire, • Chaucer's The Wife of Bath, • Mary Shelley's Frankenstein, • Margaret Atwood's A Handmaid's Tale.
Geography	<p><i>As part of the A-level course students will undertake 4 days of fieldwork. These field days are free, although an Oyster card for travel will be required.</i></p> <p><i>We recommend purchasing the following Topic Student guides as in the past students have found them useful, however these are by no means essential:</i></p> <p><u>Edexcel AS/A-level Geography Student Guide 1: Tectonic Processes and Hazards; Landscape systems, processes and change by Cameron Dunn; Hodder Education</u></p> <p><u>Edexcel AS/A-level Geography Student Guide 2: Globalisation; Shaping Places by Cameron Dunn Hodder Education</u></p> <p><u>Edexcel A-Level Year 2 Geography Student Guide 3: The Water Cycle and Water Insecurity; The Carbon Cycle and Energy Security by Cameron Dunn, Hodder Education</u></p> <p><u>Edexcel A-level Geography Student Guide: Health human rights and intervention; Migration, identity and sovereignty by Cameron Dunn Hodder Education</u></p> <p><i>These retail for £9.99 each, on Amazon - Kindle and used copies provide cheaper alternatives.</i></p> <p><i>We also recommend the use of Seneca for revision which is an excellent free resource.</i></p>
History	<p>There are no significant costs. Textbooks are provided to all students for the duration of their course. There are others available for them to buy if they wish but we provide photocopies of particularly useful chapters as needed. There are opportunities to purchase extra photocopied resources but this would not exceed £10 over the academic year. For the coursework unit we begin in the summer term of Year 12 students need to undertake significant independent research on the topic of their choice and we normally recommend they purchase 1-2 books on their topic from Amazon (or similar - those with used and new to keep costs low) which would on average cost £5-20 depending on how many and the topic chosen. However, to reduce costs further we do have a range of books within school we can loan out but these are on limited topics. Students do NOT have to purchase any books and we recommend using local libraries instead where possible.</p>

Mathematics	<p>There is no expenditure over the 2 years aside from the usual stationery costs.</p> <p>Textbooks are provided online if students do not purchase a hard copy- all enrichment days/activities/maths challenges/maths shows/photocopies are free of charge</p> <p>the link for the online textbooks are below: Username: euler Password: Mathsiscool1 https://login.pearson.com/v1/piapi/piui/signin?client_id=BRSIcPHr2Iq0NV8AQP99zDZau8IPUxgy&login_success_url=https:%2F%2Fwww.pearsonactivelearn.com%2Fapp%2Flogin</p>
Physics	<p>CGP AQA A Level Physics Year 1 and 2 Book £18.00 (School Price) will be ordered through the school</p> <p>As preparation the Head Start to A Level Physics Guide is recommended (£4.00)</p> <p>Students will be given full free access to the Kerboodle Online Digibook when they start the course :</p> <p>https://www.kerboodle.com/api/courses/18192/interactives/111862.html</p> <p>Existing Barking Abbey Students can look at this now with their AQA Double/Triple Science Logins. New students will receive logins after enrolment. Reminder that the school's institution code is : njw2</p> <p>Recommended Essential Maths skills for A Level Physics</p>
Psychology	<p>All Textbooks will be provided in lessons but students are welcome to buy their own: Here is the link</p>
Religious Studies	<p>There is generally no additional cost in RS but students are encouraged to buy a copy of the OCR A Level RS revision guide at some point which will cost approximately £20 but some second copies do become available. Details can be found here:</p>
Sociology	<p>Textbooks and Revision Guides: For Years 1 and 2, textbooks can be borrowed using the deposit system on a first-come-first-served basis (£20 refundable deposit) however we do encourage student to purchase at the very least their own copy of the Year 1 textbook as these can only be loaned for one year during Year 12, but will still be needed for the summer A-Level exams of Year 13. If students do purchase their own copies (£24.99 each), we endeavour to sell these on at a 'second-hand' price (dependent on condition the book is in) to the year below once A-Level exams are finished.</p>



There are also two revision guides that we recommend for Year 1 and 2 (£12.99 each).





