



① READ ME FIRST!!

① NDZI HLAYI KUSUNGULA!!

① NDI FUNDE KUQALA!!

① LEES MY EERSTE!!

① MPUISE PELE!!

HELLO!

Welcome to the College SA family – we hope you enjoy your time with us.

1) INTRODUCTION:

This Booklet that you are holding in your hands is the first set of Study Material that you will receive from the College. This is just the beginning of making all your educational dreams a reality. We hope that you are very, very excited and that you are keen to start with your studies.

Don't be concerned if this booklet looks NOTHING like any Study Material you were expecting. Let me tell you a little bit more about this booklet. This first Module (or Subject) is called: **Study Tips and Tactics for Winning**. In this booklet, you will see that there are 4 Sections:

Section A: General Information

Section B: Your Welcome Pack Explained

Section C: Studying

Section D: Tactics for Winning

Why does the College want all of its students to complete this module, **Study Tips and Tactics for Winning**, first? Easy! We want to HELP YOU in every way that we

can. Carry on reading to find out how **Study Tips and Tactics for Winning** can help you to succeed in your studies.

2) MORE ABOUT THIS BOOKLET:

The purpose of the **Study Tips and Tactics for Winning Booklet** is to help you make the most of your studies. This Booklet will:

- Give you some information about the College;
- Provide you with lots of Study Tips; and,
- Make sure that you are feeling very motivated about your studies.

At the College, we know every single student will benefit from this Module. Our students all tell us that they are so grateful that they had to first complete this Module before moving on to their other subjects.

It does NOT matter if you are already an excellent student, OR, if you have never studied before. This Module has something for everyone. **Study Tips and Tactics for Winning** was carefully designed so that it will assist **all** of our students.

Consider this Booklet to be like a special present, just for you. We would like you to read the entire Booklet so that you gain as much as possible from it.

Thank you for having read this Introduction. You are now ready to continue with the Module: **Study Tips and Tactics for Winning**. We hope that you enjoy it and also that you have lots of fun while you work through the Module. College SA – the College for YOU!

This material has been drawn up by College SA for the use of College SA students only.

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The information in this guide is true and complete to the best of the author's knowledge. All recommendations are made without guarantee on the part of the author who disclaims any liability for damages or injury resulting from the use of this information.

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Important Note to Students

If you have any questions or concerns, and you would like to contact a Tutor – or even if you just need a bit of encouragement – please feel free to contact the College. We are here to help YOU:

Telephone: 0861 – 663 663

Fax: 086 528 5656

E-mail: support@collegesa.co.za

Website: www.collegesa.co.za/studentcentre

Study Tips and Tactics for Winning

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1. WELCOME

Welcome to your first subject with College SA, **Study Tips and Tactics for Winning**. This Subject is an orientation subject to prepare you for your studies ahead. You need to complete this Subject before you can continue with the rest of your subjects.

If you have not received all of these items, please contact the College's **Student Support Centre**:

Student Support Centre:

- ❖ Telephone: 0861 – 663 663
- ❖ Fax: 086 528 5656
- ❖ E-mail: support@collegesa.co.za
- ❖ Website: www.collegesa.co.za/studentcentre



Message from the Tutor

Always have your Student Number ready when you contact the College! This is very important. If you don't have a Student Number yet, please contact the College as soon as possible so that you can be provided with one!

Section A: GENERAL INFORMATION

2. WHAT IS DISTANCE LEARNING?

Most of us have experienced classroom education. With classroom education you must go to class every day. This means that you cannot have a full-time job while you study. With Distance Learning (or Home Study) you don't have to attend classes and you don't have to give up your job.

With College SA, we send you your study material and then we help you complete your programme of study by contacting you regularly. You study at home and you do assignments that you send to the college for marking and positive feedback on how you did and how you could sometimes do even better!

So with Distance Learning (or Home Study) you can study as fast or as slow as you want. You don't compete with other students and you can study in the safety of your own home. Some of our students find that they actually do better when they are not distracted by travelling, classes and other students!

Distance Learning is a positive step toward getting that promotion, finding a more rewarding career and achieving a better life.

Good luck and remember - we are only a phone call away!!

