# GENERAL STUDY TIPS

**GENERAL STUDY TIPS**

Exams are just around the corner and the effort and commitment that you invest now is crucial.

- Your attitude determines how you learn, how much you learn and what challenges you face. For example if your attitude is negative, it is more difficult to internalise information.
- Your level of organisation is also important. If you are organised you have an increased chance of covering all your work, managing your time effectively and tracking your progress.
- A disorganised learner does not manage time effectively and is often forced to leave out sections that should be studied. As a result he ends up not being properly prepared for the exam.
- Summarsing is a skill and technique that assists in radically reducing the load.

**ACTIVE LEARNING TIPS:**

- It is important for you to use active learning methods. Many learners are passive learners and this often leads to boredom and disinterest.
- Mark the text as you read – underline, highlight, make notes besides the text.
- Make notes as you study.
- Use diagrams, tables, equations, graphs, mind maps or webs as you study.
- Ask questions such as: Why did this take place? Why must it be so? How do I explain this? How does this work? What is the principle or concept behind this? What are the uses of this concept?

**THE SQ3R TECHNIQUE:**

- Use the SQ3R Technique in your study, it is very useful for learning from written material.
- The SQ3R technique comprises:
  - **Survey:** Begin by surveying your learning material in a broader context. Get an overall idea from headings, outlines and diagrams.
  - **Question:** Ask the What, Why, How and When questions. The examination questions may have a bearing on this.
  - **Read:** After you have formulated questions for yourself, read the text material slowly and with concentration to try and find answers to the questions. Underlining, highlighting and making notes will help at this stage.
  - **Recite:** Recitation, oral or mental, helps you to remember. Attempt to answer your questions in your own words.
  - **Review:** Review what you have read by putting it together in a mind map.

**A PLAN FOR SUCCESS:**

- Include aspects such as prioritising tasks, designing a schedule, keeping a daily 'to do' list and ticking off tasks as they are completed.
- Remember to keep your space neat and organised and to set aside quiet time each day to plan the next day's activities.
- Always remember to acknowledge your achievements when your work is finished.

**POINTS TO REMEMBER FOR EXAM PREPARATION AND WRITING**

- Forming a study group can be motivating and will assist you in making a commitment to your exam preparation.
- Start studying long before the time. Don't try to cram in everything just before your exam.
- An effective way to study is to prepare mind maps, take effective notes, prepare diagrams during the course of the year and use them to remind you of the work you have already learnt.
- Make sure that you have adequate sleep the night before an examination.
- On the morning before the exam eat a healthy breakfast and drink water.

**EXAM PREPARATION CHECKLIST**

- Have I set goals for these exams?
- Do I know exactly which work I need to study?
- Is all my work up to date?
- Have I made a study timetable?
- Have I planned how much work I aim to cover in each study session?
- Have I allowed time for breaks in each study session?
- Have I allowed enough time to cover the work I need to know?
- Am I summarising and making notes while I study?
- Am I keeping to my plan?
- Have I obtained past exam papers and revision questions to work through?
- Am I getting sufficient sleep?
- Am I eating well?
- Am I exercising every day?
- Do I know the date, time and length of my exam

**WRITING THE EXAM:**

- Remember to read through all the instructions carefully during the exam.
- Read each question carefully and draw a quick mind map or write down key words on the response to the question.
- Choose the problem or question that seems easiest to you and do it first.
- Remain calm and if you are stressed put down your pen, close your eyes, take a few deep breaths and consciously relax any muscles that you may be clenching.
- One of the most important factors in writing exams is interpreting the question and deciding what it is that you must actually do.
- The more you practise with revision questions the easier it will become.

**MIND**

Stress is a part of life, it's true. Bad relationships with your family, the upcoming exams and even fighting with your friends can all make you feel anxious and unable to cope. The trick is not necessarily to get rid of our stress but to manage them well.