Purchasing details can be found here: <https://napierspress.com/buybooks>

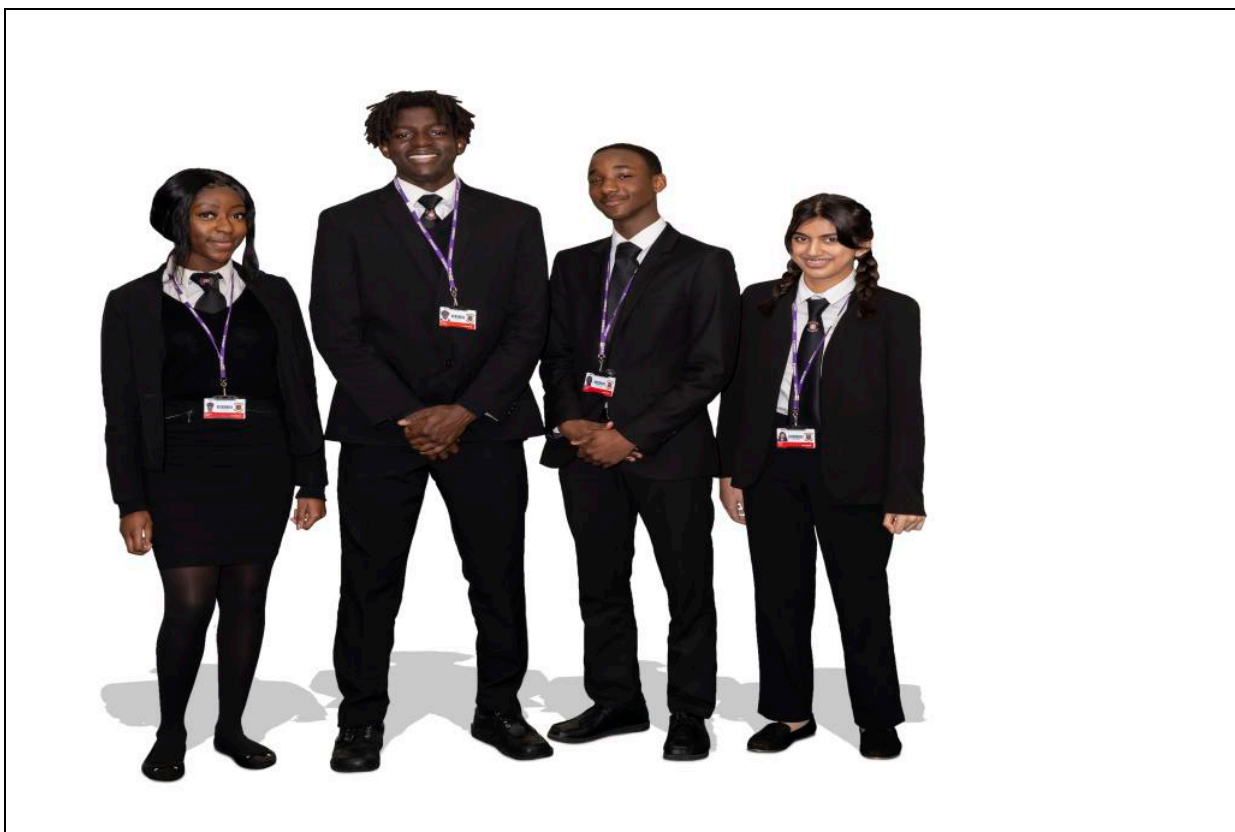
b) There are paperwork booklets that we encourage students to purchase within the department at £2 each (to cover printing costs) and there are six of these in total over the course of the two year A-Level

SIXTH FORM UNIFORM

Below you will see guidance on the Sixth Form Uniform with details of suppliers and the dress code:

	<p>The only specific Barking Abbey Sixth Form Uniform item is a black tie with the School Logo on it ...This costs £5 and can be purchased from</p> <p>Premier School Wear 688-690 Becontree Avenue, Dagenham, Essex, RM8 3HD</p> <p>sales@premierschoolwear.co.uk</p> <p>Dagenham Shop 020 8592 0141</p> <p>Dagenham Store Opening Times</p> <p>Monday-Saturday- 9am-5pm; Sunday- CLOSED</p> <p>Bank Holiday- CLOSED</p>
<p>Covid 19 Update (June 29th,2020)</p>  <p>© The Local Data Company</p>	<p>We are pleased to say that our Dagenham store is OPEN</p> <p>With social distancing still in place only ONE ADULT & ONE CHILD will be allowed in the store at one time, a queuing procedure will be operated outside.</p> <p>Changing rooms will be sealed off, as per government guidelines, with all this in mind we strongly recommend you order online by phone for click & collect or home delivery, leaving plenty of time to exchange wrong sizes etc. Exchanges will be easy and instructions for this will be in with your goods.</p> <p>CASH AND CARDS ACCEPTED</p>

THE FULL DRESS CODE: PLEASE READ



- Students both male and female must wear either a plain black school blazer OR a plain black formal suit jacket.
- Students both male and female must both wear a white collared shirt (long or short sleeved) or white blouse and the Barking Abbey Black Sixth Form tie.
- Students, both male or female if wearing a jumper, it must be a black 'V' neck jumper. This can be worn instead of a blazer/ suit jacket in the summer term.
- Students are allowed to wear a plain black cardigan. This can be worn instead of a blazer/ suit jacket in the summer term.
- Female students must wear a black skirt (either pleated or straight pencil style) or trousers. These must be in school style, with straight legs. Denim fabric or tight fitting garments are not accepted.
- Male students must wear tailored style black trousers. These must be in school style, with straight legs. Denim fabric or tightfitting garments are not accepted.
- All students must wear proper tailored formal black shoes. No trainers, flip-flops, sliders, Ugg boots or similar casual footwear to be worn.
- Socks when worn with trousers must be Plain black. For female students if worn with a skirt: plain white ankle or long below the knee, or long black socks with skirts, 'flesh' plain or black tights, non-patterned.
- No vest tops, T-shirts, polo shirts, jeans, jean style trousers, combat trousers, cropped or $\frac{3}{4}$ length trousers, shorts, leggings, jodhpurs, joggers, tracksuit bottoms or denim to be worn.
- Smart formal black jackets or smart jumper/cardigans without large logos can be worn. No hooded tops, sweatshirts or denim jackets.
- Any religious headscarves must be black or white and **not** be patterned, school tie **must** be visible.
- No other hats or headwear including Do-rags may be worn on school premises including outdoor areas.
- Academy students can only wear their Academy kit/sportswear to practical sessions. At all other times students are expected to be in their school uniform. This applies to match days also.
- Students who attend school incorrectly dressed will not be allowed into lessons and will be sent home to change. This will be recorded on their school record as an Event. This can affect their attendance and attainment
- Students are permitted to wear sensible, warm and waterproof coats, when the weather determines this is necessary. These coats must be neither elaborate nor over-expensive e.g. the wearing of leather or designer coats is inappropriate and not in keeping with our way. **It is not acceptable to wear current fashion items of clothing or hooded tops of any description.**

