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Education & Training
Boards Ireland
*Boird Oideachais &
Oiliúna Éireann*

Name: _____

Study and Learning Handbook



For Commis Chef Apprentices



Co-funded by the Irish Government
and the European Union



EUROPEAN UNION

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How to use this book

This booklet is intended for use as a workbook to be carried out with students over three separate sessions of roughly half an hour during the early weeks of the course. It can be carried out as follows:

- Session one: pages 3-10
- Session two: pages 11-22
- Session three: pages 23-35

Thanks

Many thanks to Kieran Shaughnessy for his expertise and help in developing this booklet for the Commis Chef Apprentices. Thanks also to Arthur Haughian, John Duggan and the GRETB apprentices who gave valuable contributions and feedback.

Alison Jones, Adult Literacy Organiser, Galway and Roscommon ETB

December 2016

Study & Learning Handbook

For Commis Chef Apprentices

Introduction

Now that you have started your Apprenticeship, it is important to consider some points that will help you to make the most of your time while studying and help you to be successful in your course.

This booklet will help you to:

- Set some goals
- Find out about your strengths and weaknesses
- Find out your individual learning style
- Give you some tips and tricks for developing listening skills and taking notes
- Give you some tips to help you to study and carry out research
- Help you to review your progress
- Maintain your motivation
- Tell you what kinds of supports are on offer



Motivation and Long term Goals

Tick the reasons that made you start this career (tick as many boxes as you want)

- | | |
|---|--------------------------|
| To get a job doing something I like | <input type="checkbox"/> |
| To develop a new skill | <input type="checkbox"/> |
| To make new friends | <input type="checkbox"/> |
| To gain a qualification | <input type="checkbox"/> |
| To see if I like it | <input type="checkbox"/> |
| There was no other choice | <input type="checkbox"/> |
| My family wanted me to do this | <input type="checkbox"/> |
| It seems interesting | <input type="checkbox"/> |
| My friends were starting the course | <input type="checkbox"/> |
| I have heard good things about the course | <input type="checkbox"/> |

What is your long term goal?

Before commencing any new studies, or training course either full-time or part-time, it is often a very useful exercise to spend some time thinking about **what you expect to gain** from the course, in terms of skills, knowledge and personal development.

Your long-term aims could be related to: employment, either full-time or part-time, change of career, further education or return back to the workplace etc.

My long term aims are:

Short Term Goals

What do you think?

	Always	Sometimes	Never
I am good at timekeeping			
I am a good listener			
I take responsibility for my own actions			
I look for help when I need it			
I am good at working as part of a team			
I make sure I revise			
I am committed to my learning			
I pay attention in class			
I am patient if I don't understand something			
I make sure I prepare for exams			
I am organised			
I am focussed on the course			
I am mindful of regulations e.g. Quality Control			
I place importance in personal appearance and hygiene			
I plan my work			

Look at the columns where you have ticked Sometimes or Never. What can you do to change this? What is your action plan?

I will/ I can/ I am going to...

Listening Skills

Listening is an essential skill for learning, especially when we are listening to instructions or tasks that are given at the start of a class or a specific activity.

Answer these questions

Do you think that listening is a passive or an active skill?

What kind of things distract you from listening?

Is it harder to listen if you are busy? Why?

What can you do to become an active listener?

Why is it especially important to listen to instructions?

Obstacles to listening

- Getting distracted e.g. by a text message
- Not being ‘present’ e.g. daydreaming
- Lack of focus
- Thinking about something else
- & many other things!



Tips for Reading your Text Book

Different Types of Reading:

You can use all these types of reading to help you study

- **Skimming:** to get the gist of what you are reading
- **Scanning:** fast reading to find a particular piece of information in a text
- **Detailed Reading:** slower and more careful so that you get the meaning of a text and don't miss anything
- **Remember: read for meaning**
- **Break long words up into syllables** e.g. fer|men|ta|tion

Don't be put off by large amounts of text. Take each sentence or paragraph one by one.

Look at the headings

Underline and then look up words you don't know

Ingredients

The principal ingredients in bread and dough products are wheat flour and yeast. Bread and bread products form the basis of our diet and are staple products in our society. We eat bread at breakfast, lunch and dinner, as sandwiches, bread rolls, croissants, French sticks, and so on. Bread is also used as an ingredient for many other dishes, either as slices for sandwiches or toast, as fried bread or as breadcrumbs.

Dough consists of strong flour (flour with a high gluten and protein content), water, salt and yeast, which are kneaded together to the required consistency at a suitable temperature. It is then allowed to prove (to rise and increase in size), when the yeast produces carbon dioxide and water, which aerates the dough. When baked it produces a light, digestible product with flavour and colour.

Salted dough is more manageable than unsalted dough. Salt is usually added a few moments before the end of the kneading, since its function is to help expand the dough's volume.

