

2021

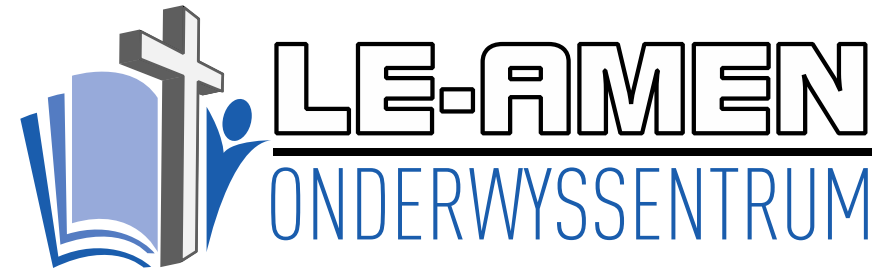


LIVE, LIFE, LOVE

GR 7-9

Manual

2021



LIVE, LIFE, LOVE

GR 7-9

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 can 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 HIS 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, marking of assessment, CAPS curriculum, material and certification for learners doing home education in grade 7-9.
- Le-Amen is not affiliated with any groups, nor registers any groups. Le-Amen deals with the parents of the learners only.
- We also work together with tutors, appointed by parents.

E4

REGISTRATION

We need the following:

- Application form and proof of payment
- Book order form and proof of payment
- The transfer card from the previous school
- A copy of the last school report of the previous school
- Signed G9 form

E5

OFFICE HOURS

- Monday to Friday: 08h00 – 14h30.
- Telephone numbers: (011) 958-0366
(011) 958-0532
- Fax: (011) 958-1945
- 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, merk van assessering, KABV Kurrikulum, materiaal en sertifisering aan leerders wat tuisonderrig in graad 7-9 doen.
- Le-Amen is nie geaffilieer met enige groep, stig nie groepe nie en deel direk met ouers van die leerders.
- Ons werk ook nou saam met tutors wat deur ouers aangestel word.

A4

REGISTRASIE

Handig asseblief die volgende in:

- Aansoekvorm en bewys van betaling
- Boekbestelling vorm en bewys van betaling
- Oorplasingstifikaat
- Afskrif van laaste rapport van vorige skool.
- Getekende G9 vorm

A5

KANTOORURE

- Maandag tot Vrydag: 08h00-14h30.
- Telefoonnommers: (011) 958 0366
(011) 958 0532
- Faks: (011) 958 1945
- E-pos: info@le-amen.co.za
- Web: www.le-amen.co.za

ES

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
- **LE – AMEN BOOK SHOP**
FIRST NATIONAL BANK
(FEATHERBROOKE)
Branch number: 250 741
Account number: 504 011 869 67
- **No accounts will be sent out during the year. When you register, you already know the exact amount for the year.**
- All account queries to be e-mailed to info@le-amen.co.za

FEES:

GRADE 7-9

- R 12 000, 00 PER LEARNER FOR THE YEAR.
- INCLUDES ASSESSMENT, MARKING OF EACH TERM'S ASSESSMENT AND CERTIFICATION.
- FULL AMOUNT PAYABLE AT REGISTRATION OR
- R 3 000, 00 PER TERM IN ADVANCE FOR EACH TERM.
- 6500 PER TERM FOR HARD COPIES (OWN CHOICE).
- BOOKS NEED TO BE ORDERED AND PAID SEPARATELY.

AG

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
- **LE – AMEN BOOK SHOP**
EERSTE NASIONALE BANK
(FEATHERBROOKE)
Taknommer: 25741
Rekeningnommer: 504 011 869 67
- **Geen rekeninge sal deur die jaar uitgestuur word nie, aangesien die fooie bekend is met registrasie.**
- Alle rekeninge navrae, e-pos; info@le-amen.co.za

FOOI:

GRAAD 7-9

- R 12 000, 00 PER LEERDER VIR DIE JAAR.
- DIT SLUIT IN ASSESSERING, MERK VAN ELKE TERMYN ASSESSERING EN SERTIFISERING.
- DIE VOLLE BEDRAG IS BETAALBAAR MET REGISTRASIE OF
- R 3 000, 00 PER KWARTAAL VOORUITBETAALBAAR VIR DIE BETROKKE KWARTAAL.
- R600 PER KWARTAAL VIR HARDE KOPIEË (EIE KEUSE)
- BOEKE MOET APART BESTEL EN BETAAL WORD

E7

THE LE-AMEN POLICY

It is important that you know who is responsible for the different aspects of this important phase and what the role and expectations of Le-Amen are:

- The final responsibility for the effective preparation for the assessments lies with the parents/learners.
- Le-Amen deals directly with the learners/parents.
- The grade 7-9 learners must have **daily supervision** (parent/tutor) and guidance. They cannot be left on their own, as they are still school compulsory age.
- Parents should provide the necessary support and encouragement
- Parents should always be informed by the learners about the progress of their children and to what extent they are meeting the requirements.
- Le-Amen offers support in the form of material and the marking of assessment.
- Le-Amen does not want to be involved in personal and family problems.
- The staff at Le-Amen will not assume the role of reprimanding learners when poor work is submitted.
- **It is not Le-Amen policy to explain or give any report back on assignments.**
- The marked assessment stays the property of Le-Amen.
- **No copies** of the marked assessment will be made.

A7

LE-AMEN SE BELEID

Dit is vir ons baie belangrik dat julle verstaan presies wat Le-Amen aanbied en verwag en waar die verantwoordelikheid vir hierdie baie belangrike jaar lê:

- Die finale verantwoordelikheid vir die effektiewe voorbereiding vir die assessering rus op die ouers/leerder.
- Die graad 7-9 leerders moet **daaglikse toesig** (ouer/tutor) hê om hulle te onderrig. Die leerders mag nie op hulle eie gelaat word nie, aangesien hulle nog skoolpligtend is.
- Le-Amen skakel direk met die leerlinge/ouers.
- Van die ouers word verwag dat hulle ondersteuning en aanmoediging sal gee.
- Ouers moet ook ten alle tye weet hoe hulle kind vorder en tot watter mate hy/sy aan die vereistes voldoen.
- Le-Amen bied 'n ondersteunende rol ten opsigte van materiaal en die nasien van assessering.
- Le-Amen wil nie betrokke raak by persoonlike en huissake nie
- Die personeel by Le-Amen sien dit ook nie as hulle plig om leerlinge oor swak werk aan te spreek nie.
- **Dit is nie Le-Amen se beleid om aan jou te verduidelik of terugvoering te gee oor enige assessering nie.**
- Die gemerkte assessering bly die eiendom van Le-Amen.
- **Geen afskrifte** sal van die gemerkte assessering gemaak word nie.

ES

LEARNERS

- Your grade 7-9 year is very important and you will have to work hard as it requires a high standard.
- All learners are important to Le-Amen and it is our mission to see each and every student passing successful.
- We have to emphasize that we need your **full co-operation** and commitment to enable us to give you the best service.
- Feel free to contact us, should you have any query or problem that we can sort out.
- You need to get your **own tutor** if needed, especially for Math's and Science
- There is currently a trend that candidates who struggle to function in a normal school set-up due to poor academic results or problems with discipline want to enroll. Distance education is viewed as an easy way out. However we have found that such candidates are even less successful with our system, as it has a very high standard.
Candidates who struggle academically or who lack the necessary self-discipline are therefore advised to rather follow another route.
- We cannot accommodate any learners with remedial and/or other learning difficulties. **No special concession will be allowed.**

AS

LEEDERS

- Jou Graad 7-9 jaar moet ernstig opgeneem word en jy sal baie hard moet werk aangesien die standaard hoog is.
- Die leerders is vir Le-Amen baie belangrik en dit is ons missie dat elke student suksesvol sal slaag.
- Ons moet egter beklemtoon dat ons **volle samewerking** en toewyding vanaf elke leerder moet hê om die beste diens moontlik te kan lewer.
- Julle moet die vrymoedigheid hê om Le-Amen te kontak indien daar enigiets is waarmee ons kan help.
- Jy moet jou **eie tutor** reël, indien nodig, veral vir Wiskunde en Wetenskap.
- Kandidate wat weens swak akademiese uitslae of dissiplinêre probleme nie in 'n gewone skoolopset kan funksioneer nie en dan afstandsonderrig as 'n maklike uitweg sien, kan probleme veroorsaak. Ons het egter gevind dat sodanige kandidaat nog minder suksesvol is met ons stelsel, aangesien die standaard baie hoog is. **Kandidate wat dus akademies baie swak vaar of nie die nodige selfdissipline het nie, word aangeraai om eerder 'n ander roete te volg.**
- Ons kan nie leerlinge akkommodeer met remediërende en/of enige ander leerprobleme nie. **Geen konsessies word toegelaat nie.**

E9

PROCEDURE

Registration:

- Obtain the necessary information and documentation from the website.
- Read the grade 7-9 manual and sign the G9 form.
- Complete application form.
- Fax or e-mail completed application form, transfer card, previous school report and G9 form as well as proof of payment to Le-Amen.
- Le-Amen will then provide all the necessary work schemes and portfolio assessment on a term basis.

