



2024 >>> Grade 12 TIPS FOR SUCCESS

Grade 12 learners of 2024

This book has been prepared for you. You have reached the final year of your studies at school. What you do this year will impact on the rest of your life. Your pass at the end of the year will impact on your future prospects on your career and your general quality of life.

Therefore in Grade 12 you should not leave your studying until the end of the year. You should be working for at least two to three hours a day throughout the year.

This book provides you with important tips for success.

It contains tips on how to study and how to approach an examination.

It contains inspiring stories from past learners who successfully completed Gr 12 in recent years.

It lists the content to be studied in each subject to help you plan your study programme for the year.

Use this book with your textbook and past examination papers in preparation for the writing of your examinations.

The WCED wishes you a happy and successful final year of school.

Responses to Grade 12 Tips for Success Booklet from 2023 NSC Candidates

These are some comments from past NSC candidates who have found the Grade 12 Tips for Success booklets useful:

- "It shows how dedicated I should be and the workload I should prepare for."
- "It's a great motivator."
- "It makes me feel special because it finally sunk in that I am in matric and working on my future."
- "As Matrics we vaguely know proper study methods or time management and this booklet covers all aspects of success in grade 12."
- "I now have a better idea of studying for the final exam, a way that doesn't make the work seem so much."
- "It makes me feel special because it makes me feel that people actually care about us as matriculants."



To all WCED Grade 12 NSC Candidates

Dear Grade 12 Learner

I am sure you can't believe how 11 years of schooling has passed by so quickly. Many of you can still remember the first day you went to school in Grade 1. You should celebrate this moment and what you have achieved thus far. 2024 is your last year of formal schooling that will culminate in the final examination for the National Senior Certificate. I hope that you will enjoy your last year at school. Success is inevitable if you remain focused throughout the year and give your full commitment. Remember that the quality of pass in the NSC will influence the quality of your and your family's life in the future.

You had some disruption to your schooling a few years ago due to the COVID-19 Pandemic when you were in Grade 8 in 2020 and again in grade 9 in 2021. Fortunately for you, the last two years in Grade 10 and in Grade 11 was not disruptive and your teachers have worked hard to recover some of the learning that was lost during that period.

Your chances of success and achieving well in the NSC examinations will be influenced by regular attendance at school, maximum use of your time by planning your study program and using the host of resources prepared by your teachers and the WCED to support you in all subjects. You must take full responsibility for your own learning and development.

The "Tips for Success" book prepared by the WCED is a valuable resource, providing valuable information for all subjects. It is designed to help you to prepare adequately for the NSC examination. The content for your subjects will guide and help you to track the topics covered must be used to draw up your study program. Use this book to assist you to work systematically through the subject content, use the graphic organisers, make notes, and mind maps and consult your textbooks and study guides.

You would have sat for formal examinations for the first time in Grade 11 in 2023 since the Covid Pandemic. You therefore have very little experience in writing examinations. It is therefore important to work through past year examination papers. These question papers should give you a good idea of the types of questions you can expect in the final examinations. It will be important to time yourself when answering the questions as this will help you to manage time under exam conditions more effectively.

The application of the knowledge and skills you have acquired in your Grade 12 year, as well as that of the preceding years, will be important. I encourage you to constantly refer to this Tips for Success book throughout the year. If you struggle, don't be despondent; Seek assistance from your teachers, friends, and family members. The link to the WCED ePortal and websites is provided at the back of this book. The ePortal is zero rated and has a range of support materials for each subject including a revision program for each term. I encourage you to register for the Telematics School's Project support program where you will find lessons and a revision program offered by senior and experienced officials and subject experts.

The WCED has started a big and bold "Back on Track" learner support program that targets grade 12 learners. The program is designed to support learners in specific subjects and will be offered on Saturdays, Autumn winter and spring holiday classes. Very experienced teachers have been selected as tutors to provide the tuition to learners. We recommend that learners commit and prioritise attendance at this support program. Your teachers will provide you with the details as to when and where the tuition will be offered.

Your Grade 12 year is a great year and you must enjoy your last year at school. Success is within your grasp, believe in yourself, apply your mind and work consistently. Your future is in your hands. You can make the difference! Maintain a good diet, exercise frequently and never hesitate to seek help if you feel overwhelmed or depressed. Remain positive and committed and you will eventually be proud of yourself and your achievement. I wish you well as you prepare for the 2024 NSC examinations.

Your sincerely

DON HARIPERSAD
DIRECTOR CURRICULUM FET

Date: 25 January 2024

Contents

10 Things to do to succeed in the Grade 12 Examinations.	i
Tips for Success	1
Step 1: Time Management.	1
Step 2: How to study	1
My 5 "C's" for Success	1
Sample Graphic Organisers	3
Terminology used in Exam Questions.	5
Step 3: Effective examination writing techniques.	9
5 Step DIY Self-Directed Learning Plan.	10
Example of a study timetable	12
Matric 2024 blank study timetable for you to copy	13
Make your dream come true.	15
Reading Techniques.	15
Bursaries and Loans.	19
Content / concept lists per subject.	
Accounting	22
Afrikaans Huistaal.	23
Afrikaans Eerste Addisionele Taal	24
Afrikaans Tweede Addisionele Taal.	25
Agricultural Management Practices	26
Agricultural Sciences	27
Agricultural Technology	28
Business Studies.	29
Civil Technology	30
Computer Applications Technology	32
Consumer Studies	33
Dance Studies.	34
Design	35
Dramatic Arts	36
Economics	37
Electrical Technology.	38
Engineering Graphics and Design	39
English Home Language	40
English First Additional Language	41
Geography.	42
History	43
Hospitality Studies.	44
IsiXhosa	45
Information Technology	46
Life Orientation.	47
Life Sciences	48
Mathematics	49
Mathematical Literacy	50
Mechanical Technology	51
Music.	52
Physical Sciences	53
Religion Studies	54
Sesotho & Setswana	55
Technical Mathematics	56
Technical Sciences	57
Tourism.	58
Visual Arts	59
eLearning Links.	60

Pass Requirements

To qualify for a National Senior Certificate all learners must offer 7 nationally approved subjects and complete the school-based assessment for each subject.