Flour-based products provide energy and a variety of vitamins and minerals. Wholemeal bread products also provide roughage, an essential part of a healthy diet.

Dough

Fermentation

For dough to become leavened bread (bread that has risen, rather than flat bread) it must go through a fermentation process. This is brought about by the action of yeast, a living micro-organism rich in protein and vitamin B. The yeast reacts with enzymes in the dough, which converts sugar into alcohol, producing the characteristic flavour of bread. The action also produces carbon dioxide, which makes the bread rise.

Yeast requires ideal conditions for growth. These are:

- **warmth:** a good temperature for dough production is 22–30°C
- **moisture:** the liquid should be added at approximately 37°C – if it is cooler, the yeast may not activate; if it is any hotter it may kill the yeast
- **food:** this is obtained from the starch in the flour
- **time:** this is needed to allow the yeast to grow.

Dried yeast has been dehydrated and must be creamed with a little water before use. It will keep for several months in its dry state. Some types of dried yeast can be used straight from the packet.

Use a highlighter pen to help you note key points



Make notes to help you revise later.

Notice any words that are bulleted or emphasised in the text. These are often important.

Tips for making notes from Your Text Book

Lay your notes out in a clear, easy to read way e.g. a table like this

Use clear headings

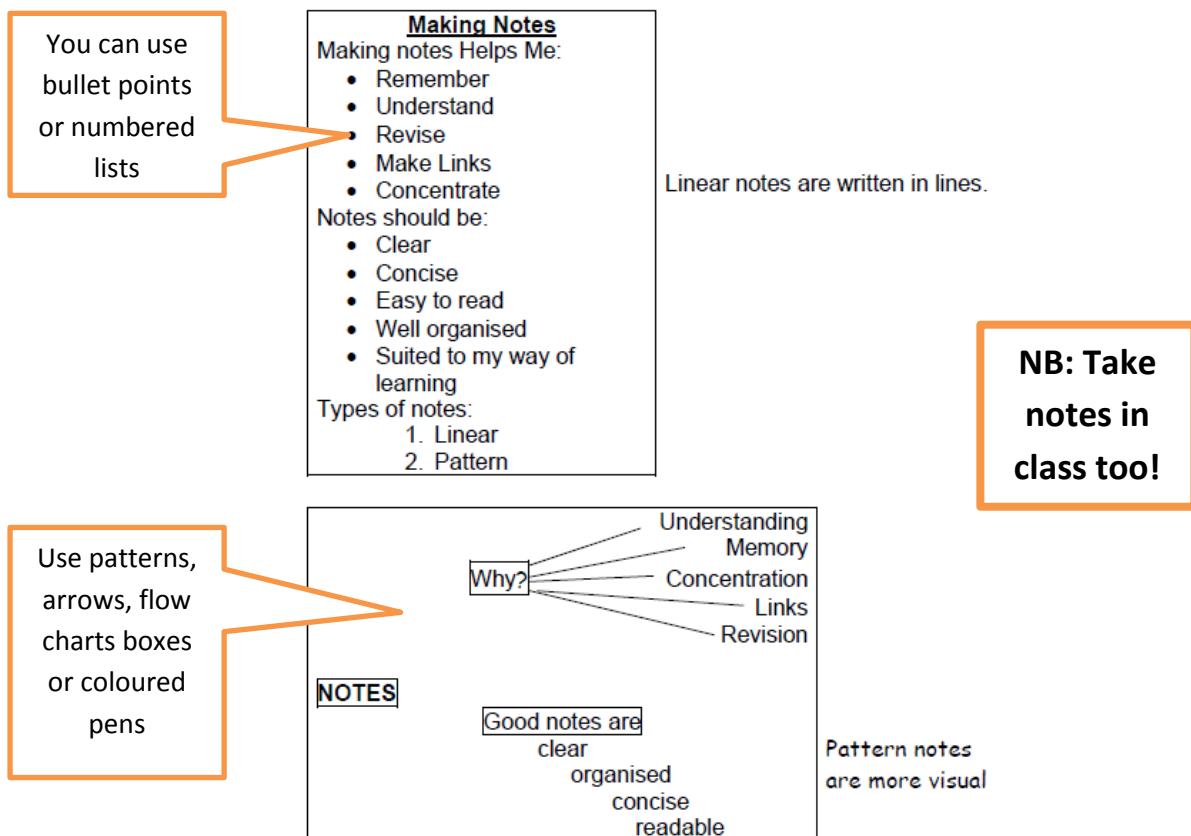
Bread and Dough Products	
<i>Principle ingredients</i>	<i>Wheat, flour and yeast</i>
<i>What does dough consist of?</i>	<i>Strong flour Water Salt Yeast</i> <i>Kneaded together</i>
<i>prove</i>	<i>=To rise and increase in size</i>
<i>What does the yeast produce?</i>	<i>Carbon dioxide and water which puts air in the dough (aerates it)</i>
<i>Salted dough</i>	<i>Helps expands the dough's volume</i>
<i>yeast</i>	<i>A micro-organism that is rich in protein and vitamin B</i>
<i>Fermentation process</i>	<i>The yeast reacts with enzymes in the dough → converts sugar to alcohol → produces carbon dioxide which makes the bread rise</i>

Make sure you understand the text. If you are not sure, go over it again or ask your tutor

Take the text and write it in your own words, as a summary. Use simple plain English

Other Kinds of Notes

Use a style of notes that you like best. Remember, you will need to look back on them later on and will need to be able to read and understand them.



