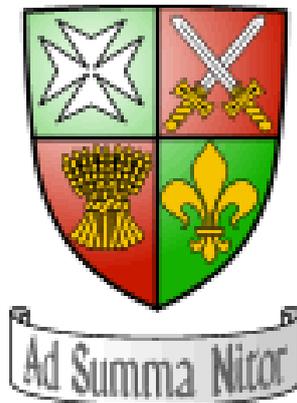


JORDANHILL SCHOOL



UCAS PERSONAL STATEMENT

THE UCAS PERSONAL STATEMENT

About **two-thirds** of your personal statement MUST be **clearly linked to the course** you are applying for.

The final **one-third** can be about **more general aspects** that make you an interesting person/student.

PARAGRAPHING

1	Either a 2 sentence introduction OR an eye catching short paragraph.
2	Why you want to study this subject.
3	Personal experiences and attributes that support your application for this course.
4	General experiences and attributes that will make you a good student.
5	Short summing up and statement of commitment.

Of all the many aspects to writing a successful UCAS report, the simple truth is that the more time you give to it, and the more people you ask, the better it will be. Presenting yourself as articulate and determined enough to check your statement is a prerequisite of a university education.

PREPARING YOUR PERSONAL STATEMENT

Open a folder in your own work area and call it PERSONAL STATEMENT.

Inside this folder, collate all the information you are going to use to compile your personal statement.

Word process your personal statement on a word document. Copy and paste this onto your application form only when you have a finished product.

Regularly BACK UP the updated versions of your statement onto a memory stick.

UCAS PERSONAL STATEMENT – CHECKLIST

Consider your **AUDIENCE** – you must appeal to what **THEY** want. They will be looking for reasons to discount students and will not tolerate sloppiness.

KEY CHARACTERISTIC	EVIDENCE IN MARGIN
<p>The opening paragraph – you have 2 options</p> <p>a Use 2 clear sentences to focus immediately on what you want to study:</p> <p>Mention your qualities and link them immediately to your chosen course, eg:</p> <p>'As a student with a desire to find out more about the working of the business world, I know I would be a successful and motivated student on a course in human resource management.'</p> <p>Look for: interest/desire/passion/wish to/ Look for: <u>specific name of course</u> being applied for</p> <p>b Do something different that will hook the reader but still link you to your course See sample personal statements to give you some ideas here – make up your own from these.</p> <p>Look for: specific links to your qualities Look for: waffle and cut it out Look for: <u>specific name of course</u> being applied for</p>	<p>1a</p> <p>1b</p>
<p>Advertise that you are going to be a <u>good student</u>/fight for a place on the course</p> <p>You are selling yourself as a hardworking, mature and focused student, NOT about proving you are a good person. You are not 'a shoulder to cry on' or 'a good friend in tough situations'.</p> <p>Look for: motivated/enthusiastic/capable/dedicated/mature</p>	<p>2</p>
<p>Link your attributes with your activities</p> <p>Claims to be a good student are hollow unless you link them to things you have done. Eg: 'Having worked for 2 years with younger students in our school Prefect scheme, I believe that I have demonstrated my commitment and maturity.'</p> <p>'As captain of my football team and group leader at my part-time job, I have developed good leadership and communication skills with peers and adults.'</p> <p>Look for: actual activities/roles in the same sentence as characteristic 2.</p>	<p>3</p>
<p>Prove you know about your chosen course</p> <p>A few specific mentions of the course you are applying for goes a long way. Use www.ucas.com and 'Degree course guides' (in school library) to investigate specific modules you are likely to study.</p> <p>Look for: subject specific vocabulary/names of modules/names of authors and books</p>	<p>4</p> <p>& references where ideas came from</p>
<p>Mention key skills</p> <p>There are a few central skills that should be mentioned. These are communication skills (teamwork, a paid job, etc); a basic ability with numbers and ESPECIALLY some constructive use of ICT. Also give hints of leadership.</p> <p>Look for: these key skills and activities that prove them.</p>	<p>5</p>
<p>Be subject specific</p> <p>State exactly what you have enjoyed in your Higher courses – a little technical language can go a long way. Eg: 'Learning about the real world, industrial implications of rates of reactions within Chemistry has ...'</p> <p>My enthusiasm for business is routed in its practical application and it is intriguing to see how accurately</p>	<p>6</p>