3. SOME IMPORTANT THINGS TO KNOW ABOUT LEARNING

- We use our brains when we learn.
- Our brains remember things that we think are important.
- When you study, keep telling yourself how important your education is. Imagine how you will use your education in your life or job. Your brain will think that it is important and will remember it.
- Some people prefer to learn by *hearing*, others by *seeing* and others by *doing*. The more you use *seeing*, *hearing* and *doing* when you learn, the better you will learn.
- Be an active learner.



(See the Study Skills section in this Guide to help you!)

4. TRACKING YOUR STUDY MATERIAL

SAPO (South African Postal Service)

College SA uses the **South African Postal Services** to send parcels to our students. Every single parcel is *tracked*, this means, we will always know exactly where the parcel is.



With College SA we try very hard to make things easy for you to track your parcel. All study material leaving our building is sent using a *tracking number*. We will SMS this *tracking number* to you on the day your study material leaves our offices. [Please note that Assignments that need to be returned to students, as well as Statements, are not sent with a tracking number]

Using the Internet to Track your Study Material:

Did you know that you can use the Internet to track where your parcel is? See the Steps below that will show you how to do this:

- Step 1:** College SA will send you a SMS with your *tracking number* each time we send you material.
- Step 2:** Go to the following website: <http://www.sapo.co.za/> on the Internet.
- Step 3:** On the very top of that webpage, you will find *Online Tools*.
- Step 4:** Click on the drop-down Menu, and click on *Track and Trace*.
- Step 5:** When you are on this page, you will be able to see where your parcel was last scanned and where your parcel is right now.
- Step 6:** Check your Post Box every day. You will receive a *white slip* telling you that your parcel is at your local post office. Remember to take your *ID book* with you when you go to collect your parcel. The Post Office needs this for security purposes to ensure that you are the correct person who needs to get the parcel.
- Step 7:** For further information about your parcel, you can contact the Post Office's *Customer Care Centre*. Always have your tracking number handy. These are the numbers that you can use to phone the *Customer Care Centre*:

From South Africa:

0860 111 502

From Outside South Africa:

+27 12 401 7902



Message from the Tutor

Parcels take between 10 – 15 days to be delivered within South Africa. Students that do not live in South Africa will have to wait a little bit longer for their parcels to arrive.

Courier (Skynet)

College SA also has a courier option available to those students who want their study material even quicker.



College SA uses **Skynet** as our courier service. If you would like to use this service instead of material being sent to you via the South African Post Office, please contact our Student Support Department on 0861 663 663 to make arrangements.

Please note that standard courier fees are charged when using this option, as couriering material is more expensive, but the delivery of material is far quicker! Ask the Student support advisor for more information on this.



Message from the Tutor

- For Skynet to deliver, they need a physical address. This means **no** postal address can be used.
- If you have not indicated a physical address on your College SA registration form, please provide a suitable address for the College SA Student Support Department prior to your delivery.
- Remember, please send the correct address as to not create any confusion, and i.e. don't give your home address if the courier is going to deliver your package during work hours and when you are at work.
- Please indicate the courier option at the bottom of your Further Works Order Form and submit a Proof of Payment to the College.
- Visit <http://www.skynet.co.za> for more information regarding Skynet

Section B: YOUR WELCOME PACK

5. YOUR STUDENT CARD

Please follow the instructions below to apply for your student card:

Step 1: Take a photo of yourself using a cell phone or a digital camera (please ensure that this photo is similar to a photo you would use when applying for a passport or Identity document - ID)

Step 2: Send the photo to College SA.

How do you do this? Carry on reading ...

Step 2.1: If you are using a cell phone – **mms** the picture you have taken to:

photo@collegesa.co.za

You need to type in the above email address where you would normally type a cell phone number

Step 2.2: If you are using e-mail – **e-mail** the picture you have taken to:

photo@collegesa.co.za

Step 3: Please include the following details when mailing the College:

- Your Student number
- Your Name and Surname
- The course(s) you have registered for.

As soon as we have received all of the above from you, we will send you your Student Card.

If we don't receive your photo with your registration forms, you will not get your student card in this welcome pack. However, please send us your photo so that we can process your card and send it with your next batch of study material.