Taken from Kerry ETB Study Skills Notes

What method works best for you: table, bullet points or pattern notes? _____

Make efforts and you will see the rewards



Questions on Reading & Note Taking

Answer the questions

1. Why is it useful to take notes from your text book?

2. How can you make it easier for yourself when you have to read a long piece of text?

3. Why is it useful to note any highlighted or emphasised text when you are reading?

4. Why are you less likely to study if your notes are in disorder?

5. If your notes are in disorder what can you do to correct that?



Learning Styles Questionnaire

We all learn in our own way or style and if we identify our learning style, we can use this information to help us learn.



Complete this quiz by circling the responses which best describe how you learn. Write the letter of the answer in the box.

1. When learning something new, you

- a. like to have the aid of diagrams, posters, or a demonstration
- b. like to have verbal instructions
- c. Just go for it and try it out

2. When you are reading, do you

- a. visualize in your mind the descriptive passages
- b. enjoy the characters' dialogue
- c. sometimes read action stories, but prefer not to read

3. When you are spelling, do you

- a. try to "see" the word
- b. sound the word out before or as you spell it
- c. write the word down to find out if it looks or "feels" right



4. When concentrating on something, you

- a. are distracted by movement and untidiness around you
- b. are distracted by noises in the area you're working in
- c. have difficulty sitting still for even short periods of time

5. When cooking a new recipe, you

- a. Follow the recipe in the book exactly
- b. Like someone to tell you how to do it
- c. Start cooking straightaway



6. If you are putting something together, you

- a. follow the instructions and look at the pictures
- b. wish there was a video or tape explaining what to do
- c. ignore the instructions and figure it out as you go

7. When trying to recall names, do you remember:

- a. the person's face but not their name
- b. the person's name but not their face
- c. clearly the situation in which you met them

8. When giving directions to someone, you

- a. visualise the route first or draw a map
- b. give clear, concise instructions
- c. move your body and gesture as you give them



9. If you need help with a particular computer application, would you

- a. look for pictures or diagrams to explain the solution
- b. ask someone for help or call a help desk
- c. persevere and try to figure it out yourself



10. You can remember a list of items best if you

- a. write them down
- b. recite the list to yourself
- c. use your fingers to count the items off



Scoring

Add the total number of responses for each letter (a, b, c) and record each total.

a. _____ b. _____ c. _____

If most of your answers were (a)	If most of your answers were (b)	If most of your answers were (c)
you are primarily a Visual Learner and learn best by seeing 	you are primarily an Auditory Learner and learn best by hearing 	you are primarily a Kinaesthetic Learner and learn best by doing 

Many people have more than one learning style, so you may find you have some responses in each category. The category with the greater number of responses will be your **main learning style**. Now that we know our main learning style, we can use this information to our advantage when studying.

Tips for the Visual Learner



- Make sure you can see as well as hear the tutor
- Take notes or ask for handouts
- Use pictures, films, computer programmes
- Use colours to highlight what you want to remember
- Study in a quiet place away from chat (including radio and TV.)
- Make pictures in your mind to help you remember

Tips for the Auditory Learner



- Take part in class discussions
- Read or say out loud
- Make up jingles or rhymes to help you remember
- Record what you want to learn on your smartphone and play it back. There are many Apps for this.

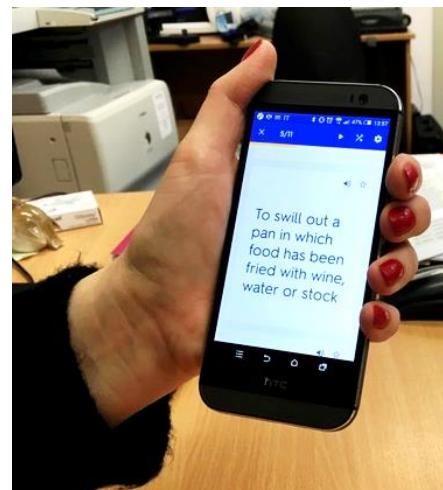


Tips for the Kinaesthetic (Physical) Learner

- Take breaks from learning often
- Move around to learn new things (for example, read while walking around the room)
- Stand while working
- Try and make your learning active or practical by making or doing something, or using multi-media apps like Quizlet.

