2021

LE-AMEN

EDUCATION CENTRE

LIVE, LIFE, LOVE

GR 4–6

Manual

2021

LE-AMEN

ONDERWYSSENTRUM

LIVE, LIFE, LOVE

GR 4–6

Handleiding

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MISSION STATEMENT: TO BE EDUCATED

If I learn my ABCs, can read 600 words per minute, and can write with perfect penmanship, but have not been shown how to communicate with the Designer of all language
I have not been educated

If I can deliver an eloquent speech and persuade you with my stunning logic, but have not been instructed in God's wisdom,
I have not been educated

If I have read Shakespeare and John Locke and can discuss their writings with keen insight, but have not read the greatest of all books – the Bible – and have no knowledge of its personal importance,
I have not been educated.

If I have memorized addition facts, multiplication tables, and chemical formulas, but have never been disciplined to hide God's Word in my heart.
I have not been educated

If I can explain the law of gravity and Einstein's theory of relativity, but have never been instructed in the unchangeable laws of the One Who orders our universe,
I have not been educated

If I can classify animals by their family, genus and species, and can write a lengthy scientific paper that wins an award, but have not been introduced to the Maker's purpose for all creation,
I have not been educated

If I can recite Gettysburg Address and the Preamble to the Constitution, but have not been informed of the hand of God in the history of our country,
I have not been educated

If I ca play the piano, the violin, six other instruments, and can write music that moves men to tears, but have not been taught to listen to the Director of the universe and worship Him,
I have not been educated

If I can run cross-country races, star in basketball and do 100 push-ups without stopping, but have never been shown how to bend my spirit to do God's will,
I have not been educated

If I can identify a Picasso, describe the style of da Vinci, and even paint a portrait that earns an A+, but have not learned that all harmony and beauty comes from relationship with God,
I have not been educated

If I graduate with a perfect 4.0 and am accepted at the best university with a full scholarship, but have not been guided into a career of God's choosing for me,
I have not been educated

If I have become a good citizen, voting at each election and fighting for what is moral and right, but have not been told of the sinfulness of man and his hopelessness without Jesus Christ,
I have not been educated

However, if one day I see the world as God sees it, and come to know Him, Whom to know is life eternal, and glorify God by fulfilling has purpose for me,
Then, I have been educated!

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E2
General

Welcome at Le-Amen. We trust that it will once again be a wonderful year. Le-Amen wishes each family a prosperous and most joyous year ahead.

Le-Amen was born out of a passion for home-schooling. All the memories, blessings and success keep us going. To home-school your child is indeed a privilege and can never be measured with money! It is always a pleasure working with home-school students.

We have seen many excellent students come and go throughout the years. Many of them are now married and even home-school their own children!

The Le-Amen Education Centre was established in 1995. The name “Le-Amen” means “to train, to prepare and to guide a person”

Enjoy your children. Before you know, they are grown!

Please feel free to phone, should there be any query

“Mama exhorted her children every opportunity to “jump at the sun”.
We might not land on the sun,
but at least we would get off the ground!”

A2
Algemeen

Baie welkom by Le-Amen. Ons glo dat dit weereens ‘n besondere jaar vir ons almal gaan wees. Vanaf Le-Amen wens ons julle almal ‘n voorspoedige en vreugdevolle jaar toe.

Le-Amen is gebore uit ‘n passie vir tuisonderrig. Al die mooi herinneringe, seën en sukses deur al die jare hou ons aan die gang. Tuisonderrig is ‘n voorreg vir elke ouer en dit kan nie gemeet word aan geld nie! Dit is altyd ‘n plesier om met tuisonderrig studente te werk.

Ons het al wonderlike studente sien kom en gaan deur al die jare. Baie is nou al getroud en tuisonderrig nou hulle eie kinders!

Die Le-Amen Onderwyssentrum bestaan vanaf 1995. Die naam “Le-Amen” beteken om iemand voor te berei en om iemand op te lei.

Geniet julle kinders. Pas hulle mooi op, want voor jy jou oë uitvee, is hulle groot.