11 Ways to Become a Better Communicator



Knowing how to communicate effectively is the key to any relationship. Whether you're giving a presentation, working out a disagreement with your peers, or striving to impress employers/university admission staff, knowing how to articulate your ideas—and listen to those of others—is crucial. But though we spend much of our time each day talking to each other, that doesn't mean we're all great communicators. Communicating effectively can be surprisingly challenging. So whether you struggle to get your points across or just want to brush up on a few pointers, here are 11 ways to be a better communicator.

1. LEARN TO LISTEN. Active listening is the basis of all good communication: If you aren't paying attention to what others are saying, there's no way you'll be able to respond effectively. Focus on what your conversation partner is saying, and if necessary, repeat it mentally to make sure you understand the points they're making.

2. PAY ATTENTION TO BODY LANGUAGE.

Pay attention to your conversation partner's body language: Are they fidgeting or standing still? Yawning or smiling? Pay attention to your own body language as well—if your words exude confidence, but your body language expresses nervousness, your conversation partner

will pick up on that. It's important both to read others' body language, and to pay attention to your own stance.

3. OBSERVE HOW OTHERS COMMUNICATE IN DIFFERENT CONTEXTS.

It's important to understand your audience. If you're giving a presentation at work, study how others do it (or watch videos of famous lectures by academics, businesspeople, or professionals in your field). If you're nervous about how to act at a networking event or party, take cues from the people around you.

4. DON'T BE AFRAID OF A BIT OF SILENCE.

Occasional lapses in conversation are natural, so don't sweat it if conversation lags. Plus, letting pauses occur naturally is a good way to make sure you're not interrupting anyone's train of thought.

5. USE ACTION VERBS AND CONFIDENT LANGUAGE.

Even if you're not feeling confident, you can still sound confident. One good trick is avoiding filler words like "um" and "uh" by slowing down your speech a bit. Another is using strong action verbs—use your resume for fodder and stick to descriptive verbs like "evaluate," "manage," and "advise."

6. ASK QUESTIONS.

Ask clarifying questions: It'll ensure you understand what your conversation partner is saying, and show that you're paying attention.

7. FIND COMMON GROUND, EVEN IN AN ARGUMENT.

Finding a shared interest or opinion with your conversation partner is always a great strategy—it'll make the conversation more enjoyable for both of you as well as show your conversation partner that you've got something in common. But finding common ground in an argument can be just as important. If you disagree with someone, try to find a related point that you do agree with—it'll show you're trying to understand their point of view.

8. BE PREPARED AND KNOW WHAT YOU'RE TALKING ABOUT.

Knowing your subject matter will put you at ease and make it easier to communicate your ideas to others. If you're preparing for a job interview, make sure you are familiar with the position and the company; if you're giving a presentation, know your stuff!

9. IF YOU WANT TO SUBTLY CHANGE THE SUBJECT, FIND A VERBAL BRIDGE.

We all occasionally end up in a conversation that's not going in a direction we like. Finding a polite way to change the subject can be tough, but one good trick is finding a "bridge." This can mean finding a topic somewhere in between the current one and the one you're interested in or involve using a more general phrase that will help you shift the topic. For instance, phrases like "Yes, but," "What I can tell you is," or "The important thing to remember is," all let you subtly shift the focus.

10. FIND THE BEST WAY TO FRAME YOUR STORY.

Whether you're giving a lecture or telling your friend a funny story, it's important to figure out how to frame it to make it interesting and engaging. Identify your hook (What makes your story interesting? Why would others care about it?) and pick a framing device: Are you taking your listener on a journey? Explaining a theory? Or making an argument for something? It's important to clearly define early on where your story is going.

11. RELAX.

Though it's important to be self-aware during an important or stressful conversation, ultimately one of the most effective communication strategies is just relaxing, and acting like you would normally—while, of course, remaining professional.

5 Essential tips for improving your public speaking skills



Overcoming nervousness

Being nervous is completely normal when you're speaking in public. Luckily, some people's nerves can help their performance as the adrenaline rush makes them feel more alert and focussed. However, if you tend to suffer from the physiological side effects of nerves such as shaking hands, increased heart rate and your mind going blank, there are some ways you can deal with them.

Prepare

Reduce the need for worry by being as prepared as possible – practice your speech until you can say it without thinking, perform it in front of friends or family, revise for potential questions from the audience and whatever else you need to so you know you've done everything under your control.

