



*WORKSHOP ON DEVELOPING*  
**PROACTIVE STUDY SKILLS,**  
**ACADEMIC PLANNING** AND  
**GOOD EXAM HABITS**

*FOR*  
*PRIMARY AND HIGH SCHOOL*  
*LEARNERS*  
*PRESENTED AT YOUR SCHOOL FOR YOUR LEARNERS*

**GRADE 4-12**

## **Introduction**

### **Also available in Afrikaans**

*Over the past 4 years more and more schools are making use of our study skills programme!*

Throughout our school career and in tertiary education, studying for and writing exams is the predominant way of being assessed. Many learners don't like learning because they find it boring while others are not sure how to actually go about studying.

**The below workshops are facilitated at your school and include the following basic categories, aimed at each developmental age:**

- ✓ The iceberg of life (Working from the bottom up)
- ✓ How my brain works (left brain and right brain)?
- ✓ Understanding my academic personality
- ✓ Work smart not hard
- ✓ Goal setting (study time table)
- ✓ Monitoring your own learning advancement
- ✓ Where and how to study
- ✓ Summarizing your notes
- ✓ Memory and mind maps
- ✓ How to answer exam questions
- ✓ Tackling an exam paper
- ✓ Exam tips
- ✓ Managing stress
- ✓ Good eating habits (brain food)
- ✓ An exam physical exercise program

### **Grade 4 – 12 learners (The below workshop is age appropriate)**

#### **Time: 3 hours**

This workshop is designed to equip teens with the essential skills needed to cope with studying for exams as well as learning how to write a good exam paper. This will assist learners in the school environment and beyond.

***Learning to excel in my exams: creating a study planning schedule and tips for good exam performance***

#### **Module 1 (All grades)**

Organisation and planning

- a) Time management: procrastination vs. over planning
- b) Where to start
- c) Creating a study plan and timetable
- d) Allocating enough study time

## **Module 2 (All grades)**

### ***Effective studying: Work smart not hard***

- a) Where to study
- b) Is there a perfect way to learn: exploring different study techniques?
- c) How to create a summary: vertical vs. horizontal vs. mind map
- d) The importance of associations and thinking while studying
- e) Memorising

## **Module 3 (High school)**

Why should I work through past papers? Isn't it just a waste of time?

## **Module 4 (All grades)**

### ***How to write a good exam paper***

- a) Deciding what to do first
- b) Understanding the question
- c) Examples

## **Module 5**

### ***Sharpen the saw: developing good habits to sustain and enhance your performance***

- a) The importance of sleep
- b) The importance of good nutrition
- c) How to manage your stress and anxiety

This is a practical and interactive workshop. **Parents are encouraged to attend with their children** so that there can be a common understanding of what needs to happen, **at no extra cost**. So often studying is something that causes a great deal of conflict in the home. By working together, parents and students can negotiate the best way forward. Students will leave the workshop with a personalised plan that can be implemented immediately.

## **Information regarding the above workshops**

These workshops can be presented during school time, afternoons, Saturdays or in the evening

### **Duration and cost**

***Grade 4 -12 (3 hours)***

Cost: **R 125.00** per learner

- **Minimum number of students: 50**
- **Each learner will need to bring a pen, pencil, ruler, highlighter, examination pad or paper and something to eat and drink.**
- **Please note that the time allocations above include breaks and allows time for practical examples.**

**The above cost includes: Facilitation, Study skills manual and a certificate**

## Proactive Study skills booking form

Name of school: \_\_\_\_\_

Contact person: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Address where study skills will take place

\_\_\_\_\_

Code: \_\_\_\_\_ Province: \_\_\_\_\_

Required date of programme: \_\_\_\_\_ Required starting time: \_\_\_\_\_

Please tick grades who will require study skills (Please also specify number of learners per grade)

GR 4 \_\_\_\_\_  GR 5 \_\_\_\_\_  GR 6 \_\_\_\_\_  GR 7 \_\_\_\_\_

GR 8 \_\_\_\_\_  GR 9 \_\_\_\_\_  GR 10 \_\_\_\_\_  GR 11 \_\_\_\_\_  GR 12 \_\_\_\_\_

Depending on numbers the above groups can be split.

***Please note that a list of the learner's names will be required to be sent to our office for certificate purposes.***

### **How do I book:**

- Please fill out the details above and fax / email the booking form to our offices
- You will receive an email either confirming your date or giving you alternative dates
- Venue your school
- Schools are welcome to invite other learners from schools in their area
- If you would like a sample letter to send out to your parents, please request one from us

### **Payment:**

Please use your schools name as reference - full payment will be required one week before your workshop

**Fax/e-mail** this booking form and payment advice to:

**086 6967807 /031 5726081 /admin@rapewise.co.za**

**For more details, please contact 031 5726690/083 3308535**

Payment needs to be made **1 week** before workshop via EFT to:

Bank: ABSA

Account name: Rape Wise trading as The Proactive Education group

ACC Number: 406 497 6342 (Branch Code: 632005) Cheque account