Neem die vrymoedigheid om te skakel indien daar enige onduidelikhede is.

“Mama exhorted her children every opportunity to “jump at the sun”.
We might not land on the sun,
but at least we would get off the ground!”

E3
Home Education

- Le-Amen is registered with the Gauteng Department of Education, as well as the Independent Examination Board.
- Le-Amen provides guidelines, support, monitoring of learners' work, CAPS curriculum, material and certification for learners doing home education.
- Le-Amen is not affiliated with any groups, nor registers any groups. Le-Amen deals with the parents of the learners only.

E4
Registration

We need the following:

- The transfer card from the previous school
- A copy of the last school report of the previous school
- Signed G9 form
- Application form
- Learning material form for each term & proof of payment if hard copies needed.
- Proof of payment

E5
Office Hours

- Monday to Friday: 08h00 – 14h30.
- Friday: 08h00 – 13h00
- Telephone numbers: (011) 958-0366 (011) 958-0532
- E-mail: info@le-amen.co.za
- Web: www.le-amen.co.za

A3
Tuisonderrig

- Le-Amen is geregistreer by Gauteng Onderwys Departement, asook die Onafhanklike Eksamineringsliggaam (IEB)
- Le-Amen voorsien riglyne, ondersteuning, monitor van werk, KABV Kurrikulum, materiaal en sertifisering aan leerders wat tuisonderrig doen.
- Le-Amen is nie geaffilieer met enige groep, stig nie groepe nie en deel direk met ouers van die leerders.

A4
Registrasie

Handig asseblief die volgende in:

- Oorplasingsertifikaat
- Afskrif van die laaste rapport van vorige skool
- Getekende G9 vorm
- Aansoekvorm
- Leermateriaal vorm vir elke kwartaal & bewys van betaling indien harde kopieë verlang
- Bewys van betaling

A5
Kantoorure

- Maandag tot Vrydag: 08h00-14h30.
- Vrydag: 08h00-13h00
- Telefoonnommers: (011) 958 0366 (011) 958 0532
- E-pos: info@le-amen.co.za
- Web: www.le-amen.co.za

E6

Accounts

- Each family has an account number, e.g. Mr. Smith is D15. Use this number and the learner's surname as reference when making any payments.
- LE – AMEN CENTRE
  FIRST NATIONAL BANK
  (FEATHERBROOKE)
  Branch number: 250 741
  Account number: 504 000 633 72
- No accounts will be sent out during the year. When you register, you already know the exact amount for the year.
- Please e-mail account queries to info@le-amen.co.za

FEES:

GRADE 4-6

- R 10 200, 00 PER LEARNER FOR THE YEAR.
- INCLUDES ALL LEARNING MATERIAL (E-MAIL PDF FORMAT), MONITORING OF WORK IF REQUESTED, ASSESSMENT AND CERTIFICATION.
- FULL AMOUNT PAYABLE AT REGISTRATION OR
- R 2 550, 00 PER TERM IN ADVANCE FOR EACH TERM.
- R600 PER TERM FOR HARD COPIES (OWN CHOICE)

A6

Rekeninge

- Elke familie het 'n rekening nommer, bv. Mnr. Smit is D15. Gebruik die nommer en die leerder se van as verwysing wanneer enige betalings gemaak word.
- LE – AMEN CENTRE
  EERSTE NASIONALE BANK
  (FEATHERBROOKE)
  Taknommer: 250 741
  Rekeningnommer: 504 000 633 72
- Geen rekeninge sal deur die jaar uitgestuur word nie, aangesien die fooie bekend is met registrasie.
- Navrae oor rekeninge moet na info@le-amen.co.za gestuur word.