Use relaxation techniques

There are many ways to do this, such as meditation, breathing exercises and listening to calming music. Find out what works best for you and use it next time you need to enter a stressful situation.

Make it about your audience, not you

The best way to connect with your audience is to put yourself in their shoes and think about what they would want to hear. Why are they listening to you? What is the most useful information you can possibly give them?

This can help calm your nerves because it takes the focus away from you and projects it onto them, and it puts the audience on your side.

This is particularly useful if you are trying to promote a product or service with your speech. Don't jump into your pitch, but instead offer some genuinely useful advice or strategies to help win-over your audience.

Use the Q&A to your advantage

The Q&A can seem like the most awkward part of any speech and it can seem terrifying because it is the most difficult to prepare for. You can plan by predicting the sort of questions you will be asked and practicing your answers, much like you would in an interview. However, it's also important to realise that it's sometimes okay not to have all the answers. Try building rapport with your audience by admitting you don't know something and asking the audience's opinion - it's a great way to break down barriers and encourage two-way communication.

Body language

Sometimes the more you try to appear natural onstage, the more you pay attention to what your limbs and your face are doing, and the more awkward you end up seeming. Where do you put your arms again? These quick tips should help with this:

- Stand up straight
- Make eye contact
- Be expressive – let your face communicate as much as your words
- Don't hide behind the podium
- Walk around and use the space
- Keep your hands by your sides and use gestures – but not overly

The art of silence and slowing down

When you're nervous it's easy to rush through your speech, but there are a few advantages to being deliberately slow in your execution. Firstly, remember your audience don't know your speech as well as you do and they need to understand what you are saying – this also means you won't get as many questions at the end asking you to go over any misheard points. Secondly, speaking more slowly has more impact, as your audience will be more likely to hang on to your every word. Finally, the quicker you finish your speech, the more time you'll have to fill at the end.

Silence can also have the same impact as slowing down. If you feel yourself saying “errr” when you lose your train of thought, swap this for silence. It will make you confident and collected and will add a dose of drama to your speech.

Listen to other speeches!

You have to read to be a good writer. The same goes for public speaking - you can learn the most from seeing how others speak effectively in public. Here are some suggestions to get started:

- Watch the [Toastmasters YouTube channel](#) for speeches by international speaking champions
- Check out the most popular TED talks of all time [here](#)
- Try [this](#) list of the best political speeches of all time



The importance of literature for your future career

The subtle power and genius of words

It is not uncommon to think that literature is all about reading poetry, short stories and delving into the magical world of fantasy, mystery, thrillers and historical romance. Of course, this perception is not totally wrong as many people do love a good read. However, there is a lot more to literature than what most of us think. Not only does it help to upskill your command of the spoken language, it also helps to **strengthen your writing skills, stimulate your intellectual curiosity, enhance your memory and encourage you to be critical**, all of which are important skills for any career.

6 top reasons why literacy skills are essential:

Critical analysis



This skill is highly developed through commenting, interpreting and suggesting various opinions and views of some ones' work. This automatically allows you to **write and use extensive vocabulary** to express your views. You are further required to analyse written structures, ideas, themes and characters **building persuasive techniques of writing** to convince your own reader of your analytical viewpoint.

Develop your intellectual curiosity



By 'reading through the lines' to decipher meaning, intent and the message of the author you **extend your thinking to new ideas** and possibilities. You also **learn more about history, society and cultures** through the reading of different eras. This historical insight and glimpse of the past might stimulate your curiosity to research more or delve into further reading within that genre or era. You also gain more knowledge the more you read, giving you a **foundation of knowledge** to participate in smart conversations with peers.

Strengthen your writing abilities



Literature not only expands your vocabulary; it also helps you to write **articulately and coherently**. This means you will be able to write in **clear sentences** that flow well and are easily understood using **correct paragraph structures and grammar**. You can write in sophisticated sentences and adjust your writing for different readers such as those in the workplace and those outside of the workplace. You will learn how to be **concise in your message** and present ideas and arguments in a meaningful way. These skills help to strengthen your communication skills, both written and verbal for all future job prospects.

Mental stimulation



Concentrating on words and storylines **stimulate your brain and keep it active and alert**. It also helps to broaden your thinking as you analyse themes, interpret messages and discover new words. Research has also shown that learning a brand new language can reduce the onset of Alzheimers and dementia.

Improve your memory and focus



During your literary endeavours, you will **recall and remember sequences of events and historical periods**, helping to **enhance your memory**. Not only will you pick up new words too you will also maintain concentration levels and be more attentive. As some written materials will be highly interesting to you as an individual, you will naturally be drawn to reading on and hence **gain a better focus**.

Stretch your imagination



You will be forced to **think outside of the box** and to reach areas of your imagination you may not have thought possible. This will expand your thinking, encourage you to generate new ideas and indulge in creative conclusions. The creative industry is the **fastest-growing sector** in the economy, giving us a higher chance to propel into a career that requires such skills. Creativity is highly sought after by employers in all sectors to help improve products, services and processes and something that cannot be automated by robots.

How can I gain skills without reading so many novels?



It is easy. You do not need to read novels. Thankfully reading is an automatic process. Once we learn it we cannot escape it. The best way to do this is by engaging in any form of reading, whether this is online or a hardback book, articles, blogs, magazines or comics. It all counts towards enhancing literacy skills, reading speed and expanding your knowledge.