SEVEN SUBJECTS	
4 COMPULSORY SUBJECTS	MINIMUM PASS REQUIREMENTS
<ul style="list-style-type: none"> 2 Languages (one Language at Home Language level and the other on either Home or First Additional Language level) Mathematics/ Technical Mathematics (for technical stream school only) 	<p>Must pass Home Language with at least 40%.</p> <p>Must pass two other subjects with at least 40%.</p> <p>Must pass three other subjects with at least 30%.</p>
OR	
<ul style="list-style-type: none"> Mathematical Literacy Life Orientation 	No aggregate mark or % is used for promotion purposes
3 CHOICE SUBJECTS	
<p>Any 3 other NCS subjects</p> <p>A candidate may not offer both:</p> <ul style="list-style-type: none"> Consumer Studies and Hospitality Studies 	

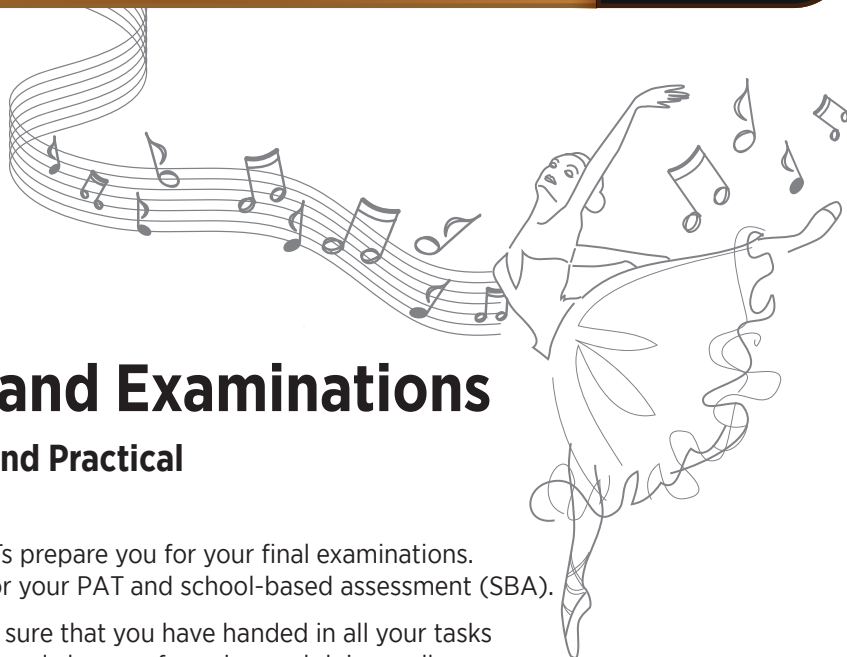
Do not aim for the minimum.

Aim to get the highest mark possible in all your subjects.

To obtain a Bachelor's pass you require a minimum of:

- (a) 50% or better in four subjects
- (b) 40% in home language
- (c) 30% in language of teaching and learning (LOLT)
- (d) 30% in remaining subjects

*Note that faculty requirements at HEIs will still apply



About Assessment and Examinations

School-Based Assessment (SBA) and Practical Assessment Tasks (PATs)

- The school-based assessment tasks and PATs prepare you for your final examinations. It is important to obtain a very good mark for your PAT and school-based assessment (SBA).
- Complete all your SBA tasks diligently. Make sure that you have handed in all your tasks by the stipulated dates. This will give you a good chance of passing and doing well. Remember if you do not hand in all of the PAT or SBA tasks you will receive an incomplete result. You will not matriculate with your friends.
- The PATs are very important. By obtaining good marks for your PATs, you have already earned marks towards your final mark for grade 12. Put real effort into every phase of the PAT. Ensure that your PAT implementation plan is realistic and well planned.

10 Things to do to Succeed in the Grade 12 Examinations

- 1 The draft **NSC timetable** is out. Study it and start to plan now. There could be two exams on one day so you will have to be super sharp and alert. **Be sure to check the final timetable in case there are any changes.**
- 2 There are less than 300 days to the start of final exams. This includes weekends and holidays. Start today and work everyday. Set targets for achievement.
- 3 Do not miss **one day of school** between now and your exams. Keep healthy and alert. Listen to your teachers. They have done this before and will help you succeed.
- 4 **Reading** is a hot skill. Reading will change your life. Read at least 1000 words everyday. Read everything you can lay your hands on. Read accurately and quickly.
- 5 **Writing** is power, but it requires practice. We are all judged, every day, on our writing. We can inspire, impress, persuade, congratulate and express love in writing. Write at least 400 words every day carefully, accurately and beautifully.
- 6 **Textbooks** are an essential student companion. Have you got a textbook for each subject? Make sure you do and that you work systematically through your textbooks. Don't wait for your teacher to explain it all. Look at what you have to cover for the year and plan accordingly.
- 7 Your **BMI** can help you in matric. Your Body Mass Index (BMI) is an indication of how healthy you are. Calculate your BMI and then exercise and eat healthily throughout the year to keep an optimum BMI.
- 8 Academic work requires **concentration and focus**. Every day you should be engaged in intensive, focused, individual academic work. Turn off iPods, music centres, the TV, the cell phone and have an intensive and rewarding academic workout everyday. Build your brain cells and be the envy of all your friends.
- 9 Good vibes are good for success. Surround yourself with positive, happy people who want you to succeed. Your family and friends will be important in supporting you in the next 300 days. Be grateful for their support.
- 10 Success in Grade 12 requires **planning and hard work**. Start planning and working today. Attend school every day. Do homework everyday. Read every day. Write and calculate everyday. Stick to your year plan.

How many of the items above are you doing?

1-2:	Get help urgently.
3-4:	Start planning today.
5-6:	You are on your way. Intensify your efforts.
7-8:	You're well organised and nearly ready for success.
9-10:	You're doing great. Help someone else to get organised for success.

Want to Succeed?