FOOI:

GRAAD 4-6

- R 10 200, 00 PER LEERDER VIR DIE JAAR.
- DIT SLUIT IN ALLE LEERMATERIAAL (E-POS PDF FORMAAT), MONITOR VAN WERK INDIEN AANGEVRA, ASSESSERING EN SERTIFISERING.
- DIE VOLLE BEDRAG IS BETAALBAAR MET REGISTRASIE OF
- R 2 550.00 PER KWARTAAL VOORUITBETAALBAAR VIR DIE BETROKKE KWARTAAL.
- R 00 PER KWARTAAL VIR HARDE KOPIEË (EIE KEUSE)

E7

Procedure

Registration:

- Obtain the necessary information and documentation from the website
- Read the grade 4-6 manual and sign the G9 form
- Complete application form.
- Fax or e-mail completed application form, transfer cards, previous school reports and G9 form, material form, as well as proof of payment to Le-Amen.
- Le-Amen will then e-mail (PDF Format) all the necessary learning material, work schemes and portfolio assessment for each subject on a term basis.

Hard copies:

- Extra costs will be charged for hard copies.
- Only registered learners can order hard copies.
- Obtain the booklist order forms from the website.
- Fill in name and contact numbers.
- Fax or e-mail the booklist together with proof of payment each term.
- You will be notified per e-mail when learning material is ready for collection.
- The learning material, work schemes and assessment will only be available per term.
- Le-Amen will not post any books. Own courier has to be arranged.

A7

Prosedure

Registrasie:

- Verkry al die nodige inligting en dokumentasie vanaf die webtuiste.
- Lees die graad 4-6 handleiding en teken die G9 vorm.
- Voltooi die aansoekvorm.
- Faks of e-pos die voltooide aansoekvorm, nodige oorplasingssertifikate, vorige skoolrapport, G9 vorm, Materiaal vorm, asook die bewys van betaling na Le-Amen
- Le-Amen sal dan al die nodige leermateriaal, werkskemas en portefeulje assessering kwartaaliks e-pos (PDF Formaat).

Harde kopieë:

- Ekstra kostes sal gehef word vir harde kopieë.
- Slegs leerders wat registreer mag harde kopieë kry.
- Verkry ‘n boeklys vanaf die webblad.
- Vul naam en kontaknommer in.
- Faks of e-pos die boeklys met bewys van betaling elke kwartaal.
- Jy sal in kennis gestel word d.m.v. e-pos wanneer leermateriaal gereed is om te kollekteer.
- Die leermateriaal, werkskemas en assessering sal slegs per kwartaal beskikbaar wees.
- Le-Amen gaan nie leermateriaal pos nie. Eie koeriers moet gereël word.

E8

Work Procedure

Learner:

- Obtain a hardcover workbook for each subject.
- Make a cover page when starting each term.
- Do all work in workbooks as set out in the work scheme per term.
- Do not only paste photocopies or notes. We need to see a lot of written work.
- Put headings, page numbers and date on all work.
- Work neatly, make summaries, answer questions, etc.

Parent:

- Mark off, sign and put date on the work scheme as the learner proceeds during the term.
- Use the answers or the teacher's guide to mark all the work done by learner thoroughly.
- Mark with a red pen. Sign and put the date at marked work in work book.

Portfolio assessment:

- Use Le-Amen assessment without changing it.
- All the formal assessment that need to be handed in to Le-Amen each term is in the portfolio assessment.
- You do not have to do any other assessment.
- Do the assessment continuously throughout the term or at the end of each term under exam conditions.
- Mark all assessment thoroughly and capture marks correctly
- Complete the mark sheet for each term.
- Place all assessment in a flat file with the mark sheet on top.
- There are additional notes and rubrics that will help with the assessment.
- Addendum A and B must accompany all assessment. (on website under "declarations"

A8

Werksprosedure

Leerder:

- Skaf 'n hardeband boek aan vir elke vak.
- Maak 'n voorblad wanneer jy met 'n nuwe kwartaal begin.
- Doen alle werk in die werkboek soos uiteengesit in die werkskema per kwartaal.
- Moenie net fotostaat notas inplak nie. Ons wil baie geskrewe werk sien.
- Onthou opskrifte, bladsy nommers, datums by alle werk.
- Werk netjies, maak opsommings, beantwoord vrae, ens.