Why is literature important for my career?



Have you thought about how you will be able to discuss important issues in a cohesive and articulate manner in the workplace? You will be able to use the **power of words to persuade and convince** colleagues to adopt your idea or even better, defend your idea if your audience challenges it. You will also have the **ability to write** to senior members of staff with important requests, external agencies to negotiate terms of agreement and customers to promote and advertise sales of products. You will also be able to write reports and documents with **confidence and ease** with less room for negative judgments from others. Being convincing in all aspects of your role is crucial to your success.

Literacy skills put you in a better position to do well in your career, boosting your profile as a good communicator and strong worker regardless of the position you start at. By reading this article you have exercised your mind and without reading a book! You've also gained a better understanding of the benefits of literature and the reason why is it still so important for your future career.

Literacy is, finally, the road to human progress and the means through which every man, woman and child can realize his or her full potential.

Kofi Annan

WAYS TO BE A BETTER LISTENER

There is a big difference between hearing what someone is saying and really listening to them. So, how does one go about being a better listener? Fortunately, recent research has shined a light on this, and we now know simple strategies to help improve listening skills...



- 1 Listen closely instead of just getting ready to reply.
- 2 You have two ears and one mouth. Use them in the same ratio.
- 3 Be open minded and don't rush to conclusions.
- 4 Focus on what is being said, rather than who is saying it.
- 5 Ask questions to check you understand what is being said.
- 6 Use the principle of charity - interpret what the other person is saying in the best possible light.
- 7 Pause for thought. That extra second can help you express yourself clearly.
- 8 Make eye contact, as it shows the other person that you are paying attention to them.

1. Listen closely instead of just getting ready to reply

The first way for someone to become a better listener is to ensure that they are actually listening to what the other person is saying, rather than waiting for a break so that they can say whatever was in their head. If people do not pay attention and consider what the other person is saying, it is likely that they will miss vital information, and therefore miss opportunities to learn. Really listening to someone allows one to [build better relationships](#) and actually leads to the other person forming a [more positive impression of the listener](#), as well as making it more likely they will cooperate with them.

2. You have two ears and one mouth – use them in this ratio

[Research has shown that](#) when an individual talks a lot or is always the one to introduce new topics to the conversation, this can lead to negative connotations, such that they are seen as domineering or controlling. In order to facilitate effective conversation, everyone involved needs to contribute, listen and consider what the other has to say in equal ways.

3. Be open minded

Research has demonstrated that students become inefficient listeners when they try to make the new knowledge that they obtain from conversations fit with pre-existing representations they already hold. This causes them to be close-minded and jump to conclusions.

[One particular study](#) demonstrated the extent to which this can occur. Students were taken to an office where they believed they were waiting for an experiment. However, unknown to them was that this office actually formed part of the experiment – when they left, they were asked to recall items they had seen in the office. The researchers found that the students were able to correctly recall more of the items that would typically be associated with an office, and in some cases falsely recalled typical office items that weren't present.

4. ***Focus on what is being said, rather than who is saying it***

Unfortunately, [people often hold biases](#) and these can influence their views of others. Once we categorise someone as a 'foe' instead of a 'friend', it is likely that we will disregard what they say. Clearly, it is better to focus on the content, not the messenger.

5. ***Use the Principle of Charity***

The 'principle of charity' states that people should interpret what others are saying in the best possible light. We don't always know someone's motivation, so it is probably a good idea to interpret it in the most positive way, instead of jumping to negative conclusions.

6. ***Pause for thought***

The best listeners always pause for thought before replying. [Recent research](#) showed it to be an effective method, as it allowed participants to express themselves clearly and give more interesting answers. That one extra second to gather one's thoughts can often be invaluable.

7. ***Make eye contact***

One of the most important non-verbal cues displayed by good listeners is eye contact. Eye contact is essential as it allows people to show that they are listening and that they respect what others have to say. It also increases the likelihood that they will remember the information from a conversation. [In one particular study](#), when the speaker in a video was looking at the students, they were much more likely to remember what was said in comparison to when they were looking away.

8. ***Ask questions***

[Asking relevant questions](#) is a trait of a good listener, as it demonstrates that they have been listening and considering the information. Posing questions also stops miscommunications from occurring, by allowing the listener to check their understanding and clarify any information they are unsure of.

FINAL THOUGHT

A growing body of evidence has demonstrated that there are a number of techniques people can use to develop their listening skills. For example, they can sustain eye contact, ensure they pause for thought before replying and be open minded throughout a conversation.

If students are able to improve their listening skills, it is likely they will come to agree with the words of Ernest Hemingway, who said: "I like listening. I have learned a great deal from listening carefully."

Debating websites

The following websites are recommended to assist you if you wish to build up your public speaking, debating or oral communication skills.

British Debate, the home of English Speaking Union's debate

<http://www.britishdebate.com>

This site offers online guidance, access to training courses for students and coaches, competitive opportunities Very clearly laid out and easy to navigate.

Heads Up!