For more information on learning styles see

www.vark-learn.com



Quizlet app



Spelling Tips

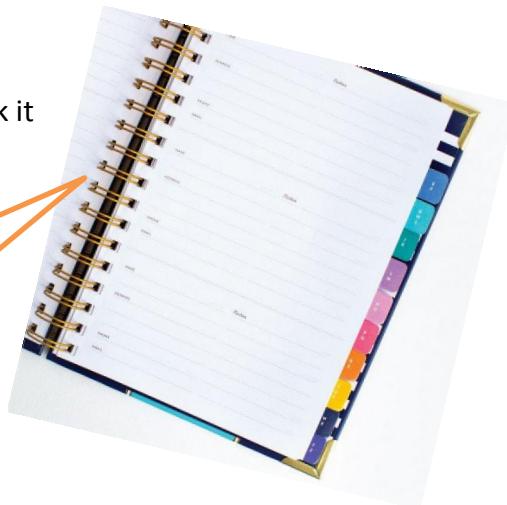
When completing assignments and filling in Standard Recipe cards, you will need to make sure that your spelling is correct. Check your spellings in the following ways:

- Use a dictionary
- Speak the words into your phone
- Use predictive text in your phone
- Write it down to see if it looks right
- Ask someone

When **remembering** spelling you can use any of the following techniques:

- Break the word up into syllables e.g. au|ber|gine
- Study the word and find a pattern in it that you will remember
- Use rhymes or mnemonics
- Write it down several times
- Write it down, study it, say it, cover it, then write and check it
- Change or exaggerate the pronunciation

An alphabetized address book is an ideal way to keep a record of specific words, especially French cooking terms



STANDARDISED RECIPE CARD

EXAMPLE STANDARDISED RECIPE CARD					
NAME OF DISH:				COOKING TEMP.	
NO. OF PORTIONS:				COOKING METHOD:	
PORTION SIZE:				PREPARATION:	
				COOKING:	
COMMODITIES					
INGREDIENT	QTY REQUIRED	QTY BOUGHT	UNIT PRICE	TOTAL COST R	
				TOTAL COST:	

Assessments

What skills are important when carrying out assessments?

- | | | |
|--|--|---|
| Organisational skills <input type="checkbox"/> | Planning skills <input type="checkbox"/> | Timekeeping <input type="checkbox"/> |
| Good communication <input type="checkbox"/> | Problem solving <input type="checkbox"/> | Theory and application <input type="checkbox"/> |
| Applied food safety <input type="checkbox"/> | Costing <input type="checkbox"/> | Team working <input type="checkbox"/> |
| All of the above <input type="checkbox"/> | | |

Which skills do **you** need to work on the most?

How do you plan to do that?

I will/ I can/ I am going to...



Managing your time

Answer these questions Yes or No

Are you able to find the time for research/assessment preparation? Yes/ No If No ↓	Do you set goals or targets? Yes/ No If No ↓	If exams are coming up, have you set aside a time for regular study? Yes/ No If No ↓	Do you study in the same place every week? Yes/ No If No ↓
Work in manageable time periods e.g. 30 minute sessions. Take a break if you get tired.	Set yourself specific goals. You can set a particular topic or subject as a goal for each session and it will help keep you motivated.	Keep on top of your work. You will have to increase your study at exam time, but keeping on top of your work will help you.	Study in the same place. This will help you to focus more quickly. Ideally it should be a quiet place.

Do you allow yourself to be distracted? Yes/ No If Yes → What distracts you?	Mobile phone → Facebook → Other people →	Put it out of reach or put it on to charge Check Facebook only when you are finished your study Work in a quiet place. Tell everyone that you are going to study.
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Keep focussed. Why are you doing this? Check your long term goals on page 4.



Tips for Studying for Exams

Now check the study timetable on the next few pages. Sometimes it is helpful to plan ahead and set out what and when you will study. Try this method out.

How to plan your study:

Step 1: Write down a list of the topics that you need to study on the following page. Check you have covered everything.

Step 2: Using the timetable, choose a day and a time that you will study each topic and write it in. Be realistic!

Step 3: Action the study and stay focussed! You will feel a sense of achievement.

Why? This is your career, so you are doing this for yourself. Keep your purpose in mind all the time and it will help to keep you motivated.

Notes/ List of Study Topics: It is better to study one topic at a time. If you study too many topics at one time you can get confused between them.



Remember:

Your study area:

- should be the same each week
- should be tidy & should be free of distractions

Timing:

- Find out what time suits you best and stick to it
- A good habit of study becomes easier if you set a regular time

Obstacles

- Don't ignore any obstacles. Find ways to overcome them by talking to your tutor.

Motivation

- Keep your goals in mind and stay motivated

Notes/ List of Study Topics

Weekly Study timetable

Week beginning: _____

	Time	Topic(s)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Review: how did you get on?

Did you succeed this week? If not, why not? What can you do to change this?

Notes/ List of Study Topics

Weekly Study timetable

Week beginning: _____

	Time	Topic(s)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Review: how did you get on?