Ouer:

- Merk en teken en plaas datum op die werkskema soos wat leerling vorder.
- Gebruik die antwoorde of die onderwysersgids om al die werk van die leerling deeglik te merk.
- Merk met 'n rooi pen. Teken en plaas die datum by die gemerkte werk.

Portefeulje assessering:

- Gebruik slegs Le-Amen assessering onveranderd.
- Al die formele assessering wat ingehandig moet word, is in die portefeulje assessering.
- Daar hoef dus nie ekstra assessering gedoen te word nie.
- Doen die assessering deurlopend deur die kwartaal of aan die einde van elke kwartaal onder eksamenomstandighede.
- Merk alle assessering behoorlik en bereken punte korrek.
- Voltooi die puntelys vir elke kwartaal.
- Plaas alle assessering in 'n plat lêer met die puntelys bo-op.
- Daar is addisionele notas en rubrieke wat sal help met die assessering.
- Bylaag A en B moet alle assessering vergesel. (Op webblad onder "declarations)

E9

Assessment

Grade 4-6 Assessment to be handed in

- Dates as per calendar.

- All the formal assessment that need to be handed in, is sufficient.
- You do not have to do any other assessment.
- Do the assessment continuously throughout the term or at the end of each term under exam conditions.
- Place all assessment in a flat file with the mark sheet on top.

The assessment cannot be meritorious, if the work is of a lesser (elementary) standard. Please make sure that the assessment is a true reflection of the learner's work.

A9

Assessering

Graad 4-6: Handig alle gemerkte assessering in

- Datums soos op kalender.
- Al die formele assessering wat ingehandig moet word, is voldoende.
- Daar hoef dus nie ekstra assessering gedoen te word nie.
- Doen die assessering deurlopend deur die kwartaal of aan die einde van elke kwartaal onder eksamenomstandighede.
- Plaas alle assessering in 'n plat lêer met die puntelys bo-op.

Die assessering kan nie onderskeidingspunte hê, indien die werk in die werkboeke van die leerder van 'n laer standaard is nie. Maak dus asseblief sekere dat die assesseringspunte 'n ware weerspieëling is van die leerder se werk.

E 10

Monitoring of work (ONLY if Le-Amen requested it)

Le-Amen will use own discretion and right to request that the learner/s books are handed in to be monitored to ensure that the of learning is authentic and of the required standard. If necessary, work books/material can be requested at any time during the year.

If Le-Amen does not request the work to be monitored, but you as the parent would like us to give a report-back, you are most welcome to arrange it.

- The work of learners (gr 4-6) is monitored by experienced teachers. They are able to assess the progress of the learners objectively.
- This ensures that learners will become used to the fact that a high standard of work is expected from them. Learners must be able to return to school, if necessary and find that they are on the correct level for the grade that they are in.
- Our staff and teachers are trained to ensure that no irregularities occur so we ask you as parents to ensure that the work is authentic and that the marks are allocated honestly.
- Parents of learners whose work is not on standard will be notified. A meeting will be arranged to find a solution
- Le-Amen keeps copies of reports in the learners' files for future reference.

A 10

Monitor van werk (SLEGS indien Le-Amen dit aanvra)

Le-Amen gaan eie oordeel en diskresie gebruik vir monitor van werk, Indien nodig, kan werksboeke/ materiaal enige tyd gedurende die jaar aangevra word om te verseker dat alle werk en assessering korrek en op standaard is.

Indien Le-Amen nie die werk aanvra nie, maar ouers wel graag wil hê dat die werk gemonitor moet word, is julle meer as welkom om dit so te reël.

- Die werk van die graad 4-6 leerders word deur ervare onderwysers nagegaan. Hulle is bevoeg om 'n objektiewe beeld te gee van die leerder se vordering.
- Dit verseker dat leerders weet dat daar 'n hoë standaard van werk verwag word. Leerders moet altyd op standaard wees om enige tyd terug te keer skool toe, indien nodig.
- Ons onderwysers en merkspan word opgelei om seker te maak dat die werk outentieke is. Maak seker dat die werk eerlik en op die nodige standard gedoen word.
- Ouers van leerlinge wie se werk nie op standaard is nie, sal in kennis gestel word. 'n Afspraak moet gemaak word om 'n oplossing te vind.
- Le-Amen hou afskrifte van die verslae.