6. CALENDER

Inside this *Welcome Pack*, you received a *College SA Calendar*. We strongly recommend that you use this Calendar as a planning tool to help you plan your studies. You will note that we have also added onto the calendar, dates such as exam dates, school holidays, and registration dates etc. Use these dates to plan your studies with us. The Calendar is there for you to write, scribble and makes notes on, so go wild!

Below is a copy of the 2010/2011 *College SA Calendar*.

Trust us with your future



COLLEGE SA

Supported Learning





Keys: ■ IBS ■ SAIM ■ ICB

JULY 2010							AUGUST 2010							SEPTEMBER 2010						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21
22	23	24	25	26	27	28	29	30	31											
01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21
22	23	24	25	26	27	28	29	30	31											
01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21
22	23	24	25	26	27	28	29	30	31											
01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21
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01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21
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22	23	24	25	26	27	28	29	30	31											
01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21
22	23	24	25	26	27	28	29	30	31											

Provisionally Registered with the Department of Education as a Private FET College No. 2009/FE07/099

Student Support Numbers: **Tel: 0861-663 663**

Fax: 086 528 5656 e-mail us at support@collegesa.co.za • www.collegesa.co.za/studentcentre

8. PROGRESS POSTER

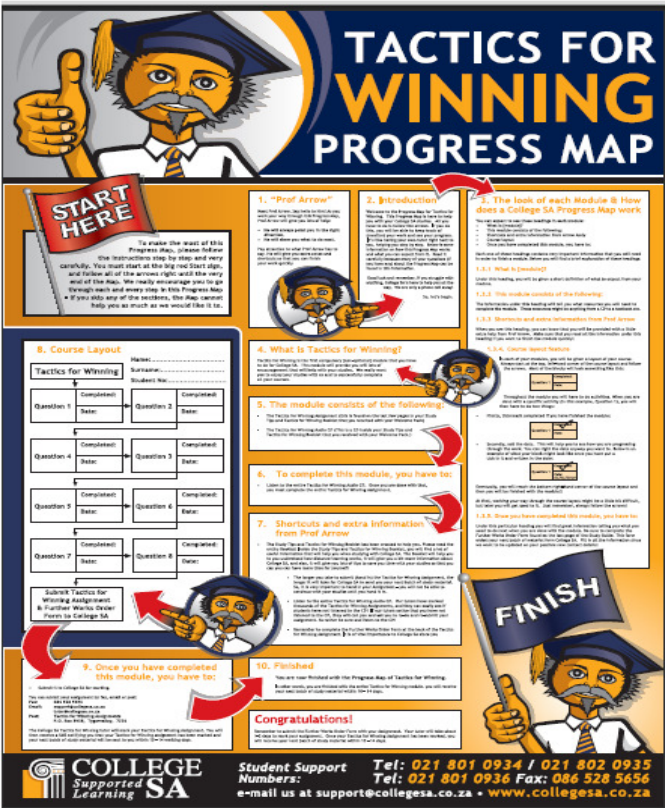
The Tactics for Winning *Progress Poster* has been developed to give you full control over your studies. The idea is to track your studies so that you can see your progress (how much work you have already done).

The Progress Poster is unique to Tactics for Winning as the College wants you to learn from its format and apply it to your specific field of study.

A few Hints

- Be sure to read the entire *Progress Poster* and complete it (fill it in). This might take a few minutes of your time, but if you do this, it will make it easier to see your progress.
- The *College SA Calendar* and the Tactics for Winning *Progress Poster* should be posted on a wall next to each other. This will help you to plan your progress even better and to see important due dates (dates that you will have to submit assignments etc).
- Do not throw away the *Progress Poster*. It contains important information that you will need as you progress with your studies.
- In the *Progress Poster*, you will see a man by the name of Prof Arrow. This man, Prof Arrow, is there to give you lots of useful extra information.

Below is an example of the Tactics for Winning *Progress Poster*.



Section C: STUDYING

9. Further Works

“When are you sending me my next set of study material??”