Did you succeed this week? If not, why not? What can you do to change this?

Check Point



Skills Survey: About You

Circle one answer.

1. In class, if you don't understand something, do you:
 - a. Ignore it and hope it doesn't come up in the exam
 - b. Find a way to make sure you understand it
 - c. Are satisfied if you have a general idea of what the topic is about

2. Regarding homework, do you:
 - a. Dislike homework and don't find time for it
 - b. Make time to do it and understand it
 - c. Try and get it done whenever you can in your spare time

3. Regarding classwork, do you:
 - a. Expect your tutor to explain everything
 - b. Understand that you must follow things through yourself using your text books and other online resources
 - c. Check up the odd thing in your own time now and again

4. If an exam is coming up, do you:
 - a. Panic because you've left everything too late
 - b. Make a list of topics to study ahead of time and stick to it
 - c. Stay up late the night before doing as much as you can

5. Study skills. How are your study skills?
 - a. I don't like to study and don't know how to do it
 - b. I take notes and have methods of remembering things
 - c. I take notes but they are all over the place

6. Listening: how good are your listening skills?
 - a. I find it hard to listen
 - b. I know that listening is an active skill and work at it when in class
 - c. I take in as much as I can

7. Motivation: how do you stay motivated? Do you:
 - a. Find that it is difficult to stay interested
 - b. Really like the topic and so motivation is no problem
 - c. Have good days and bad days

How did you get on?

Add up the number of a, b and c answers you got:

a b c

a's: Make changes now! You definitely need to look at improving your learning skills both in the classroom and when you are at home. **Talk to your tutor**, seek support and you will see things getting easier for you. This is not school and more is required of you now. Once you start making changes, you will see the benefits. It's not too late but **you must make a plan of action**.

b's: A winning formula. You have everything in place and are clearly taking things very seriously. You will undoubtedly succeed and your results will speak for themselves. Don't change this approach. It's a winning formula.

c's: Don't be distracted. You have some skills in place but need to look at areas where you could tighten up your approach to learning. Don't be distracted in class or at home. This course will get harder and demand more of you later on, and it's not too late to **make a few changes now**. You will be helping yourself.

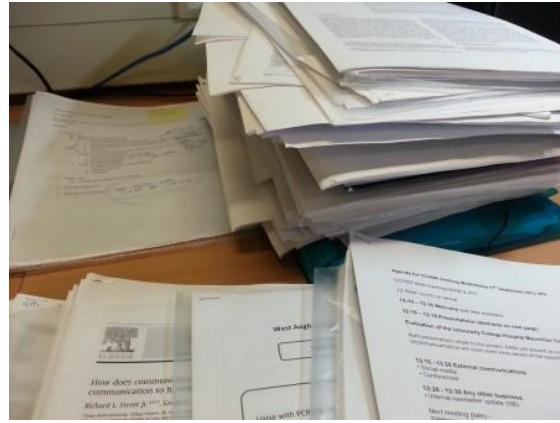
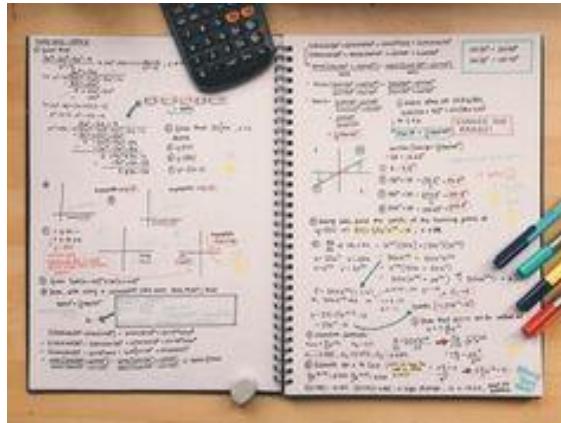
Now look at any answers you circled either a or c.

What will you do to improve in these areas?

I will:

Keep your Notes Organised

Which set of notes are easier to use? Why?



What is wrong with this study area?



Top Tips

- Keep your notes in a folder
- Use dividers
- Keep it up to date and in order
- Study in a clear, tidy environment

More Study Tips

What do you think?

1. Why should you revise regularly and not just when exams are coming up?
-
-

2. When is the best time for you to study?
-

3. Do you think it is better to memorize course notes or understand them?
-

Tips from previous students:

- ✓ “Go over the class questions... a lot!”
- ✓ “Visualise the system in your head so you can remember it and understand it.”
- ✓ “Try and go over it practically if you can.”
- ✓ “Think of questions that may come up and write them down and the answers.”
- ✓ “Try to stay motivated all the time.”
- ✓ “If you don’t understand something, ask your tutor or look it up.”
- ✓ “It helps to pay attention in class.”
- ✓ “Study one topic at a time rather than three or four.”
- ✓ “Stay interested. I read around the subject in my spare time and that helps me a lot!”