E11

Submitting work/workbooks to be monitored if necessary.

- Each pack work sheets must be stapled or bound.
- Use one book per subject to eliminate loose papers, bulky files, etc. You therefore only have to submit approximately 5 work books.
- All work must be thoroughly done by the learner (headings, dates) and marked by the parent.
- When book parcels are submitted for monitoring in June, place all books and assessment for English HL and Maths in pack, put rubber band around and please ensure that you supply the cover sheets (Annexure A &B) and that it is filled in correctly.

A11

Inhandiging van werk/werkboeke indien nodig vir monitorsessie.

- Elke pakkie wersvelle moet netjies vasgekram of gebind word.
- Gebruik een werksboek per vak om sodoende los papiere of dik leêrs te elimineer. Stuur dus net ongeveer 5 werkboeke in.
- Alle werk moet volledig gedoen word deur die leerder en deeglik gemerk word deur die ouer.
- Wanneer boekpakke ingestuur word vir die Junie monitorsessie, plaas al die werksvelle/boeke en assessering in Afrikaans HT en Wiskunde opmekaar, maak vas met ‘n rekkie en plaas die korrek voltooide voorblaaie (addendum A & B) bo-op.

E12

Collecting books after monitoring session:

- Le-Amen keeps all portfolio assessments of all subjects.
  It is therefore of utmost importance to make a copy before submitting it.
- A report back will be given to each learner. Please study it carefully adhere to and follow all advice and suggestions where necessary.

Collecting:

- Books can only be collected after the monitoring session on the dates provided.
- We want to encourage parents to collect their own children's books to eliminate any confusion of not getting the right information.
- If the parent asks someone else to collect books, please supply him/her with a letter of consent, except if parents are notified to arrange a meeting with Le-Amen

Courier:

- If you are unable to collect the books after a monitoring session, you have to arrange your own courier. Please make sure that the courier knows exactly whose books to collect (Name, Surname, Grade, D-number).
- The office is open for collection from 08h00 till 14h00 Monday-Thursday.
- Physical Adress: Plot 12
  Totius Road
  Amorosa
  Ruimsig

A12

Afhaal van boeke na monitorsessie:

- Le-Amen hou al die portefeulje assessering van elke vak.
  Dit is dus belangrik om 'n afskrif te maak van alle portefeuljewerk voordat dit ingehandig word.
- 'n Terugvoeringsverslag sal aan elke leerder verskaf word. Bestudeer dit asseblief en volg die raad en aanbevelings waar nodig.

Kom haal:

- Boeke kan slegs gekollekteer word op die datums aangedui.
- Ouers word aangemoedig om self boeke te kom afhaal om enige misverstande uit die weg te ruim.
- Indien ouers iemand anders stuur om boeke vir hulle te kollekteer, moet betrokke persone 'n toestemmingsbrief saambring, behalwe as ouers in kennis gestel word om 'n afspraak te maak met Le-Amen.

Koerier:

- Indien ouers nie self boekpakke kan kom afhaal nie, moet 'n koerier gereël word. Maak asseblief seker dat die koerier presies weet wie se pakkie opgetel moet word. (Naam, Van, Graad, D-nommer)
- Die kantoor is oop vir koerier vanaf 08h00 tot 14h00 Maandag-Donderdag.
- Fisiese Adres: Plot 12
  Totius Straat
  Amorosa
  Ruimsig

E13

Certification

Certifying will only take place subject to the following conditions:

Monitor of work books if requested by Le-Amen:

- The learner's work has been monitored by Le-Amen
- The suggestions of the monitoring team were followed and the standard of work is as required.