Here are fool-proof tips for success

- In Grade 12 you will have a very full programme so you need to work consistently and not leave tasks for the last minute.
- Pay careful attention in class to ensure that you understand the work.
- Take your textbook to class every day and open it at the topic of discussion. Get to know your textbook really well. After a lesson in class read the relevant sections at home that afternoon or evening.
- Complete homework daily.
- Work neatly and accurately.
- When unsure or in doubt, ask your teacher or classmate.
- Attend any extra tuition offered to you.
- Start studying well in advance for examinations.
- Design a study roster and stick to it from Day 1.
- Refine your examination technique; when you revise, choose questions that will strengthen you in your weaker areas.
- Learn to plan and answer written questions clearly and systematically.
- Study hard for all your tests and internal examinations as if preparing for your final examinations.
- Use past examination papers for revision. Work through last year's examination papers as well as the exemplar papers produced to assist you in preparing for your examinations. This will give you a good idea of the types of questions you can expect in the final examination.
- Examination papers and suggested answers of previous years are available on the following website: <http://wced.school.za/documents/Matric/matric-n/index.html>
- Ask your teachers and fellow learners to work through the questions and answers with you.

Tips for Success

This booklet is aimed at providing you with information on how to plan your revision programme, how to study, how to remember what you have studied and how to write examinations successfully.

Your **first step** to success is TIME MANAGEMENT through proper planning.

You need to schedule your activities to include time for studying, assignments, sports or hobbies, and your family and friends.

In this booklet you will find a blank study timetable that you can use to plan your study time. Ensure that you give each subject sufficient study time, with a little more time for subjects with which you are having difficulty.

TIME MANAGEMENT = PLANNING = SUCCESS

In the second half of this booklet, you will find the content and tips for success in the subjects you are studying. Use the information for your seven subjects to set up your study timetable.

Your **second step** is to consider HOW TO STUDY. In this booklet there are tips on how to select and remember information, how to make effective notes and how to study.

Your **third step** is preparing yourself for EFFECTIVE EXAMINATION WRITING.

TAKE CHARGE OF YOUR LIFE AND YOUR FUTURE!

START PLANNING.

STEP

1 TIME MANAGEMENT

Plan to study daily, starting today:

- Draw up a special study schedule.
- 50-minute study blocks and 10-minute breaks work well.
- Select fixed study-times for every day including a time slot over weekends.
- Use the June-July school holidays wisely.
- Study for at least 3 hours a day in the holidays.
- Study skills and strategies become study habits only if they are **practised regularly**.
- Break up topics into manageable sections. Estimate the time needed, and then double it!



STEP

2 HOW TO STUDY

- Decide when you work best, e.g. early morning, afternoons, evenings.
- Where do you like to work? Home? Library? School? Community centre?
- Where can you work undisturbed?



Set up a place for your studying – table, chair, uncluttered work space, good lighting.

- Do you work well with others? Do you have a friend who could be your study buddy?
- How do you best remember information? Seeing? Hearing? Through action? People have different preferred learning styles, but use them all.

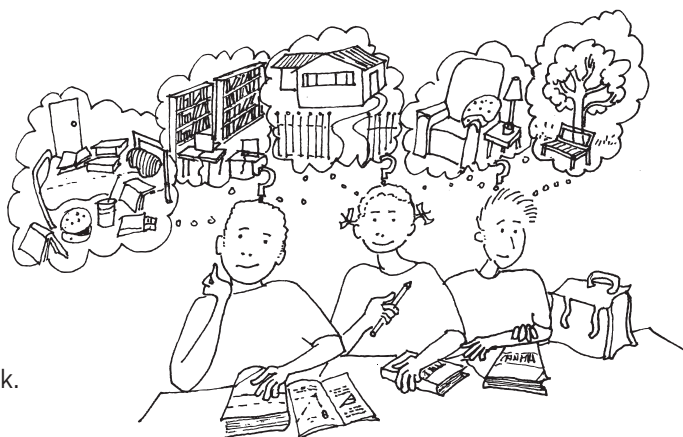


My 5 “C’s” for Success



Make your studying active by using study methods, writing, drawing, summarizing, chanting or teaching your study buddy.

- Concentrate fully and try not to allow your mind to wander. This improves with practice.
- Use graphic organisers for notes.
- Avoid last-minute cramming.



Mentally prepare to study (RAVES)

- Use **R**elaxation techniques to calm your mind.
- **A**rrange goals and priorities for each study block.
- **V**isualise yourself capable of full concentration.
- **E**motional words for success: effort, enthusiasm, energy, eagerness, perseverance
- Use positive **S**elf-talk for a positive attitude.

Memory principles

- **Be selective** when you study. Select **significant** information. You cannot learn every detail. Make your own notes, focusing on what is most important.
- **Associate** new information with what you already know.
- **Visualise**. Try to create “stories” or “movies” in your mind.
- **Recite**. Use your own words. Explain the information to a friend/family member. Go back and check for accuracy and additional details.



ABOUT MEMORISING

Memorising skills can be learned.

There are many different skills you can learn to help you remember information. Here are some examples:

- Mind maps
- Cartoons, pictures, labelling
- Rhymes and jingles – use words that rhyme to help you remember important facts
- Loci strategy - Association with the place. Helps you remember a list of items
- Word association, key words, flash cards
- Creating acronyms: e.g. RICE stands for rest, ice, compression and elevation (what to do when somebody has a sprained ankle)
- Grouping or categorising – organise the information into logical clusters



Memory – Use it or lose it!