**Here are some tips to help:**

Breathe in deeply - by sitting quietly for a few minutes and concentrating on slow, deep breaths and long exhalations you can start to feel more grounded, calmer and you can get a better perspective on whatever it is that's troubling you.

Speak up - talking about your feelings, your concerns and your fears to friends, a teacher, family members or a counsellor can ease your load evenif they may not be able to solve your problems for you.

**BODY**

Exercise - Go for a brisk walk or a run and remember to stretch your muscles. Exercise gets endorphins, the feel-good hormones, pumping through your body.
Water - Aim to drink between six and eight glasses of water a day because it is essential to regulate metabolism and flush toxins from the body. It also keeps your joints, organs (and your brain is one!) and tissues in good shape.
Graze – Studying is taxing on the brain so remember to fuel up. Feast on nuts, tinned fish, fruits and veg. They pack a nutritional punch!

**SOUL**

Think positive thoughts - Remind yourself about the lessons to be learnt from tough situations. Look for the good even as you acknowledge that the journey isn't easy. Also be realistic about what you expect from yourself and from those around you.

Do something different - Make time to be creative by drawing a picture, writing a poem or making something out of innovative recycling.

Go natural - Nature is a miracle cure. Get up early enough to watch a sunrise, stop to look at a flowerbed and yes, even go ahead and hug a tree.

Help others - volunteering and helping others who have a greater need than you do, will remind you that you are not alone even when it feels like no one understands.

