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**Workshops on developing Proactive  
study skills and good exam habits  
for primary and high school learners**

*Workshop  
also available  
in Afrikaans*



**Prepare for  
final exams  
2016**

**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 following schools participate in our proactive study skills programme:**

Abbotts College Northcliff, St Ursula's School, Collegiate High school, Riebeeck College, H/S Brandwag, Sagewood school, Robert Hicks primary, Crawford Fourways, Hurlyvale primary, Hibberdene school, St Dominic's Welkom, St Georges prep, Arbor primary, Trinity house, Bedfordview remedial centre, Saheti school, Umhlali prep, Somerset college, Glenstantia primary, Christ church prep school, Pecanwood college, St Stithians, Carnegie school Paarl, Collegiate Junior, Mokapane combined school, Bergvlam high, Uplands college, Crawford Pretoria, Crawford North Coast, Redhill High, Parkrand primary, Egerton primary, Balmoral girls primary, Crawford College La Lucia etc.

**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 7 learners – Depending on numbers Grade 4 -7**

#### **Duration: 3 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.***

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

<b><u>Module 1</u></b>	<b><u>Module 2</u></b>	<b><u>Module 3</u></b>	<b><u>Module 4</u></b>
<b><u>Organisation and planning</u></b>	<b><u>Effective study: Work smart not hard</u></b>	<b><u>How to write a good exam paper</u></b>	<b><u>Sharpen the saw - developing good habits</u></b>
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	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	Why should I work through past papers? Isn't it just a waste of time?	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 2 – 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***

<b>Module 1</b>	<b>Module 2</b>	<b>Module 3</b>	<b>Module 4</b>	<b>Module 5</b>
<b>Organisation and planning</b>	<b>Effective study Work smart not hard</b>		<b>How to write a good exam paper</b>	<b>Sharpen the saw: developing good habits to sustain and enhance your performance</b>
a) Time management: procrastination vs. over planning b) Where to start c) Creating a study plan and timetable d) Allocating enough study time	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	Why should I work through past papers? Isn't it just a waste of time?	a) Deciding what to do first b) Understanding the question c) Examples	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 - 7 - 3 hours

Cost: R 120.00 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.

## 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 120.00 (Grade 4 - 7) each Total: \_\_\_\_\_

No of learners: \_\_\_\_\_ @ R 130.00 (Grade 8 -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 and what the workshops include:

- Please contact our offices to book your date
- If the numbers are over 130 learners – the groups will have to be split in two (i.e. Grade 4-6, Grade 6–7, Grade 8-10 and Grade 11-12)
- 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**
- 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

#### 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: 406 497 6342