<http://www.headsup.org.uk/content>

A subscription (free) website that is fully moderated and enables students to take part in online discussions about pre-set topics. It now offers a prize for each topic's best poster. It is aimed at Under 18s ; it is run by the Hansard Society (www.handsardsociety.org.uk) which "exists to promote effective parliamentary democracy." Good source for topic ideas too.

International Debate Education Association

<http://www.idebate.org>

Requires user to register, but is free to join. Quite a busy website with myriad topics, discussions and events to look through. Very international in content as you would expect. Offers advice from setting up Debates clubs through to training materials, and includes the wider school community in its recommendations, t. Excellent source of topics and hosts forums to get students started.

Debate wise

<http://www.debatewise.com>

The Cambridge Union (recommends this site as a starting point for Debaters and it does offer many topics for discussion divided into main headers of Current Affairs, Sports, Art and Entertainment, Business and Religion, with an attractive front page offering sound bites of topics to interest. It is free to register and allows users to start their own debates as well as join current forums.

Debating Matters/ Institute of Ideas

<http://ww.debatingmatters.com>

Aimed at promoting its 6th form Debate competition this site also offers topics and advocacy of debate importance information. Some updating is required to certain sections but it is still a valuable Debate source. Feedback on the site from previous competitions prove it to be a very schools' inclusive event. It is possible to watch or listen to previous debates.

Oxford University's Debate Union Schools competition

<http://www.oxfordschools.org.uk>

Cambridge Union

<http://www.cambridge-union.org>

This site is most useful for browsing to obtain topic ideas. More relevant is their Schools Debate competition website, <http://www.cus.org/schools>. This site offers clear guidance to its format and style. It also supports with persuasive reasons to take part in debate and provides resources to get you started forming a Debate Society with downloadable guides.

Topic Search

<http://www.newspaperarchive.com>

This site specialises in information from archives available online, specific to people. It allows one to search for names. The heavy American bias may not make this suitable for researching the subject directories also available, for the majority of Debates students may undertake.

Citizenship Foundation

www.citizenshipfoundation.org.uk

Keen debaters may want to enter the National Mock Trial competitions offered by the Citizenship Foundation which builds on Key Skills debating enhances and teaches

UNIVERSITY/POST 18 OPPORTUNITIES:

University of Warwick opportunities

If you are thinking and planning in 12 months time to apply to Universities through UCAS, Warwick University will be running two live chats after school next week:

Tuesday 30 June 4 - 5pm: UCAS Applications ([Book your place](#))

Join Esther from their Student Recruitment team as she talks through the UCAS process and what to consider when looking at entry requirements. This session will feature a short video followed by the chance to ask questions.

Thursday 2 July 4 - 5pm: Personal Statements ([Book your place](#))

Not sure what to write in a personal statement? Join Stephen from their student recruitment team who will guide you through the process. This session will feature a short video followed by the chance to ask questions. Details of these, and all of their live chats can be found [here](#).

Virtual Open Days

Their Virtual Open Days will help you to find out more about courses at Warwick, take part in live sessions led by academics, explore our campus virtually, and talk with current Warwick students.

Monday 6 July - Friday 10 July 2020

Monday 13 July - Friday 17 July 2020

Students can find out more and register your interest [here](#).

The Royal Society

Monday 13 July - Friday 17 July

They're moving their Summer Science online, with a free digital programme of talks, quizzes and videos celebrating cutting-edge and historic science

Explore the programme

Summer Science Exhibition Online

This year, their famous Summer Science Exhibition goes online, celebrating advances in science and scientific research. From 13 – 17 July they would like to invite you to join them for a week of interactive quizzes, creative challenges and talks on topics including the science of pets, doping in sports and Antarctica exploration. They're merging the old and the new, with highlights from their favourite exhibition moments over the years.. There is also a chance to explore some of the historic artefacts, manuscripts and records from their rich, 350-year-old archive. . Find out what's happening during the week on their [website](#).



Post 16 Options: Beyond GCSE Study Course

(Click on Start Course)

START COURSE

This course will encourage you to think about where your GCSE qualifications can take you, through exploring the options available to you and contextualising your studies to date. The course will help you to explore university subject areas and the range of possible study opportunities. The course will take approximately 50 minutes to complete and will be useful preparation for your future studies.



Researching courses and universities

(Click on Start Course)

START COURSE

This course will help you to compare degree courses and study options across a range of universities, supporting you to make an informed decision about your next step in education. The course will take approximately 50 minutes to complete and will help you evaluate the options available to you whilst considering personal interests, career aspirations, and your studies to date.



More Courses can be found here in the [Hub](#)

Swansea University Virtual Programme

PLACES CAN BE BOOKED HERE

The University is offering virtual sessions on the following topics:

- Why Higher Education?
- The UCAS Application Process
- Personal Statement Advice
- Student Life at University
- Taster sessions, podcasts and presentations for individual subject topics available

<p>Uptree Medicine Careers</p>  <p>28 July: Medicine.</p>	<p>This interactive placement with NHS professionals focuses on doctors, nurses, dentists, ambulance staff, healthcare science & informatics. Register here.</p>
<p>Uptree Engineering Careers</p>  <p>21 July: Engineering.</p>	<p>21 July @10am (online) 30 places available • register here •</p> <p><i>Apprenticeships in civil engineering, digital engineering, business administration & boat masters.</i></p>