Books:

- It is important that each learner should have his/her **own** learner's books.
- Obtain the booklist order forms from the website.
- Clearly mark which books need to be ordered.
- Fax or e-mail the marked booklist and proof of payment for the books to Le-Amen.
- You will be notified per e-mail when books are ready for collection.
- Le-Amen will not post any books. Own courier has to be arranged.
- The answers of the term's work will be e-mailed each term.

A9

PROSEDURE

Registrasie:

- Verkry al die nodige inligting en dokumentasie vanaf die webtuiste.
- Lees die graad 7-9 handleiding en teken die G9 vorm.
- Voltooi die aansoekvorm.
- Faks of e-pos die voltooide aansoekvorm, oorplassingsertifikaat, vorige skool rapport, G9 vorm, asook die bewys van betaling na Le-Amen
- Le-Amen sal dan al die nodige werkskemas en assessering kwartaaliks verskaf.

Boeke:

- Dit is noodsaaklik dat elke leerder sy/haar **eie** leerdersboeke moet hê.
- Verkry die boeklyste bestellingsvorme van die webtuiste.
- Merk duidelik af watter boeke bestel moet word.
- Faks of e-pos die afgemerkte boeklys, asook bewys van betaling vir die boeke na Le-Amen.
- Jy sal in kennis gestel word d.m.v. e-pos wanneer boeke gereed is om te kollekteer.
- Le-Amen gaan nie boeke pos nie. Eie koeriers moet gereël word..
- Antwoorde van die kwartaalwerk sal kwartaaliks ge e-pos word.

E10

WORK PROCEDURE:

Learner:

- Obtain a hardcover workbook for each subject.
- Make a cover page when starting each term.
- Do all work in work books as set out in the work scheme per term.
- Do not only paste photocopies or notes. You need to do a lot of written work.
- Put headings, page numbers and dates on all work.
- Work neatly, make summaries, answer questions, etc.
- **No work books will be monitored by Le-Amen.**
- **NB! The work books can however be requested at any time, should there be reason for suspicion.**

Parent:

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

Assessment:

- 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.
- **Le-Amen will mark each term's assessment.**

A10

WERKSPROSEDURE:

Leerder:

- Skaf 'n hardeband boek aan vir elke vak.
- Maak 'n voorblad wanneer jy met 'n nuwe termyn begin.
- Doen alle werk in die werkboek soos uiteengesit in die werkskema per kwartaal.
- Moenie net fotostaat notas inplak nie. Jy moet baie geskrewe werk doen.
- Onthou opskrifte, bladsy nommers, datums by alle werk.
- Werk netjies, maak opsommings, beantwoord vrae, ens
- **Die werksboeke gaan nie gemonitor word deur Le-Amen nie.**
- **NB! Die werksboeke kan egter enige tyd aangevra word, indien daar ongerymdhede vermoed word.**

Ouer:

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

Assessering:

- 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.
- **Le-Amen sal alle assessering vir elke kwartaal merk.**

E11

SUBMITTING ASSESSMENT TO BE MARKED

Assessment:

- A assessment must be submitted, or posted each term for each subject.
- The assessment mark sheet, your cover page, non-plagiarism declaration as well as the exam declaration must be handed in with every paper.
- All tests/exams must be in own original handwriting.
- Research projects can be on computer.
- Le-Amen keeps all assessments of all subjects.
- It is therefore of utmost importance to make a **copy** before submitting it.
- An official report will be given each term.

Hand delivery/post:

- The assessment for the term (all 9 subjects together) must be neatly compiled in a separate flat file.
- The assessment must be posted to:

Le-Amen (grade __)
P.O. Box 1252
Ruimsig
1732

Queries:

- For any queries, please email to info@le-amen.co.za

A11

INHANDIGING VAN ASSESSERING VIR MERK.

Assessering:

- Die assessering vir elke vak moet elke kwartaal ingehandig, of gepos word.
- Die assesserings punteblad, voorblad, nie-plagiaat verklaring en eksamenverklaring moet saam met elke vraestel ingedien word.
- Alle toetse/eksamens moet in eie oorspronklike handskrif wees.
- Navorsingstake kan op rekenaar gedoen word.
- Le-Amen hou al die assessering van elke vak.
- Dit is dus belangrik om 'n **afskrif** te maak van alle assessering voordat dit ingehandig word.
- 'n Rapport sal aan die begin van die volgende termyn uitgereik word.