This is a question students often ask us; let us explain why we only send you one Module (or Subject) at a time as it is to your advantage;

- The Study Material is frequently updated by our publishers as well as the Professional Bodies/Institutes. If we send you all your Study Material at once, you are then accountable to purchase future updates from the College. However, if College SA sends you your Study Material Subject by Subject, you are then guaranteed to receive the most up-to-date material and the College is then liable to pay for the updated on your behalf.
- The Study Material books will collect dust and become damaged over time. We have heard some very interesting stories from students, for example, that they accidentally messed coffee all over the material etc. Thus, by sending you one Subject at a time will ensure that you receive brand new books each time, and, that there is less chance of the Study Material books becoming damaged.
- If students receive all their Subjects at once, then they will have no idea where to start. There will be a lot of confusion and panic. Students will not know which Study Material books must be read together, and which ones can be kept separate. We do not want our students to feel confused and anxious. By sending you your Study Material one at a time, we are helping you to remain organised in your studies.

If you think you are ready to receive more Study Material from the College, please ask yourself the following questions:

- Have I completed all the required *prescribed assignments* set by College SA? If so, have I submitted them to College SA for comment and have I received a response?
- Is my account up to date? In other words, do I owe the College any money? College SA will send you a statement every month so that you can check if you are up to date with your account.
- Have I faxed through the *Further Works Order Form* (Found in back of this book to the College to 086 528 5656?

If your answers to all 3 of these questions are **YES**, only then are you ready to receive your next set of Study Material.

10. ACCOUNT INFORMATION

College SA offers a variety of methods to pay for your studies.

Pay as you study: When you chose this payment option, it literally means that you pay as you study.

Example: The course duration is 12 months. However, if you complete the whole course in 6 months, you only pay your registration fee and six months of study.

Financial Benefit to you: If you complete your studies before the recommended time, you will not be held liable to continue with your payments – once you are finished, we stop invoicing you and therefore you immediately save a great deal.

Pay in Advance: With this option you pay the entire course fee all at once.

Example: With Events Management you pay R 6020.00 and receive a discount of R 1670.00. Hence you only pay R 4350.00 for the entire Events Management course.

Advantage: You receive a discount when you pay in full. You will also not have to worry about paying off your studies!

Debit Order: This option allows us to withdraw your monthly amount for you.

Example: You must complete a College SA debit order form found within this welcome pack. After you have registered with College SA and the registration fee is paid, a monthly amount will be deducted via debit order from your account on the date you specified.

Advantage: You don't have to worry about depositing money into the College SA bank account every month and the amount is withdrawn automatically. A debit order form can be found in the Welcome Pack or you can contact College SA and we will send you one.

- **Cash/Internet banking:** You pay at the bank in cash

Example: You go to your closest ABSA Branch with College SA's banking details which can be found on our monthly statement. You fill in the deposit slip, go to the teller and pay and deposit the money.

Advantage: You can deposit the cash at any ABSA branch or via internet banking.

To help you make sure that you do not experience any problems when making payments to the College, here is some important information for you to read.

- You have a College SA *Student Number*. It will look something like this:

1234

You will need to use your *Student Number* as a reference when calling our Accounts Department.

- When making a payment to College SA, be sure to use either your Student Number or ID number as a reference. Remember when paying via Internet banking, the **beneficiary reference** should be your Student Number, or ID number.



Message from the Tutor


College SA does not sell Textbooks **except** if you are a student of College SA and your textbook is missing or damaged. If the latter is the case, please contact the College SA Student Support department on 0861 663 663.

11. DEBIT ORDER INSTRUCTION

If you are on a debit order with College SA (see account information), your debit order needs to stop as soon as you complete your last subject of your course. To do this, you have to complete the "Stop my Debit Order Instruction" form. To get this form, please contact the College SA Accounts Department and we will fax or email you a copy.

See below for a example:

Company registration number: 2007/017012/07

 **COLLEGE SA**
Supporting Learning

STOP MY DEBIT ORDER INSTRUCTION

Name & Surname: John Smith Date: 01/01/2010

Address: 1 Main Road, Bellville

Post Code: 7538

Student Number: 0000


Telephone No: 082 345 6789

This form must only be submitted to College SA if the student has successfully completed or wants to cancel their programme of study. You must submit and e-mail the required form to, accounts@collegesa.co.za or alternatively, you can fax this to 086 – 528 5656. For any further assistance, please do not hesitate to contact our friendly support agents on 0861 663 663.