Moderation of Assessment:

- All the portfolio assessment for the 4 terms were written, marked and handed in.
- All portfolio assessment mark sheets have been completed and handed in.
- The assessment correlates with work books
- There are no irregularities found in the assessment.
- The assessment meets the minimum requirements to pass.

Account:

Your account has been settled.

A13

Sertifisering

Sertifisering kan geskied indien aan die volgende voldoen is:

Monitor van werkboeke indien deur Le-Amen aangevra:

- Die leerling se werk is gemonitor deur Le-Amen.
- Die aanbevelings is opgevolg en werk voldoen aan minimum vereistes.

Moderering van Assessering:

- Alle portefeulje assessering van al 4 termyne is gedoen, gemerk en ingehandig.
- Alle portefeulje puntelyste is voltooi en ingehandig.
- Die assessering korrelleer met die werk in werkboeke
- Geen onreëlmatighede is gevind met die assessering nie.
- Die assessering voldoen aan die minimum vereistes om te slaag

Rekening:

Die rekening is vereffen.

E14

Effective Study Methods

- It is easy to underestimate the effort involved in sitting at a desk, studying. You need both drive and energy.
- Studying effectively takes time and good time management.
- Establish a routine and keep to it – it reduces stress!
- Stay motivated by constantly remembering the rewards that will be the result of this effort
- Keep your body healthy and fit: eat a balanced diet, avoid stimulants such as coffee and stay awake tonics, get regular sleep, and exercise
- Select a nice place where you can study with an upright chair and a table which is large enough to accommodate all your books
- Keep the following close at hand: books, paper, pens, pencils, erasers, ruler, pocket calculator, etc
- Good lighting is essential but prevent a glare.
- The room should be well ventilated and at a comfortable temperature.

A14

Effektiewe Studiemetodes

- Om by ‘n tafel te sit en studeer is glad nie maklik nie – dit verg harde werk. Jy het energie en dryfkrag nodig.
- Baie tyd is nodig en die besteding van jou tyd is baie belangrik
- Beplan ‘n vaste roetine en hou daarby – dit verminder stres!
- Bly gemotiveerd deur jouself gedurig te herinner waarom hierdie studies belangrik is vir jou toekoms
- Hou jou liggaam gesond en fiks: eet gebalanseerd en vermy opkikkers soos koffie en wakkerbly-middels, slaap genoeg en oefen gereeld.
- Kies ‘n lekker plek om te werk met ‘n regop stoel en ‘n tafel waarop al jou boeke pas
- Hou alles wat jy nodig het byderhand: boeke, papier, penne, potlode, uitveër, liniaal, sakrekenaar, ens
- Maak seker dat die lig helder genoeg is, maar sonder om jou werk te laat blink
- Sorg vir vars lug en ‘n gerieflike temperatuur

E15

Setting Goals

- Short-term goals: It may be a good idea to use the deadlines of assignments as your short-term goals. You could also divide the work with daily goals that will ensure that you complete an assignment before its due date
- Long-term goals: Develop a vision of what you want to do. Keeping your long-term goals in mind at all times will help you achieve your short-term goals

E16

Effective Time Management

- It is a general rule that evenly spaced, regular study is better than inconsistent, spasmodic bursts of effort. You will achieve much more in 5 hours at one hour per day than in studying for 5 hours at one time.
- It will help you to draw up an activity timetable to plan your day.
- Try and work at times which will be most effective for you: some people work best early in the morning and others later in the evening
- Our attention span is approximately 45 minutes. After that, our brain needs time to consolidate the material. Any study longer than one hour should include a short break.
- Plan activities completely free of study
- Get a year planner (most news agencies keep them) and plan your year ahead. Indicate deadlines and exam dates so that you can see that you are on course.