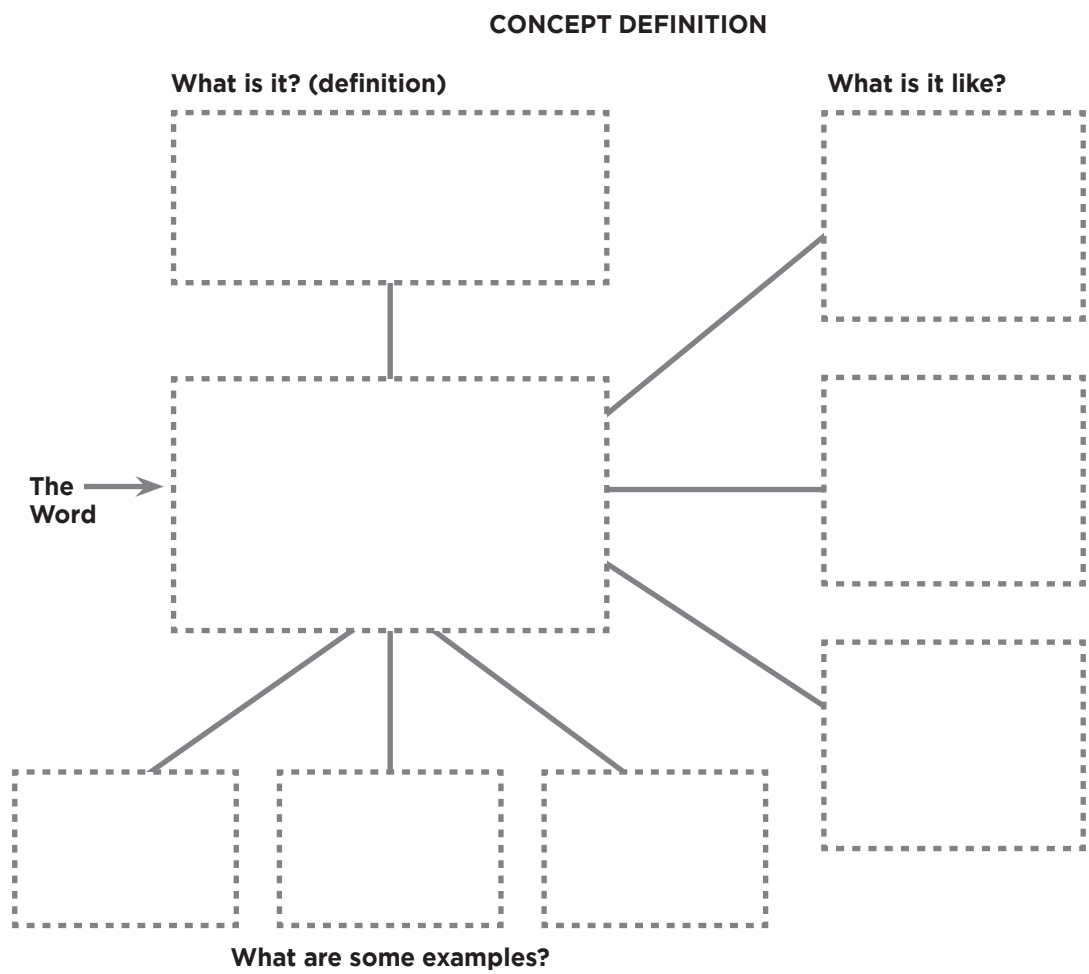
Memory strategies require practice and discipline.



**How to Memorize Fast
& Easily**

<https://goo.gl/zrq0mv>

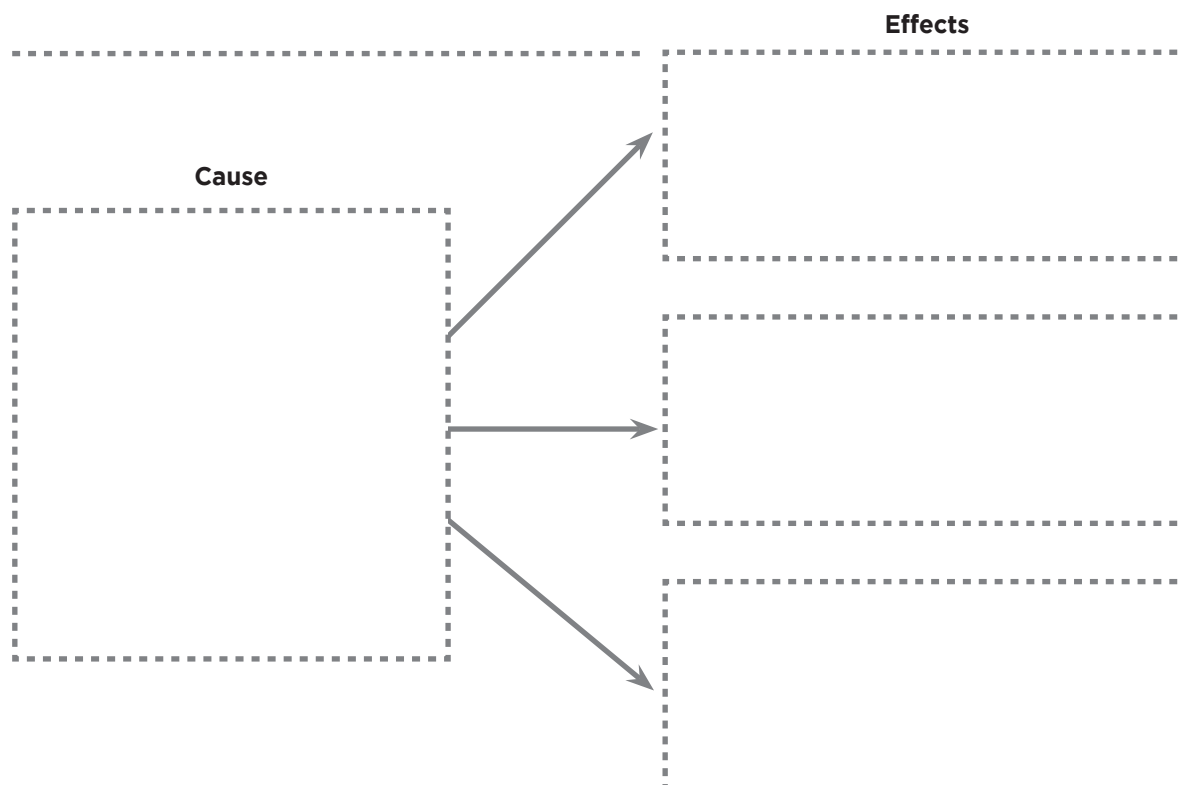
Sample Graphic Organisers



KWLS

K (What I know)	W (What I need to know)	L (What I learnt)	S (What I still need to learn)

Sample Graphic Organisers



Learning log

- You must make a 4 column chart in your books.
- As you read, you record your thinking and new vocabulary.
- What you need to know is an opportunity for you to ask questions and give you an indication of what needs to be reviewed.

Page	What I understand	New vocabulary	What I need to know

Adapted from: Reiss, J. 2012. *120 Content Strategies for English Language Learners*. Boston, MA: Allyn and Bacon.