Vir inhandiging/pos:

- Die assessering vir die kwartaal (al 9 vakke saam) moet in 'n netjiese plat lêer geliaseer word.
- Die assessering moet gepos word na:

Le-Amen (graad __)
Posbus 1252
Ruimsig
1732

Navrae:

- Indien daar enige navrae is e-pos info@le-amen.co.za

E12

RE-MARK/RE-CHECK

- All irregularities will be indicated by a zero mark on your report.
- It is your responsibility to contact the office for a re-mark or re-check.
- Application for the re-marking/re-checking of exam papers for each **Term Assessment** will be considered from any candidate who wishes to apply therefore.
- The prescribed fee (R350/R180) must accompany the applications.
- The application form is under “declaration” on the website.
- **Application for remark/recheck must be done within one week after receiving the report. Late applications will not be permitted.**
- If the candidate gains a higher mark in any subject or subjects, only the fees paid in respect of such subject/s will be refunded.
- No refunds will be made in cases where a candidate **still fails a subject after a re-mark**, even if the latter mark should be higher than the original mark.

Irregularities:

- No marks for the sections to be marked by parents/tutor are submitted.
- Plagiarism.
- The assessment is not the learner’s own original work
- The specific subject’s assessment is not handed in.

Results

- The marks obtained, after marking by Le-Amen, is the official mark as indicated on the report.

A12

HERMERK/HERSIEN

- Alle onreëlmatighede sal deur ‘n nul punt op jou rapport aangedui word.
- Dit is jou verantwoordelikheid om die kantoor te kontak vir ‘n hermerk of hersien.
- Aansoek vir hermerk/hersien van elke **Kwartaal Assessering** sal oorweeg word vanaf enige kandidaat wat wil aansoek doen.
- Die voorgeskrewe fooi (R350/R180) moet die aansoek vergesel.
- Die aansoekvorm is onder “declarations” op die webblad.
- **Aansoek vir hermerk/hersien moet binne ‘n week nadat jy die rapport ontvang het, geskied. Laat aansoeke sal nie oorweeg word nie.**
- Indien die kandidaat ‘n hoër punt in enige vak/ke behaal, sal alleen die fooi wat betaal is vir sodanige vak/ke terugbetaal word.
- Geen terugbetalings sal gedoen word in gevalle waar ‘n kandidaat **na ‘n hermerk steeds die betrokke vak druip** nie, selfs al sou die nuwe punt hoër wees as die oorspronklike punt.

Onreëlmatighede:

- Geen punte ingeskryf vir afdelings wat deur ouer/tutor gemerk moet word.
- Plagiat word gepleeg.
- Dit is nie leerder se eie oorspronklike werk nie.
- Die betrokke vak se assessering is nie ingehandig nie.

Uitslae

- Die punte behaal, soos deur Le-Amen gemerk, is die offisiële punt soos aangedui op die rapport.

A13

DATES FOR SUBMITTING ASSESSMENT:

- As per the Le-Amen Calendar.

NB! NB!

- **A PENALTY FINE OF R 200, 00 WILL BE CHARGED FOR SUBMITTING ASSESSMENT AFTER THE DUE DATES.**

E14

CERTIFICATION

Certifying will only take place subject to the following conditions:

Assessment:

- All the portfolio assessment for the 4 terms were written and handed in.
- The assessment meets the minimum requirements to pass.
- No irregularities are found.

Account:

- Your account has been settled.

E13

DATUMS VIR INSTUUR VAN ASSESSERING:

- Volgens die Le-Amen Kalender.

NB! NB!

- **‘N BOETE VAN R 200, 00 SAL GEHEF WORD VIR ASSESSERING WAT NA DIE SPERDATUMS INGEHANDIG WORD.**

A14

SERTIFISERING

Sertifisering aan die einde van die jaar kan geskied indien aan die volgende vereistes voldoen is:

Assessering:

- Alle assessering van al 4 termynne is gedoen en ingehandig.
- Die assessering voldoen aan die minimum vereistes om te slaag
- Geen onreëlmatighede is gevind nie.

Rekening:

- Die rekening is vereffen.

E 15

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.

A15

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 opkickers 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

E16

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

E17

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.**

A16

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

A17

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.**

E18

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**

A18

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 daarvoor nadink, daarvoor 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.**