# EXAMINATION TIMETABLE

## 2011 NATIONAL SENIOR CERTIFICATE (NSC)
## EXAMINATION TIMETABLE OCTOBER/NOVEMBER 2011

| WEEK 0 | 09:00 | 14:00 |
|---|---|---|
| Monday 17/10 | Computer Application Tech P1 (3hrs) Practical | |
| Tuesday 18/10 | Information Technology P1 (3hrs) Practical | |
| Wednesday 19/10 | Information Technology P2 Theory (3hrs)<br>Computer Application Tech P2 Theory (3hrs) | Computer Application Speed Test (Optional) |
| Thursday 20/10 | RELIGIOUS HOLIDAY | |
| Friday 21/10 | RELIGIOUS HOLIDAY | |
| **WEEK 1** | **09:00** | **14:00** |
| Monday 24/10 | English HL and FAL P1 (2hrs) SAL P1 (2½hrs) | |
| Tuesday 25/10 | Accounting (3hrs) | Portuguese HL, FAL, SAL P1 (2hrs) German HL,<br>SAL P1 (2hrs) Hebrew P1 (2hrs) |
| Wednesday 26/10 | RELIGIOUS HOLIDAY | |
| Thursday 27/10 | Engineering Graphics and Design P1 (3hrs) | Agricultural Management Practices (2½hrs) |
| Friday 28/10 | Mathematics P1 (3hrs) Mathematical Literacy P1 (3hrs) | Hindi, Gujarati, Urdu, Tamil, Telegu HL,<br>FAL, SAL P1 (2hrs) Arabic, French, Italian, Spanish, Modern Greek SAL P1<br>(2hrs) , Latin SAL P1 (2½hrs) |
| **WEEK 2** | **09:00** | **14:00** |
| Monday 31/10 | Mathematics P2 (3hrs) Mathematical Literacy P2 (3hrs) | Hindi, Gujarati, Urdu, Tamil, Telegu HL P2 (2½hrs) FAL and SAL P2 (2hrs)<br>Arabic, French, Italian, Spanish, Modern Greek SAL P2 (2hrs) Latin SAL P2<br>(1½ hrs) |
| Tuesday 1/11 | Dance Studies (3hrs)<br>Electrical Technology (3hrs) | Portuguese HL P2 (2½ hrs),<br>Portuguese FAL, SAL P2 (2hrs)<br>German HL P2 (2½ hrs), German SAL P2 (2hrs)<br>Hebrew P2 (2hrs) |
| Wednesday 2/11 | Afrikaans HL and FAL P1 (2hrs<br>SAL P1 (2½hrs) | Mathematics P3 (2hrs) |
| Thursday 3/11 | isiZulu, isiXhosa, Siswati,<br>isiNdebele HL and FAL P1 (2hrs) SAL P1 (2½hrs) | Engineering Graphics and Design P2 (3hrs) |
| Friday 4/11 | Agricultural Sciences P1 (2½hrs)<br>Nautical Science P1 (3hrs) | Music P1 Theory (3hrs) |
| **WEEK 3** | **09:00** | **14:00** |
| Monday 7/11 | Agricultural Sciences P2 (2½hrs) | Visual Arts (3hrs) |
| Tuesday 8/11 | Afrikaans Home Lang P2 (2½hrs)<br>FAL and SAL (2hrs) | Sepedi, Sesotho, Setswana, Xitsonga,<br>Tshivenda HL and FAL P1 (2hrs) and SAL P1 (2½hrs) |
| Wednesday 9/11 | History P1 (3hrs)<br>Maritime Economics (3 hrs)<br>Equine Studies (3 hrs) | Mechanical Technology (3hrs) |
| Thursday 10/11 | English HL P2 (2½hrs)<br>FAL and SAL P2 (2hrs) | |
| Friday 11/11 | Physical Sciences (Physics) P1 (3hrs) | |
| **WEEK 4** | **09:00** | **14:00** |
| Monday 14/11 | Physical Sciences (Chemistry) P2 (3hrs) | Portuguese , HL and FAL P3 (2½hrs)<br>German HL P3 (2½hrs),<br>Hindi, Gujarati, Urdu, Tamil,<br>Telegu HL and FAL P3 (2½hrs) |
| Tuesday 15/11 | English HL and FAL P3 (2½hrs) | Music P2 Comprehension (1½hrs) |
| Wednesday 16/11 | Economics (3hrs) | Agricultural Technology (3hrs) |
| Thursday 17/11 | Tourism (3hrs)<br>Sport and Exercise Science P1 (2hrs) | |
| Friday 18/11 | Life Sciences P1 (2½hrs) | Afrikaans HL and FAL P3 (2½hrs) |
| **WEEK 5** | **09:00** | **14:00** |
| Monday 21/11 | Life Sciences P2 (2½hrs) | Religion Studies P1 (2hrs) |
| Tuesday 22/11 | Business Studies (3hrs) | |
| Wednesday 23/11 | Geography (Theory) P1 (3hrs) | Geography (Map work) P2 (1½hrs) |
| Thursday 24/11 | isiZulu, isiXhosa, Siswati, isiNdebele HL P2 (2½hrs)<br>FAL and SAL P2 (2hrs) | Civil Technology (3hrs)<br>Sport and Exercise Science P2 (2hrs) |
| Friday 25/11 | Sepedi, Sesotho, Setswana, Xitsonga,<br>Tshivenda HL P2 (2½hrs) FAL and SAL P2 (2hrs) | Dramatic Art (3hrs) |
| **WEEK 6** | **09:00** | **14:00** |
| Monday 28/11 | History P2 (3hrs) | |
| Tuesday 29/11 | isiZulu, isiXhosa, Siswati, isiNdebele<br>HL and FAL P3 (2½hrs) | Sepedi, Sesotho, Setswana, Xitsonga,<br>Tshivenda HL and FAL P3 (2½hrs) |
| Wednesday 30/11 | Consumer Studies (3hrs)<br>Hospitality Studies (3hrs)<br>Nautical Science P2 (3 hrs) | |
| Thursday 01/12 | Religion Studies P2 (2hrs) | Design (3hrs) |

**CAT and IT Practical will be administered prior to the official examination period.**
**Gr. 12 learners may not be released for study purposes before 14 October 2011 to secure at least one week contact time in the 4th term.**

**CONCLUSION OF THE 2011 NSC EXAMINATION 1 December 2011**

**Enquiries: SNP Sishi – Chief Directorate: Educational Measurement, Assessment and Public Examinations**
**012-357 3892**