Top Ten Words used in Test Questions

ANALYSE	<ul style="list-style-type: none"> • Explain how each part functions or fits into the whole. • Pretend you are a detective and break the material into parts. • Write the obvious as well as the hidden characteristics or meanings.
PERSUADE (ARGUE CONVINCE)	<ul style="list-style-type: none"> • Give a point of view! • Take a stand and defend one side of an issue. Give facts, statistics, beliefs, opinions, and your personal view. • Make sure your viewpoint is clear. • State your opinion logically. • Use facts, observations, comparisons or data to support your view.
COMPARE	<ul style="list-style-type: none"> • Give common characteristics, to identify how things are alike, similar or different. • How are people, events or objects the same? • Give examples to say how they are the same.
CONTRAST	<ul style="list-style-type: none"> • Give common characteristics that are not alike. • How are people, events, or objects different? • Give examples to say how they are different.
SUMMARISE	<ul style="list-style-type: none"> • Sum it up! • Give the meaning using as few words as possible. • Learners need to synthesize and restate the most important facts in a sentence or short paragraph.
DEMONSTRATE	<ul style="list-style-type: none"> • Have a statement saying what the instructions are for. • Give a step-by-step procedure to show how to do/make something. • Describe what is needed and how much is required. • Explain each step in detail. • Use either a bulleted list or paragraph.
DESCRIBE	<ul style="list-style-type: none"> • Present a clear picture of a person, place, thing or idea. • The reader should be able to visualise a picture or movie in his/ her head and translate it into words from what s/he has read.
EXPLAIN	<ul style="list-style-type: none"> • Give clear descriptions of an event, object, or idea. • Think about the five W's (Who, What, When, Where, Why) and H (How).
INTERPRET	<ul style="list-style-type: none"> • Write your understanding of a passage in your own words. • Ask yourself, "What does the _____ mean?" • Give a view from own experiences and the information you find.
INFER	<ul style="list-style-type: none"> • Read between the lines – the answer is not in the passage. • You make meaning from information or clues the author provides.

Adapted from: <http://www.scholastic.com/teachers/article/top-10-terms-students-need-know-be-successfulstandardized-tests>
 WCED FET Literacy Across the Curriculum 2014 Written & Presented by Judi Kurgan: Literacy and Learning

Vocabulary/Terminology used in Exam Questions

account for	<ul style="list-style-type: none"> • Explain the process or reason why something is the way it is
analyse	<ul style="list-style-type: none"> • Pay attention to details • Explain how each part fits into the whole
argue	<ul style="list-style-type: none"> • Give your personal point of view – facts, beliefs, opinions
calculate	<ul style="list-style-type: none"> • Use figures to work out your answer
compare	<ul style="list-style-type: none"> • Give common characteristics/attributes – how are people, events, concepts or objects alike/similar
comment	<ul style="list-style-type: none"> • Discuss, criticise or explain
conjecture	<ul style="list-style-type: none"> • Guess, estimate, infer
contrast	<ul style="list-style-type: none"> • Give characteristics or attributes about how people, events, concepts or objects are different
deduce	<ul style="list-style-type: none"> • Draw conclusions
define	<ul style="list-style-type: none"> • Give meanings in your own words
demonstrate	<ul style="list-style-type: none"> • Write how to do something step-by-step
describe	<ul style="list-style-type: none"> • Explain so the reader can visualise/understand the object, concept or events • Use adjectives to show size, shape, characteristics, colour and use
discuss	<ul style="list-style-type: none"> • Write/talk as if you were sharing your knowledge with someone else • Use details and examples to explain the topic
effect	<ul style="list-style-type: none"> • As in what effect? It is the consequence/result of an action
evaluate	<ul style="list-style-type: none"> • In an evaluation question you are expected to present a careful appraisal of the problem stressing both advantages and limitations
explain	<ul style="list-style-type: none"> • Make it clear and simple to show your interpretation and understanding • Give simple descriptions based on what you know • Describe, giving reasons
extract	<ul style="list-style-type: none"> • Choose relevant details
factors	<ul style="list-style-type: none"> • Give reasons, features, causes, influences
give a reason	<ul style="list-style-type: none"> • Give examples to explain why something is the way it is
hypothesis	<ul style="list-style-type: none"> • An opinion/theory/assumption to be proved
indicate	<ul style="list-style-type: none"> • Point out, make something known
interpret	<ul style="list-style-type: none"> • Give your opinion of the information based on your experiences and information you find in the text
justify	<ul style="list-style-type: none"> • Give evidence to support your point of view
list	<ul style="list-style-type: none"> • Write each item that applies to the topic or subject
motivate	<ul style="list-style-type: none"> • Give reasons and explain your answer
outline	<ul style="list-style-type: none"> • Organise important data/information in a logical way • Use numbers or letters to organise the information sequentially
plot	<ul style="list-style-type: none"> • Organise your thoughts and write on a piece of paper • Use a grid, graphic design, picture, chart, or matrix
predict	<ul style="list-style-type: none"> • Make a suggestion based on the information available of what the outcome would be
prove	<ul style="list-style-type: none"> • Give evidence, facts which explains why an argument is true
sketch	<ul style="list-style-type: none"> • Draw a rough outline, plan or picture to explain or show something
state	<ul style="list-style-type: none"> • Explain important information clearly • Give reasons and examples if necessary
summarise	<ul style="list-style-type: none"> • Give the meaning in as few words as possible • Retell the most important facts and essential details in as few words as you can
support your answer	<ul style="list-style-type: none"> • Give examples, reasons or an explanation
trace	<ul style="list-style-type: none"> • Put events, experiences or thoughts in order or on a timeline

Adapted from Chapman, C. & King, R. 2003. *Differentiated Instructional Strategies for Writing in the Content Areas*. Thousand Oaks: CA: Corwin Press.

