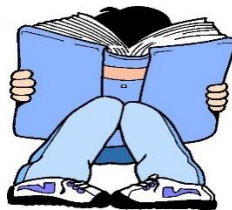


**WORKSHOPS ON DEVELOPING PROACTIVE
STUDY SKILLS AND GOOD EXAM HABITS
FOR PRIMARY AND HIGH SCHOOL LEARNERS**



Introduction

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

Workshop 1 – Grade 4 and 5 learners

Duration: 2 hours

Learners are first exposed to writing exams in Primary school. Very often this is not a very good experience for them and they therefore become very anxious during exam time. This in turn affects their exam performance when they get to high school because of the fear that they have built up. Assisting learners to gain confidence when studying and writing exams is therefore vital.

This workshop is designed to equip learners 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.

I have to write exams for the first time. Learning how to learn and approach my exams with confidence.

Module 1:

Organisation and planning

- a) Time management: leaving things to the last minute or over planning
- b) Where do I start?
- c) How much time do I need to study

Module 2:

Effective studying: Work smart not hard

- a) Where can I study?
- b) Is there a perfect way to learn: exploring different study techniques
- c) How to make a summary
- d) Memorising

Module 3

Sharpen the saw: developing good habits

- a) It's all about balance
- b) The importance of sleep
- c) The importance of good nutrition
- d) 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. 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.

Workshop 2 – Grade 6 and 7 learners

Duration: 3 hours

This workshop is designed to equip learners 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:

Organisation and planning

- a) Time management: leaving things to the last minute or over planning
- b) Where do I start?
- c) Creating a study plan and timetable
- d) Allocating enough study time

Module 2:

Effective studying: Work smart not hard

- a) Where can I 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

How to write a good exam paper

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

Module 4

Sharpen the saw: developing good habits

- 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. 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.

Workshop 3 – Grade 8 – 12 learners

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

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

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

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

Module 4

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. 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 and 5

2 hours

Cost: R 100.00 per learner

Grade 6 and 7

3 hours

Cost: R120.00 per learner

Grade 8 – 12 (Groups 8 - 9 and Group 10- 12 together)

3 hours

Cost: R 130.00 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
- A certificate

Booking form

Developing study skills and good exam habits

for primary and high schools

Name of school: _____

Contact person: _____

Tel: _____ Fax: _____

Cell: _____ Email: _____

Physical address: _____

No of learners: _____ @ R 100.00 (**Grade 4 and 5**) each **Total:** _____

No of learners: _____ @ R 120.00 (**Grade 6 and 7**) each **Total:** _____

No of learners: _____ @ R 130.00 (**Grade 8 -9**) each **Total:** _____

No of learners: _____ @ R 130.00 (**Grade 10-12**) each **Total:** _____

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

How do I book:

- Please contact our offices to book your date
- 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 contact 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 can be made via EFT to:
Name: Rape Wise Bank: ABSA
Branch code: 632005 - Account number: 9116055338