Anson's marketing matrix represents the bacon slicing company my coursework focused on ...'	
Look for : subject specific ideas that are linked to what you have studied.	
Prove that you know what you are applying for Use short snippets that show you have researched your course. Eg: I would particularly enjoy continuing work on American authors and having studied a classic like 'Huckleberry Finn' and read two Philip Roth novels, the chance to read ???	7
Look for: links between what you study now and the university course	
Remain humble/don't pretend to be the finished article	8
Look for: have developing/are improving/continue to grow/have matured with experience	
Avoid repetition – the most common word in personal statements is 'I' a Do not start too many sentences with 'I' or repeat the word too much Change 'I have worked as a ...' try 'Having worked as a ...' 'I enjoy ...' try 'Given that I enjoy ...' b Do not keep using the same word – find more and better words – use a thesaurus or dictionary.	9a 9b beside synonyms
Look for: repetition and cut it out/also label synonyms with 9b	
Shape your ideas into between 3 and 6 paragraphs Make sure that you limit each paragraph to one main point – don't mix different ideas together.	10
Use confident/energetic language that gives an air of sophistication Eg 'Working in my father's shop ...' should become 'My working experiences in ...'	11
Look for: passion for/my contributions to/influenced by/wish to	
Avoid abbreviation, use of cliché, slang or weak language	12
Read (or study) around your subject and mention it University lecturers love students who love their subject – every course has journals, books, magazines, papers, conventions, lectures, museums, visits that will illuminate your application. Ask teachers, other students, parents, www.ask.co.uk , www.google.co.uk , to find interesting background information. This will be fun, help you in your exams, impress universities and make you a better human being.	13
Avoid listing or making your statement boring Lists of sports or hobbies are tedious no matter how good the content is. Create a sense of formal discussion in your writing by using interesting sentence starters and parenthesis in sentences.	14
Look for: It is also/Equally/In addition/Many would agree/While this was/	

BECOME OBSESSIVE AT CHECKING YOUR STATEMENT. READ IT ALOUD. SHOW IT TO FRIENDS AND FAMILY. SPEND HOURS ON IT.

IT IS YOUR **ONLY VOICE** ON THE FORM.

PLANNING AND PREPARING YOUR UCAS FORM

A personal statement should be around 550 words of perfect typed prose that sell you to a university tutor. You have until Monday 19 November to complete your Personal Statement.

REMEMBER THAT YOU CAN ONLY BE SPECIFIC IF YOU HAVE MADE THE EFFORT TO DO 'THE EXTRA BIT' – EG:

WHAT YOU HAVE DONE	SKILLS	WHAT YOU WRITE
BFGs, Community Involvement with younger pupils	Commitment, communication, motivating others, disciplined attendance	A sentence about how much you enjoyed and benefited from your duty.
Captain of a school sports team	Leadership, commitment	A sentence about the successes/challenges of leading a team
Widely read in British contemporary fiction	Independent study and love of subject	A sentence listing your favourite authors, why you like them, how they fit their literary context

Use the grid below to collate the necessary information for your application form:

ACTIVITY	SKILLS	ACTIVITY	SKILLS
	Independent work on your chosen degree subject		
	An enthusiasm and love of your chose degree		
	Commitment to the school community		
	Leadership		
	Teamwork		
	ICT skills		
	Communication		
	Numeracy		

IN ORDER TO SUPPORT MY APPLICATIONS, I WILL DO THE FOLLOWING:

LIKELY UNIVERSITY COURSE:

How Prospective Course Links To S5 And Current Higher And Advanced Higher Subjects		Work Experience	
Favourite Tasks, Experiments, Theories From Class		Paid Employment (And Why It Helps Your Application)	
Favourite Authors/ Books		Extra Reading	
Out Of Class Educational Experiences		Any Comments On Contemporary Issues, Trends, Interests	
Conventions, Conferences			