Study Aids: Quizlet Flashcards App

Quizlet

- Go to www.quizlet.com or go to the **Play Store** or **App Store** to download the app.
- You do have to register for this but it is free
- Create a set of flashcards of things you will need to know for your exams
- Use these on your phone or laptop as part of your study routine

Tip:

This website is ideal to create sample tests as well, with **written tests, true or false, multiple choice questions and matching questions and answers** all available. There are also games options, such as the matching game below.

The app is available free on mobile phones and tables. Students can also compete with each other.

Sometimes Missed Your recent answers have been incorrect sometimes and correct other times. [Select this one](#)

0	Saute	To fry lightly without color	
---	-------	------------------------------	--

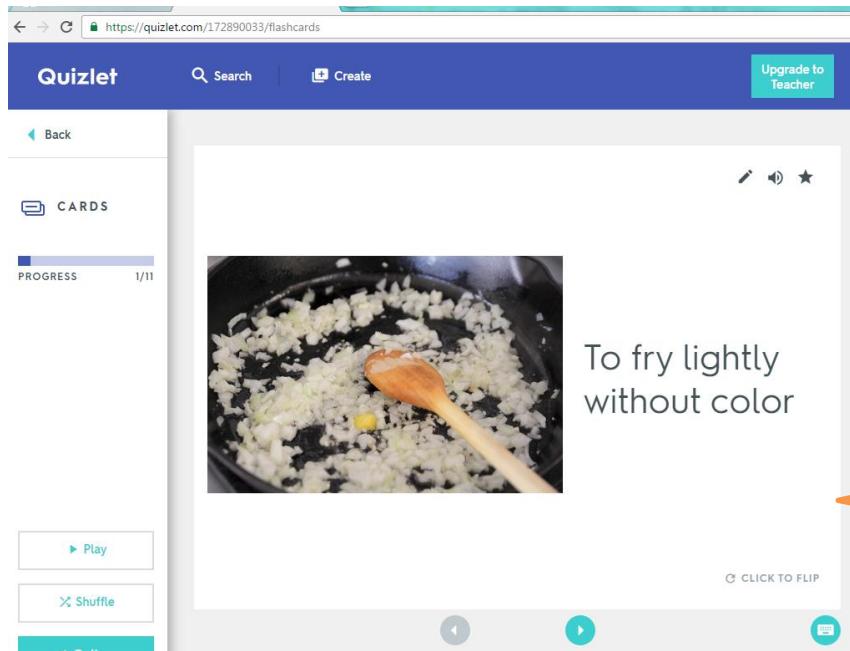
Always correct You've answered all of these correctly! [Select these 4](#)

+1	Espagnole	Basic brown sauce	
+1	Blanche	To cook without colour	
+1	Court-bouillon	A well flavoured cooking liquor for fish	
+2	Broil	To grill	

No Answers Yet You still haven't studied these! [Select these 6](#)

Study Aids: Quizlet Continued

Example of a Quizlet flashcard



The screenshot shows a Quizlet flashcard. The front side features a photograph of onions being sautéed in a pan. The text 'To fry lightly without color' is displayed next to it. The back side of the card is visible, showing the text 'CLICK TO FLIP'. On the left, there's a sidebar with navigation buttons like 'Play' and 'Shuffle', and a progress bar indicating '1/11'.

Turn on the audio to hear the questions & answers

Click or tap here to see the answer on the flip side

French cookery terms

added to Commis Chef Apprenticeship, Culinary Skills



STUDY



FLASHCARDS



LEARN



SPELL

PLAY



TEST

0% LAST TRY



MATCH

BEST: 32 S



GRAVITY

SELECT THIS ONE

LIVE

SORT

Your stats

Sometimes Missed

Your recent answers have been incorrect sometimes and correct other times.

Select this one

0

Saute

To fry lightly without color



☆ ⏪ ⏹

There is a range of studying options

You can also:

- Print out the flashcards
- Create your own tests (multiple choice, true or false, matching or written)
- It is ideal for use with a smartphone

Study Aids: YouTube

If you don't understand anything or you are not sure of something, search for it on YouTube. Short videos are the most useful and you can search for exactly what you need.