Please take note, the request must reach us on or before the 7th of each month. We cannot stop your debit order after that date and you will still be liable for that month.

I hereby give one (1) month notice to authorize College SA to stop my debit order from.

Date: 01/02/2010

Signed:  on the 1st day of January 2010

SIGNATURE AS USED FOR SIGNING CHECKS OR CREDIT CARD VOUCHERS

12. SOME ADVICE

Don't forget "Family Time"

Don't get so caught up in your studies that you forget to have fun with the people that you love and care about. Set aside a "family night" for games and entertainment with your children, or a "date night" to spend quality time with your partner. They will certainly appreciate that!



You'll get much needed relaxation and your family will appreciate seeing you in a less stressed mood.

When you Start

Once you have received your Study Guide (part of your Learning Material), you should go through the Study Guide to get an idea of what work you will be doing. Do the same when you get your Textbooks, Notes and Assignments. Ensure that you get the "big picture" so that you can see where each part fits in.



A Typical Study Session

To get the best study experience, College SA recommends that you follow these guidelines:

1. Begin with a short Test about the work from the last session.
2. Write down short Notes to see if you remember everything.
3. Once you have finished, check and compare your answers with your Textbook and Notes.
4. Now have a look at the next Section. Read the main headings to get an idea of the whole Section. Then go back to the beginning and go through the work thoroughly. While you read, write down the words that seem important in each Section. These important words are called *Key Words*.
5. Do any Activities that are required of you.
6. When you have read through the Section, close your Textbook and see what you can remember.
7. Check the answers to the exercises and see where you have made mistakes. Find out why you made the mistake by reading through the Notes



13. STUDY TIPS AND METHODS



Message from the Tutor

Please note that these are **not** compulsory, they are some suggestions and study tips. You might already have your own style of studying, but please still read through this Section.

Study Tips

Step One

Get a support group. Make sure that your family, friends and colleagues know that you are studying. Tell them how they can support you by:

- not disturbing you
- encouraging you
- bringing you cups of coffee



Also tell them how your studies will benefit them.

Step Two

You should allocate (or make) specific times when you will study. You will need to study for at least two hours per day. Setting specific times and posting a schedule on your office door (or kitchen fridge) can be a great way to form a common understanding and keep resentments from forming. Put these times on a poster where everyone can see them. Make sure that you stick to your study times! This will show everyone that you are a serious student.



Do not forget that you also need to set some basic rules for yourself. Be available to your family during your off-hours and give them the attention they need. Let them know that they can trust you to be available when you say you will be, and you will find that they'll be more willing to be patient with you.

Step Three

Choose a special place to study. If you will be studying in a place you use for something else, then make that place special by doing something to it. Put out your Textbooks, pens and writing paper. Do this each time you begin a study session. This will put you in the right frame of mind to study.



Make sure that you have everything you need, so that you don't have to get up. Be comfortable, but not too relaxed! Don't study lying down.

Step Four

Get rid of disturbances. Turn off your cell phone, the TV and the radio. You can listen to music, but it should not have words that you can follow, as this will distract you from your studies. Explain this to your friends and family.



Step Five

Have a look at your Programme. See when Assignments are due and when Exams will be written. Take a calendar and write these dates in. Also write in the study times that you decided on in Step Three. Now make a note on the calendar of what work you will have to study each day to finish in time. Leave some extra time for revision and for unexpected events. Repeat this for all parts of the course



Step Six

Begin to study. Beginning is the most difficult part of any task! Don't wait to be in the right mood, or for the weather to be better. That will never happen. Start immediately! Never lose sight of the reasons that motivated you to enrol!



Once you have started – keep going. Successful students work steadily through the year. Remember - what you put in is what you will get out! Only gamblers hope that they will be able to catch up by cramming the night before the exam.

Step Seven

In each study Session, keep focused on the work. Always have a pen in your hand. Write down important words; make little sketches or draw mind maps to help you remember.