WCED FET Literacy Across the Curriculum 2014 Written & Presented by Judi Kurgan: Literacy and Learning

Memory Tip 1

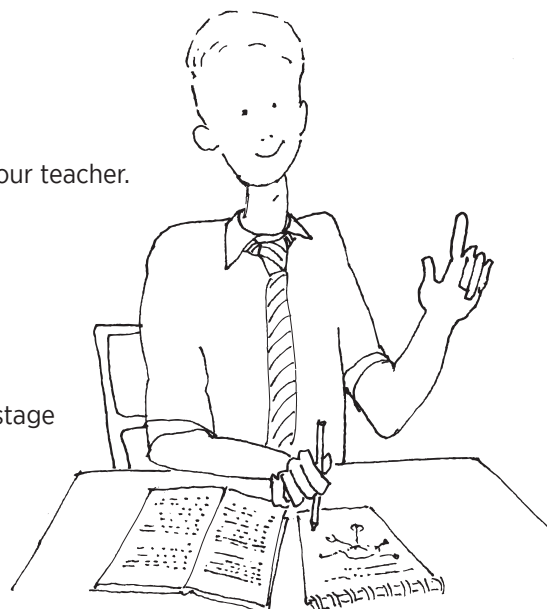
Pay attention and listen carefully in class.

- Make sure you understand the content and concepts. If not, ask your teacher.

Memory Tip 2

Make effective notes.

- In order for information to be stored in long-term memory, it first needs to pass through your short-term or working memory. This stage of memory is limited in the amount of information it can retain. Information you receive in class must be written down or you will forget it.
- When revising from your textbooks, seek out the **important information** and write it down. Organise it logically. Reduce it to key terms or a form that is easy to remember.



Memory Tip 3

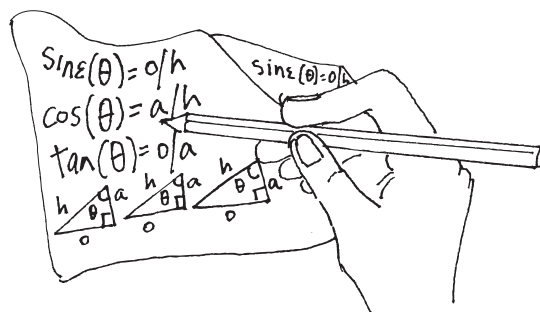
Remember these three Rs:

- **R**epeat, **R**epeat, **R**epeat

Memory Tip 4

Use mnemonics.

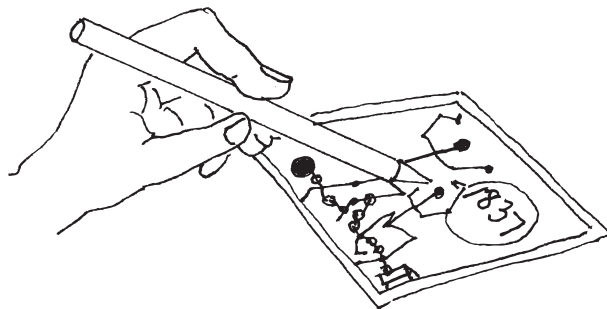
- Mnemonics are devices, using arbitrary, easy-to-remember associations, to help you remember information.
Examples:
 - **sohcahtoa** (used in trigonometry to memorize important information about the sine, cosine, and tangent)
 - **roygbiv** (the colours of the rainbow in their correct order – red, orange, yellow, green, blue, indigo and violet)



Memory Tip 5

Generate examples.

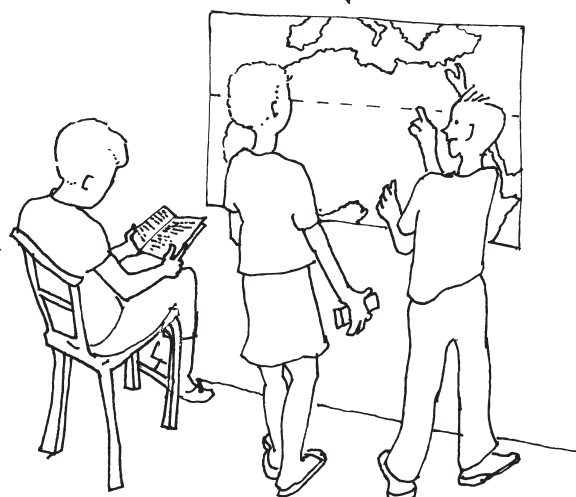
- A very effective way of checking your own understanding is to generate examples of related concepts, situations, relationships, events or case studies. If you cannot do this, it is likely that you do not fully understand this aspect of the syllabus. Ask your teacher for help.



Memory Tip 6

Use visual imagery.

- Visualisation of a concept, situation, relationship or sequence of events can be a very powerful way to learn. Create stories or movies in your mind, or make your own drawings, stick figures or cartoons.



Memory Tip 7

Make associations.

- Make connections between the new information and something familiar to you.

Memory Tip 8

Use rehearsal strategies.

- Practise retrieving information by reciting key ideas, predicting questions, practising problem-solving and testing yourself by using previous exam papers.

Applying memory

Once you have memorised information, rather than just restating that information, you need to be able to use it.

You should do the following:

- Analyse the information.
- Identify exactly what the examination question is asking for.
- Decide what information is required by the question.
- In some cases, apply the information in a context.
- In some cases, develop a well-reasoned argument.
- Present information logically and coherently.

Enjoy the challenge of having your knowledge tested and do not panic.

REFERENCES

Learning resources (Academic Support Centre, University of Alberta)

Smart study: a guide to skill yourself to be a better student (Edumedia, 2005)

Fleet, J, Goodchild, F, and Zajchowski, R, *Learning for success* (Harcourt Brace and Company, 1999)



The 9 BEST Scientific Study Tips
<https://goo.gl/Bcx9f5>



13 Study Tips
<https://goo.gl/vPqDv5>

NATIONAL SENIOR CERTIFICATE MATRIC CLASS OF 2024

➤➤➤ Do the right thing! In the exam room:

DO:	DON'T:
<ul style="list-style-type: none"> • Work out a study programme • Study hard • Make good notes • Get enough sleep • Review work • Eat well and healthily • Check your timetable every day • Bring your admission letter to the examination room every day • Have all necessary stationery (pen, pencil, eraser, extra pen, non-programmable calculator, ruler, specialist subject equipment where required) • Be early at the examination venue (at least 40 minutes before the start of the examination) • Listen to the instructions of the principal, chief invigilator and invigilators 	<ul style="list-style-type: none"> • Take drugs or any medication to keep you awake • Leave studying to the night before the examination • Try to find out what will be in the examination paper in advance • Bring notes, memoranda or any other material that could be used to assist you unfairly into the examination room. • Copy from another candidate • Communicate with another candidate • Pose as someone else in an examination • Behave in an unruly manner in the examination room • Disobey the instructions of the chief invigilator • Remove your script or any answer sheet from the examination venue

**Don't
bring your
cellphone
into the
exam room.**

COPYING IS A SERIOUS OFFENCE!