Example of a YouTube tutorial on 'Recipe Costing'

<https://www.youtube.com/watch?v=KbacDjM14CM>



YouTube how to calculate the costing of a recipe

Example of Recipe Costing Sheet

Recipe		As Purchased		Ingredient	Invoice		Recipe		Individual	
Quantity	Unit	EY%	Quantity		Unit	Cost	Unit	Cost	Unit	Ingredient Cost
8	oz.	57.5%	13.91	oz.	Honeydew Melon					

Recipe Costing - LESSON 2

DrChefColin [Subscribe](#) 672

59,128 views

Add to Share More

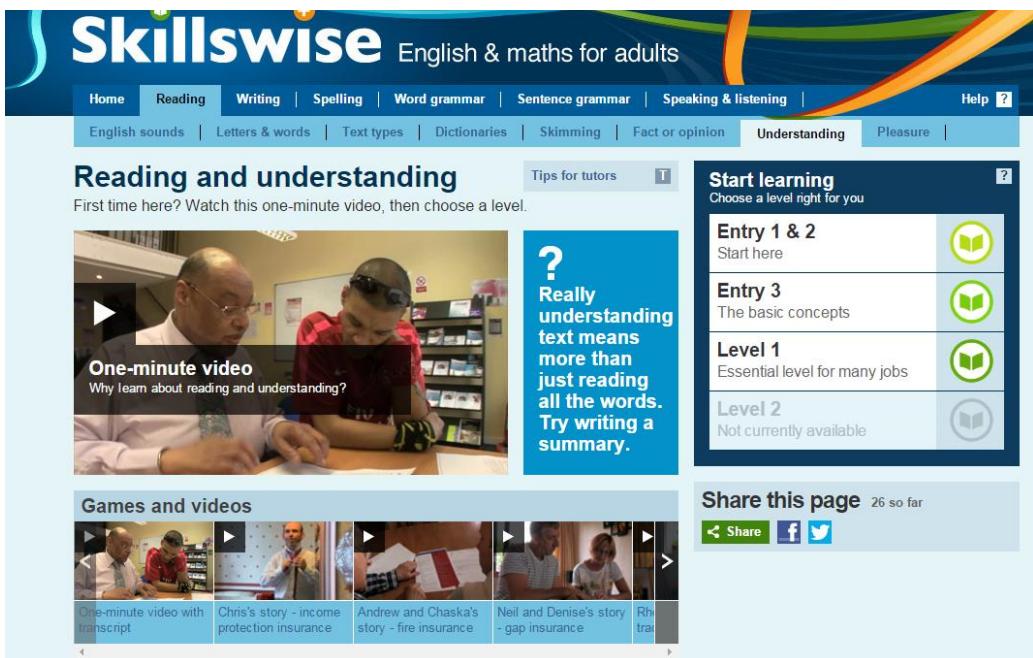
239 7

Useful Websites

Reading, Understanding, Writing, Spelling & Maths

This website covers everything and is easy to use. It has games, quizzes, fact sheets and exercises and is a one stop shop for reading, maths, writing and spelling.

www.bbc.co.uk/skillswise



The screenshot shows the Skillswise homepage with a blue header bar. Below it is a navigation menu with links to Home, Reading, Writing, Spelling, Word grammar, Sentence grammar, Speaking & listening, Help, English sounds, Letters & words, Text types, Dictionaries, Skimming, Fact or opinion, Understanding, and Pleasure. The main content area features a video player with a thumbnail of two people working at a desk, a text box with a question mark icon and text about understanding text, and a sidebar for 'Start learning' with levels Entry 1 & 2, Entry 3, Level 1, and Level 2. There are also sections for Games and videos and Share this page.



The screenshot shows the Skillswise homepage with a blue header bar. Below it is a navigation menu with links to Home, Reading, Writing, Spelling, Word grammar, Sentence grammar, Speaking & listening, Help, English sounds, Letters & words, Text types, Dictionaries, Skimming, Fact or opinion, Understanding, and Pleasure. The main content area features a video player with a thumbnail of a woman in an office, a text box with a speech bubble, and a sidebar for Back to topic, English games, and Share this page. An orange callout box on the left side points to the 'Skimming and scanning' section, containing the text: "Skimming and scanning to help you study your texts".

Useful Websites

Dyslexia Association of Ireland: www.dyslexia.ie



The screenshot shows the homepage of the Dyslexia Association of Ireland. The header features the organization's name in large blue and yellow letters, with the tagline "Supporting Children and Adults with Dyslexia". Below the header is a banner with the text "'One in ten people have Dyslexia. Could it be You?'". The main content area is divided into several sections: "What is Dyslexia" (with a blue icon of three stylized figures), "How can you help?" (with a green icon of ABC letters), "Events & News" (with a blue question mark icon), and "Contact Us" (with an orange envelope icon). Each section includes a brief description and a "Read More" link.