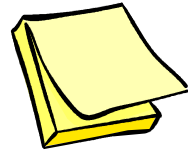


If you find that your mind has wandered away from your studies, or that you have forgotten what you have just read, then get up, stretch, take some deep breaths – and then get right back to work. Reward yourself with little treats when you study well.

Study Methods

Use lots of sticky notes in your Textbooks

As you read, summarise (write down the main points in just a few sentences) each section of the Chapter on sticky notes (sometimes called “post-it” notes). After you have read the entire chapter and have summarised each Section, review the “post-it notes”. Reading the “post-it notes” is an easy and fast way to review information. As each note is stuck in the section it summarises, you can easily find any additional information you need.



Create visual flashcards

Remember those flashcards your teacher used when you were at primary school? Finally you can put that technique to good use! Before you set your own test, make flashcards that will help you to remember important terms, facts and definitions.



On the front of the card, write down the question you need to answer and draw a picture that will help you remember it. You’ll find that it’s almost impossible to sketch something you don’t really understand. On the back of the card, write down the answer to the question. Review these cards and quiz yourself before your exam.

Mind mapping

A Mind Map is a diagram that you can create to help you study.

Guidelines to mind mapping

- Start in the center of the page.
- Draw main topics starting from the central idea. The main topic lines are thicker, and they become thinner as they move away from the centre of the page.
- Write ideas down.
- Use images and pictures in your Mind Map
- Develop your own personal style of Mind Mapping.

Using keywords can also help you when you are creating a Mind Map. The keyword reminds you of a specific piece of information and your Mind Map will be less cluttered (busy and confusing) if you use keywords instead of full sentences.

14. WHAT SHOULD I DO WHEN I GET BEHIND IN MY WORK?

First of all, do not give up!

- Phone the College and speak to a Student Advisor.
(Remember to have your student number ready!)
- Get the work done as best as you can, even if it's not perfect.
- If necessary, apply for an extension. You can submit documents such as a Doctor's Certificate or a letter from your employer to explain why you need an extension in your studies.
- Remember that we are there to support you all the way,



Telephone: 0861 – 663 663
Fax: 086 528 5656
E-mail: support@collegesa.co.za
Our website: www.collegesa.co.za/studentcentre

15. ASSIGNMENTS

Give yourself enough time to complete your Assignments and give the Tutor enough time to mark and return them. Once the Tutor has marked your Assignment, you will have a better idea of your knowledge before writing an exam. Also, the Tutor will be able to see from your Assignment if you are able to complete your course.

When your Assignments are returned to you, go through them and make sure that you understand the comments made by the Tutor. If you have difficulty in understanding the Tutor's comments, don't worry – contact the College and ask that the Tutor contact you.

At the end of this Booklet you will find your first Assignment (called Tactics for Winning). Read the instructions very carefully before starting the Assignment



Message from the Tutor

A good example of what an Assignment looks like is your first Assignment (Tactics for Winning). All College SA Assignments will look very similar to this.

When it comes to Assignments, remember the following:

- Answer an Assignment to the best of your ability.
- Fill in all the required information on the Assignment Front Page.
- Once you are done, be sure to carefully read (in the Assignments section) about the ways to submit your Assignment(s).
- You are more than welcome to submit an Assignment more than once.

16. PLAGIARISM

Plagiarism can be defined as the following:

Plagiarism: *the practice of taking someone else's work or ideas and passing them off as one's own.*

(<http://www.encyclopedia.com/doc/1O999-plagiarism.html>)

At College SA, plagiarised work **will not be accepted** as it is not the student's own work and illegal. However, here is a guideline as to how to not plagiarise.

When you do research in a book or on the internet, you are more than welcome to copy the quoted text to prove your point. But, you are not allowed to copy the text and state it in such a way that the information looks like your own.

When you copy from a book, you have to indicate the following;

(Name of book, author(s), Year of print, page number)

Hence, it will look something like this:

(Chambers Combined Dictionary Thesaurus, Manser. M & Thomson. M, 1995, pg. 940)

When you copy from the internet, you have to copy the url. Hence it will look something like this:

(http://en.wikipedia.org/wiki/Main_Page)

Please note that simply writing down the name of the website is not enough. In this example, the following will be wrong:

(www.wikipedia.org) or (Wikipedia)

Remember that the College encourages you to use external recourses when doing an assignment. But remember to indicate where you got your information from.