If you are found guilty of copying, your result in the subject will be declared null and void. You will also be barred from writing NSC examinations for the next three years.

3 EFFECTIVE EXAMINATION WRITING TECHNIQUES

Exam Writing Tip 1

Arrive early and ready to begin.

Exam Writing Tip 2

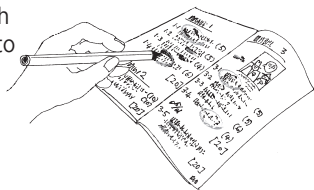
Read and understand the instructions.

- Check that you have received the correct examination paper.
- ALWAYS carefully read the INSTRUCTIONS at the beginning of the question paper. Many students do not take the time to do this and discover later that they answered the wrong questions. Are you required to answer a certain number of questions or do you have to answer all of them? Ask if you are unsure.

Exam Writing Tip 3

Preview the question paper and allocate your writing time appropriately.

- Read through the whole examination paper before you start writing. Note the number of questions and the marks they are worth. Reading over the questions before you start writing will assist in activating your memory. Decide which questions will be easier to do and which ones will take more time. Identify where you have choices among questions and **within** questions and decide which questions to answer. Allocate time for the answering of each question. Also allow for time to go over your answers and to make corrections. If you think of something as you preview, write it down immediately.



Exam Writing Tip 4

Tackle each question systematically.

- Read each question carefully, underlining key words, especially the verbs that tell you what to do.
- Is it a one-part or a two-part question? What are you being asked to do? Identify what you have and what you need. Plan the way you will answer the question and make a few notes on the steps you will take. This will provide you and the person marking the exam with an idea of how you attempted the question. This will also assist you with finding and correcting your mistakes.
- Some questions may ask you to **apply** your knowledge. Write your answer in the format required, e.g. an essay, a programme, a review, an interview, a letter, a calculation.



Exam Writing Tip 5

Write down something for every question

- If all you can do is provide a definition, then do so. If you are running out of time, answer in point form, instead of complete sentences. Write down anything you know that is related to the question.

Exam Writing Tip 6

Set out your answers clearly.

- Write legibly so the marker can read it easily. Leave spaces between questions and always start a new **section** on a new page. Make sure you number your answers correctly according to the numbering on the question paper.

Exam Writing Tip 7

If you feel you are unable to answer a question, don't panic and allow anxiety to affect how you are going to fare in the exam.

- Ask yourself "What do I need to **know** to answer this question?", and start writing down your thoughts. Avoid negative self-talk. Focus on the task instead of yourself.

Exam Writing Tip 8

Review and make corrections.

- Take time to go over your answers. Do not change anything unless you are quite sure it is wrong. Check mathematical answers by performing reverse calculations. Look at the processes you used. Make sure you have written down everything that was asked for.

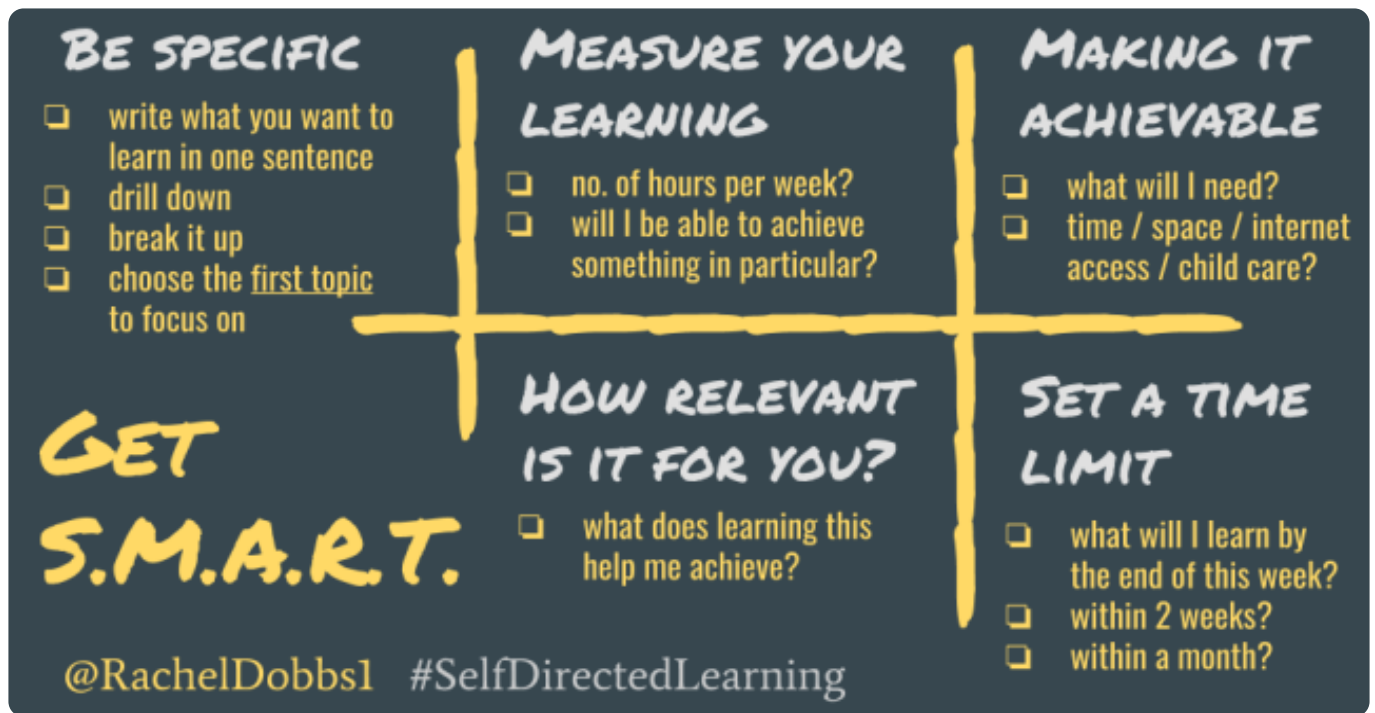
Exam Writing Tip 9

Stay until the end.