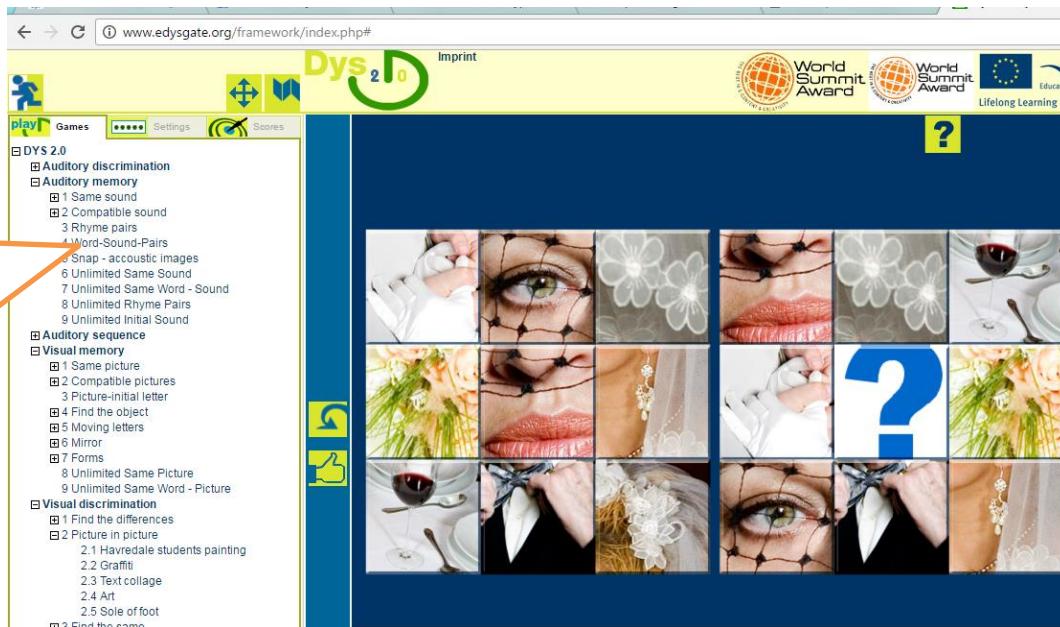
This website has a specific section with information for adults with dyslexia, such as self-help strategies and lots of information about dyslexia itself. They can be contacted directly through this website.

Dyslexia Brain Training: www.edysgate.org

The website contains games that are useful for training your brain and is aimed at anyone with dyslexia. The site is free but you need to register first. It will improve visual discrimination, auditory memory, visual sequencing among others.

Which image is missing in the grid below?

There are many different types of games to choose from



The screenshot shows a game interface titled "Dys 2 Go". On the left, there is a sidebar with a navigation menu under "DYS 2.0" containing categories like "Auditory discrimination", "Auditory memory", "Visual memory", and "Visual discrimination". The main area displays a 4x4 grid of images. Most images are repeated twice in the grid, except for one unique image in the bottom-left position, which is highlighted with a large blue question mark. The images include various scenes like a person's face, flowers, a wine glass, and a hand holding a piece of paper.

Useful Websites & Apps

English for Speakers of Other Languages

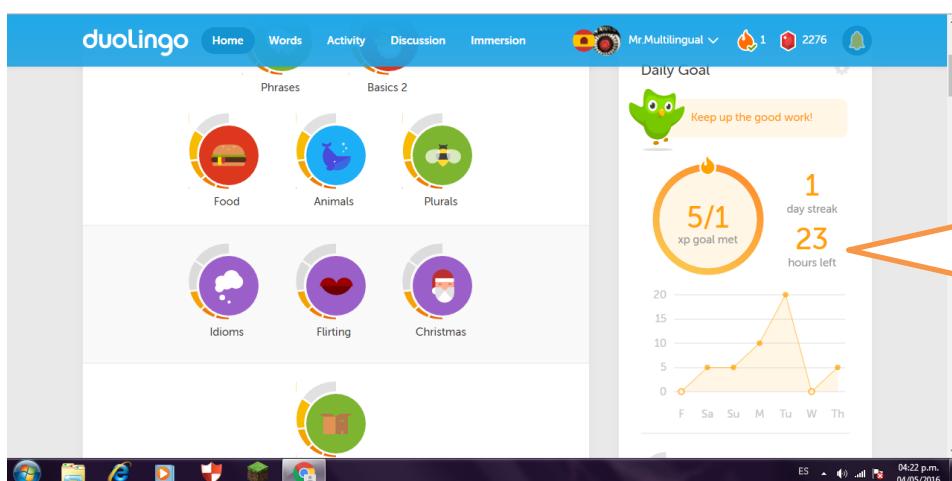
If English is not your first language, you will have to devise strategies to help you remember vocabulary and spelling, and to help your English speaking, reading, writing and listening. There are many apps and websites to help you. Here is an example:

Easy World of English www.easyworldofenglish.com



You will need
to register
first to use
this free
website

You could also try the Duolingo App, ideal for use on your mobile phone. Practicing for five or ten minutes per day will be very useful.



Top tip: use this
website along
with a notebook
to create a list of
useful
vocabulary

Google Translate is an excellent app and can translate written materials as well.

Notes/ List of Study Topics

Weekly Study timetable

Week beginning: _____

	Time	Topic(s)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Copy the notes page and this timetable if you find it useful.

Support is Available

If you need any extra help with the topics that are listed below, talk to your tutor. Support is available.

Reading and Comprehending

Spelling

Studying Taking notes

Using computers

Maths

Learning English



Keep this booklet to remind you of the study skills you have learned.