A15

Doelstelling

- Korttermyn doelwitte: Dit is dalk 'n goeie idee om die sperdatums vir opdragte te gebruik as korttermyn doelwitte. Jy kan dalk uitwerk watter afdelings per dag afgehandel moet word ten einde die opdragte betyds te kan voltooi
- Langtermyn doelwitte: Formuleer jou ideale vir jou toekoms. Hou altyd jou toekomsplanne voor jou. Dit sal jou help om te kan deurdruk met die korttermyn doelwitte

A16

Effektiewe gebruik van Tyd

- Dit is belangrik om te besef dat gereelde, uitgebreide studie beter is as kort periodes van intensiewe werk Baie meer word bereik in 5 ure as die tyd uitgesprei is oor een week as wanneer jy 5 ure aanmekaar werk op een dag
- Dit is 'n goeie idee om 'n aktiwiteitsrooster op te stel waar jy elke uur van jou dag beplan.
- Beplan die mees intensiewe werk vir daardie tye van die dag waar jy die lekkerste werk: vir sommige mense is dit vroeg in die oggend en vir ander laat in die aand
- Moenie vir langer as een uur ononderbroke werk nie. Jou konsentrasievermoë laat jou toe om net 45 minute goed te konsentreer. Hierna moet jy 'n kort rukkie ontspan sodat jou verstand die werk wat jy geleer het, kan konsolideer
- Beplan genoeg ontspanningsaktiwiteite weg van jou studies af
- Skaf vir jou 'n jaarbeplanner aan (meeste boekwinkels verkoop hulle) Beplan jou werk vir die jaar daarop. Dui sperdatums en eksamens aan sodat jy kan sien of jy op koers bly.

E17

How to submit effective assignments

- Make your own notes as you study. Note-taking is an excellent way to ensure that you are actively busy with the material.
- Taking notes serves the following purpose:
    - they are an aid to concentration
    - they are an aid to retention of facts
    - they are an aid to revision, especially in the time before the exam when you have to study hard
- Be systematic and organized and arrange your notes in a logical order
- Pay attention while you work so that the information can be retained better. Work that you have revised a number of times will also be remembered better.
- Your short-term memory quickly forgets information and only those items that were successfully encoded will be transferred to your long-term memory
- For information to be coded successfully for long-term storage, the following is necessary:
- It must enter the short-term memory often and be kept there long enough
- Do not try to memorize work that you do not understand
- You can better understand work by thinking about it, talking about it, asking questions, using it to answer questions, etc
- Construct well-organized notes
- Use mind maps
- Presentation is very important when you submit work. Even if the content is good, the initial impression is poor if the work is a mess.
- Present your work in an appealing, easy-to-read manner

A17

Hoe om goeie opdragte te lewer

- Maak opsommings. Moenie net werk deurlees nie. Dit is belangrik dat jy aktief besig is met die materiaal.
- Deur opsommings uit te skryf verseker jy dat:
    - jy konsentreer op die werk waarmee jy besig is
    - die werk beter onthou word
    - jy notas het wat dalk makliker is om te leer net voor die eksamen
- Wees sistematies en georganiseerd in jou werk en rangskik jou aantekeninge op ‘n logiese manier
- As jy aandag gee terwyl jy werk, sal jy die werk makliker onthou. Dit is ook makliker om werk te onthou wat jy ‘n paar keer deurgewerk het
- Jou korttermyngeheue vergeet inligting baie gou. Slegs materiaal wat behoorlik bestudeer word, word oorgeplaas na jou langtermyngeheue
- Dit is dus belangrik dat jy werk effektief na jou langtermyn-geheue sal kan oorplaas. Wenke:
- Feite moet dikwels in die korttermyngeheue herhaal word
- Jy kan slegs werk onthou wat jy ten volle verstaan
- Begin altyd ‘n sessie deur te herroep wat jy kan onthou voordat jy dieselfde werk weer leer
- Om werk beter te kan verstaan moet jy daaroor nadink, daaroor praat, vrae vra, vrae uitwerk, ens
- Organiseer feite in ‘n logiese volgorde
- Gebruik “mind maps”
- Die aanbieding van jou opdragte moet so netjies as moontlik wees aangesien dit bydra tot die kwaliteit van jou werk en die toekenning van indrukspunte
- Maak seker dat jou werk leesbaar en interessant aangebied is