Free Talks/ Webinars this week:

<p>Tue, 30 June 2020: 12:00 pm - 1:00 pm</p> <p>Peter Singer in conversation with Matthew Stadlen</p> <p>Book here</p>	<p>One of the world's most influential public intellectuals, Peter Singer reflects on the future of humans and animals in the aftermath of the global pandemic.</p> <p>The future of our planet depends on humanity's relationship to other animals. From mitigating the worst effects of climate change to preventing another global pandemic, we need to urgently address animal rights and embrace a more plant based, environmentally conscious future if we are to survive and thrive as a specie</p>
<p>Tuesday, 30th June; 7-8.30pm</p>	<p>Royal Institution : Contagion</p> <p>On Tuesday 30 June, Adam Kucharski will be exploring the hidden laws behind outbreaks (viruses, fashion, and fake news) that seem to be driven by randomness and how new mathematical approaches are transforming what we know about contagion. You can book for that here for free</p> <p>Before his talk, get clued up on the rules of contagion. Let's start in 1854 with John Snow and the Cholera outbreak in Soho. Discover Snow's revolutionary work here.</p>

<p>Wed, 1 July 2020: 6:30 pm - 7:30 pm</p> <p>How Businesses Can Survive the Global Crisis</p> <p>Amir Orad In Conversation with Sinead Bovell</p> <p>Register here</p>	<p>The human tragedy of COVID-19 is unprecedented in our lifetimes. So, too, is the economic impact, and its consequences for global wellbeing. Many businesses will not survive. But amid the pain, there will be long term positive change around innovation, technology, and our way of life. In this conversation with futurist Sinead Bovell , business leader Amir Orad will explore the multifaceted nature of the COVID-19 pandemic, and its ripple effects through people, culture, geopolitics and the economy.</p>
<p>Humankind: a hopeful history</p> <p>Wednesday 01 July 2020 5:00pm to 6:00pm</p> <p>Register here</p>	<p>It's a belief that unites the left and right, psychologists and philosophers, writers and historians. It drives the headlines and the laws that touch our lives. Human beings, we're taught, are by nature selfish and governed by self-interest. In his new book, which he will talk about at this event, Rutger Bregman shows us that it is realistic, as well as revolutionary, to assume that people are good. By thinking the worst of others, we bring out the worst in our politics and economics too.</p>
<p>Thursday, 2nd July 1.00-2.30pm</p> <p>From Rulership to Leadership: what lessons from the COVID-19 pandemic</p> <p>Book here</p>	<p>The COVID-19 pandemic has challenged humanity like no other shock in recent memory. Every country and every individual in our deeply interconnected world has felt the impacts, with its twin health and economic crises creating widespread social disruption and unprecedented uncertainty. Even before COVID-19, it was clear many of the challenges we face today demand system change that cannot be achieved by self-interested rulers. It is urgent that we overcome this leadership gap. Since March 2020, the School of Public Policy and its Institute of Global Affairs at the London School of Economics and Political Science have been examining the pandemic and its policy implications via a dedicated webinar series. This event will draw key lessons for leadership on global challenges, from multiple disciplinary perspectives and across emerging and advanced economies.</p>
<p>Fri, 3 July 2020.; 6:30 pm - 7:30 pm</p> <p>At Home With Alan Rusbridger</p> <p>In Conversation with Matthew Stadlen</p> <p>Register here</p>	<p>Alan Rusbridger transformed the Guardian from a progressive daily broadsheet into the world's most visited serious English-language news website, overseeing scoops that not only changed British society but sent shockwaves across the globe. From the phone-hacking revelations that led to the downfall of the News of the World, to the U.S. Diplomatic Cables leaked by Chelsea Manning and Wikileaks, to Edward Snowden's disclosure of the NSA's global surveillance operations, Rusbridger's leadership of the paper was a testimony to the importance of the fourth estate in maintaining the health of democracy and the necessity of speaking truth to power.</p>



UPCOMING VIRTUAL TALKS

Speakers for Schools is an organisation that brings leading experts and academics to the attention of state school children, they are excited to present their weekly VTalks schedule below! **To view anonymously, click on the Vtalk link in the schedule below and select: (Watch on the web instead > Join anonymously).**

Tips on participating in the VTalk

To access the talks, links should be opened in a browser that is not Internet Explorer and students should join the live event anonymously, there is no need to create a login.

Further guidance on how to access talks can be [found here](#)