- Don't leave the exam before the time elapses. Sometimes, it takes a little more time for the information in your memory to "surface". So use all the time you are given. Check that you have answered all the required questions. Read your answers over again and again.

Remember when writing exams:

- Take note of the key verb at the beginning of each question which should guide you in your response to the question.
- Read instructions to questions/ activities to ensure you know what is being asked.
- Always write neatly and legibly. The **marker** of your Grade 12 examination papers must be able to read your handwriting.



5 Step DIY Self-Directed Learning Plan

#1: Understand your motivation

Start with **why** you really want to learn a new skill – understanding your own motivation for learning will stand you in good stead when you feel like giving up

#2: Be clear & S.M.A.R.T. about what you are planning to learn

- **S** – Get Specific
- **M** – Measure your learning
- **A** – set Achievable learning goals
- **R** – create a Relevance to your studies. Why do I need to study this?
- **T** – Set a Time by which you aim to have completed a section of work

#3: Get organised with your time & tracking your learning

Part of the attraction of learning in a self-directed way or learning online may well be that you can engage with learning at your own pace. You might want to make a regular appointment with yourself – for example “I am going to spend 1 hour learning about [X, Y, Z topic] on a Wednesday.

#4: Make a public commitment to your learning & buddy up

Making a public commitment to your learning is a good first step – tell other people what you are intending to do. This might be a friend or a family member. Ask them to check-in with you on your learning, and perhaps to remind you to stay on track with your goals when they see you getting distracted.

You can take this a step further by buddying up with someone you know to commit to learning a new skill together, or to learn new things alongside each other – agreeing to check-in with each other regularly, to hold each other accountable and share what you are learning.

#5: Apply what you are learning in real-world projects

Find a way to make your learning practical – if what you are learning helps you to solve a real-world problem, it will help you maintain your motivation and test out your new skills & knowledge.

<https://rachel.we-are-low-profile.com/blog/5-step-self-directed-learning-plan/>

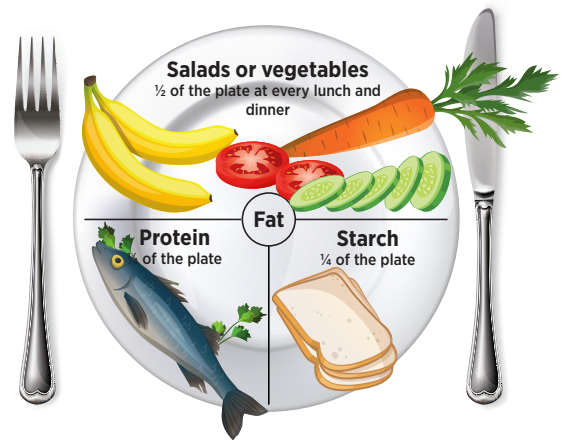
Making the right choices >>> for living the good life

Making the right choices will help you to look good and feel good. Making healthy choices is also important to help prevent diseases.

Tips for living the good life

1. You are what you eat ... see the contents of the 'perfect' designer plate

- Enjoy a variety of foods everyday to get all the nutrients you need.
- Make your plate more colourful and crunchy! Veg and fruit will provide vitamins and minerals for bright eyes, fabulous skin, shiny hair and protect your body against diseases.
- Protein foods build strong muscles. Keep meat you eat lean. Legumes (lentils, peas, beans) are a great source of powerful proteins too!
- High fibre starchy foods and grains keep you full for longer and help to fight fat!



2. Limit "sometimes" foods ... and you will look good and feel good

- "Sometimes" foods = junk foods or treats
- Too many of these are high in fat, salt and/or sugars. They can make you overweight, feel sluggish and increase your chance of developing lifestyle diseases, so keep these to a minimum.
- Fight the fats! Eat less fat, fried and oily foods.
- Shake your salt habit! Use salt sparingly: watch out for hidden salt in snacks (e.g. chips) and salty foods (e.g. polony, viennas and takeaways). We get enough salt in our diet so there is no need to add salt at the table.
- Tame your sweet tooth! Eat less sugar and sweet foods (e.g. sweet fizzy drinks, sweets, cakes, doughnuts).
- Pack a healthy lunch box or buy a healthy sandwich rather than buying junk food/takeaways which are packed with unhealthy fat, salt and sugar.

3. Get physical to boost your body and your brain!

- Move more, be active and eat healthily. It is the best way to prevent weight gain and diseases.
- Have fun with your friends and get fit! Take a walk or join the rugby, soccer, swimming team or do your favourite sport!
- Switch off ... limit screen time (e.g. TV, Internet, computer games, social networking on your phone) and get moving! Rather boost your social life: dance more, walk to the shopping mall or to the park with friends, etc.

4. Be smart – don't smoke or take drugs!

- Never start smoking or taking drugs - they are very addictive and can kill you, so stay away from them!
- Avoid breathing in other peoples' second hand smoke. It is just as dangerous and puts you at risk. Encourage your friends or family to stop - for your health and theirs!
- If you do smoke or take drugs, ask for help to quit.

5. Rethink your drink!

- Get rid of sweet, fizzy drinks that make you fat, and drink plenty of healthy fresh water!
- Don't drink alcohol at all. It raises your risk of diseases, fatal accidents and can put you into risky situations.

What is a healthy lifestyle?

Healthy lifestyles are about making the choices that help all people, of all ages enjoy a better quality of life.

Healthy lifestyles begin with:

The right food

- Enjoy a VARIETY of foods.
- Eat LOTS of fresh fruit and vegetables, grains and beans.
- Cut down on fats, sugar and salt.
- Drink LOTS of water!

Daily exercise

- Anyone, any age can benefit!
- Move with energy for just 30 minutes a day!
- Walk, dance, play, dig in the garden – any activity you enjoy that gets you going!

Health

- Have regular health checks.
- Stay away from alcohol, tobacco and drugs.
- If you do have a problem – ask your health worker or social worker for help and support.

Make the healthy choice and enjoy life TO THE FULL!