**Turning your Personal Statement Planning Sheet Notes into 4000 characters**

**Step1: Structure and Planning**

Think of your statement as having 3 parts.

* The bottom third could be your extra-curricular activities- this is sometimes a good place to start as most students find this the easiest section.
* The top third is about why do you want to study your degree choice and can be the most important element of your application. It needs to show your real understanding of the academic discipline as well as your motivation for studying it.
* The middle section is your content. For example: What reading outside of your A levels highlights your interest? What project demonstrates your problem solving? What exhibition did you visit? What independent research have you done? What workshop have you attended? This section includes the academic work and the skills you have developed.

**Remember** to keep it relevant.............some of the following questions might help with your ideas.

* What have you read, listened to or done to help further your understanding of the course? (Articles/Podcasts/ Ted talks/ Future learn programme/ workshops/ Virtual lectures/Summer schools
* How do you think your current studies have inspired you and why?
* What books have you recently read?
* What did you enjoy about them? What did you learn? (Think about what challenged you or whether anything surprised you.) Did you agree or disagree with the author’s perspective? Did the book provoke further curiosity to learn more? If so, what exactly?
* What work experience have you done that is relevant to your subject. Have you been able to communicate with a professional in that field?

**Step 2: Refine and redraft your thoughts**

* Bottom third: Reassess your extra-curricular activities. Could any of them have furthered your understanding in your subject? Select 2 or 3 standout activities and find elements that would contribute to the skills needed for an independent learner. For example, tenacity, stamina; problem solving; leadership; communication; creativity, dexterity.
* Middle section: What are the experiences that highlight your interest in your chosen degree pathway? Look at your ideas/experiences.......can you see a thematic link between them in order to lead from one idea to another?

 **Step3**   Share your draft, with your tutor to help you reflect and redraft. Save your latest draft in a file document!