WEEK STARTING MONDAY 29TH JUNE 2020 – FRIDAY, 3RD JULY

DATE	SPEAKER	INFO
Mon 29th June 2pm Add to calendar	Mark Maciver, Slider of Slidercuts	<p>Barber Mark Maciver, better known as the 'Slider' of SliderCuts, shapes up a list of high-profile clients, including Stormzy, Tinie Tempah, Anthony Joshua and Marvin Humes. Having started out as an apprentice over 20 years ago, in June 2018 he launched his own barbershop on Hackney Road and has since worked with Facebook and Nike, while his razor-sharp styling sees booked by brands including Louis Vuitton and Burberry at London and Paris fashion weeks.</p> <p>Mark is joining SFS to discuss his journey as a barber and entrepreneur and to encourage the next generation to consider hairdressing as a potential career. Be sure to tune in to put your questions to Mark!</p>
Tues 30th June 10am Add to calendar	Cathy King, Literary Agent, 42 Management & Production	<p>Find out about the world of writing for film, television and theatre and what it's like to be a talent agent with SFS & Cathy King, Literary Agent at 42 Management and Production.</p>
Tues 30th June 2pm Add to calendar	Simon Hodgkinson Group Chief Information Security Officer, BP Plc	<p>Join us Simon Hodgkinson, Group Chief Information Security Officer with BP discusses all things cybersecurity. Learn about Simon's life lessons from a career in tech and gain insights into the opportunities and careers that exist in cybersecurity!</p>
Wed 1st July 11am Add to calendar	Celebrating Women in Engineering with Thames Water & UTC Reading	<p>Celebrating women in engineering! Engineering is a key part of the water industry - through engineering we can innovate and help shape our world. Women in engineering</p>

	<p>Dina Gillespie, Area Operations Manager at Thames Water; Katherine Whatley, ICA Technician at Thames Water; Cheryl Atkinson, Thames Valley East Systems Operator, Control at Thames Water; Stephanie Mitchell is the Executive Director of Careers and Destinations at UTC Reading; Year 11 Engineering Student at UTC Reading, Elise Hammond</p>	<p>roles in Thames Water vary from on-site technicians to design engineers working on developing new projects. Today we will meet three Thames Water colleagues along with UTC Reading's Careers Lead and one of her engineering students to discuss how we can support a more diverse workforce, challenge stereotypes and provide greater opportunities for women and girls in engineering.</p> <p>Please note, this event will be moderated and managed by Thames Water.</p>
<p>Thurs 2nd July 10am</p> <p>Link to register here.</p>	<p>A Tortoise Media Think In with Liz Moseley, Editor and Partner, Tortoise Media</p>	<p>Liz's career teacher told her she should be a librarian. Sadly, she never made it. Instead, Liz is an award-winning marketer with 20 years' experience at global media companies. She is now an editor and partner at Tortoise where she runs the ThinkIn programme. She's also the 'voice of Tortoise' in all Tortoise's member communications. She was Chief Marketing Officer for the Cannes Lions International Festival of Creativity (known as the 'Oscars' of the advertising industry) and spent three crazy years being sued by C-list celebrities as publisher of heat magazine. She's also worked for The Times, The Telegraph and ELLE. Join us as she shares a bit about how she's managed to blag it for this long, despite failing to get into University twice and repeatedly rebounding off the glass ceiling.</p> <p>By registering for the event, the student can choose to receive complimentary membership to Tortoise (worth £100)!</p> <p>Attendance and Tortoise membership is for students aged 16+.</p>
<p>Thurs 2nd July 2pm</p> <p>Add to calendar</p>	<p>In collaboration with Penguin Talks: Marlon James, Author & Ekow Eshun, Journalist</p>	<p>Multi-award winning author, Marlon James, joins British writer, journalist, broadcaster and curator, Ekow Eshun, to discuss what creativity means to them and how we can be more creative in our lives.</p>
<p>Fri 3rd July 10am</p> <p>Add to calendar</p>	<p>Andy Haldane, Chief Economist, Bank of England</p>	<p>We're excited to welcome Andy Haldane, Chief Economist with the Bank of England to discuss the importance of economics in everyday life, current affairs and their link to economics and answer questions about his own career path and background!</p>

CAREERS IN



Proactive Steps to prepare for a Career in Sport

- Get as much experience as you can playing, organising and getting involved in as wide a variety of sport as possible and in different roles: player, coach, referee.
- Get experience of coaching younger students and others when you can.
- Get involved with community and voluntary organisations to demonstrate that you are committed to helping others.
- Take an interest in the social and ethical issues surrounding sport by following stories on the BBC website and websites of the quality press.
- Keep up to date with current issues and controversies in sport.

What should I be reading?

- *Progression to Sport Science and Physiotherapy*, UCASBooks
- Subscribe to the *PE Review* magazine published by Philip Allan Updates and look at the back-numbers if they are in your school library
- Read *Peak Performance* journal and use the website and article archive
- Keep up to date with the *Inside Sport* pages on the BBC website and the Guardian sport pages: <http://www.guardian.co.uk/sport>
- *Beneath The Surface* by Michael Phelps
- *Rainbow Warrior* by Francois Pienaar
- *What Sport Tells us about Life* by Ed Smith
- *Sports Training Principles* by *Frank W Dick*
- *Sports Psychology* by *Matt Jarvis*
- *Sports Motivation* by *Ken Hodge*

- Sports Nutrition by *Anita Bean*
- Sports Training by *John Shepard*
- Read or visit the websites of journals such as: Coaching Edge, Health and Fitness, Journal of Sport Behaviour, Leisure Management and Sports Management

Which websites will be useful?

- [pe4u](#) website
- Teach PE.Com
- www.thefitnesscoach.com
- Department for Culture, Media and Sport: <http://www.dcms.gov.uk/>
- Sport England: <http://www.sportengland.org>
- Sports Coach UK: <http://www.sportscoachuk.org>

In our final bulletin of this academic year (6th July), We will look at GCSE Results Day, A Summer Checklist and Careers in the Creative Arts