Most importantly, remember not to simply hand in an assignment with information that is just copied and indicated as to where you got it from. Discuss your finding as it shows initiative and the tutor will reward you for this.

If you have any queries about this or you are unsure, please contact the College SA tutor for more information.

17. PREPARING FOR EXAMS



Message from the Tutor

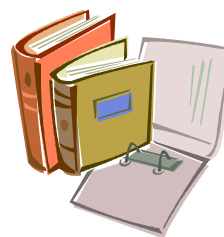
This Section only applies to students who are writing examinations. However, students not writing an examination are requested to also read this Section. Be sure to see *Study Tips and Methods* section for more assistance.

Most students hate tests. But you shouldn't worry. College SA will do everything that we can to help you. Here are some things that you can do to avoid the worry many students feel as they get ready to write their exams.

Give these exam tips a try and see how much better you feel during your next exam.

Know your Textbook or Workbook before you start

Read the Table of Contents and browse through the books to find special references. When you start studying, you will find it easier to find the information and answers you are looking for.



Set your own practice test

After you have finished reading, pretend you are an examiner and set your own exam questions. Review the material; compile your own questions and also your own set of 'model answers'. Set a time limit for answering the questions. Use the *keywords* and revision questions (they're usually at the beginning or end of the Chapter), highlighted words and any other information you think is important. Answer your exam questions and then mark them using your 'model answers'.



Make a note of the things you have got wrong, or didn't know and then revise those items.

Important:

- Have all of the examination requirements ready. Be clear on where the venue is and make your travel arrangements well in advance. Take more than enough writing equipment. Have everything ready the night before, and get a good night's sleep.



18. WRITING EXAMS

Essay-type answers

- Presentation is all-important: **Write to be read!** The examiner has limited time to mark each script, so write clearly. Ensure that the examiner can pick up every point you are making, with:
- Neat, legible and clear layout with short paragraphs, headings (preferably numbered), lists of points, diagrams, underlining of important items.
- Precise writing style: Write naturally with short sentences, simple language (don't try to impress) giving facts and communicating your opinions where appropriate.
- Pay attention to the instructions: 10 – 15 lines mean just that in reasonably-sized handwriting; 10 marks in a 3-hour paper means not more than 15 minutes.
- Start with what you know best and answer only the questions that you have to.

Completing multiple-choice questions

- Read the instructions very carefully.
- The choices are designed to establish your understanding of the topic, so evaluate each optional answer carefully before selecting the most appropriate (correct) answer and entering your response on the answer sheet.
- Follow the instructions concerning the handing-in of the answer sheet.

Open Book Examinations

- Prepare as you would for a normal closed book examination.
- When studying, try to relate the material to the diagrams and illustrations in the textbooks. These diagrams can then be used as a framework or procedural guideline when answering questions.
- Remember that at second and third-year levels of a subject, the objective is no longer just to quote or define, but to illustrate that you truly understand the concepts and their practical applications. Examples are always advisable.
- Use the mark allocation as an indicator of how much the examiner expects of you.
- Familiarise yourself with your Textbook.
- Bookmark important sections or diagrams – or jot down where they are so that you can find them with ease.

- Remember that even though an open book exam allows you to take material into your exam room, by flipping through a Textbook and quoting you are wasting precious time and NOT showing the examiner that you understand the work. **DO NOT** quote word-for-word from the Textbook, rather paraphrase – put things in your own words – as it shows that you understand what you are talking about. Again, especially at third- year level, use examples to substantiate your answers.
- READ the question and be sure that you understand what is being asked of you. Answer all parts of the question. Some questions ask more than one thing. For example “define and illustrate” requires a definition and an example.

Section D: TACTICS FOR WINNING

19. TACTICS FOR WINNING

This is your first Assignment to submit to College SA. If you listen to the Tactics for Winning CD, you will be fine. Please note, there are no right and wrong answers for this Assignment since this assignment is all about you!

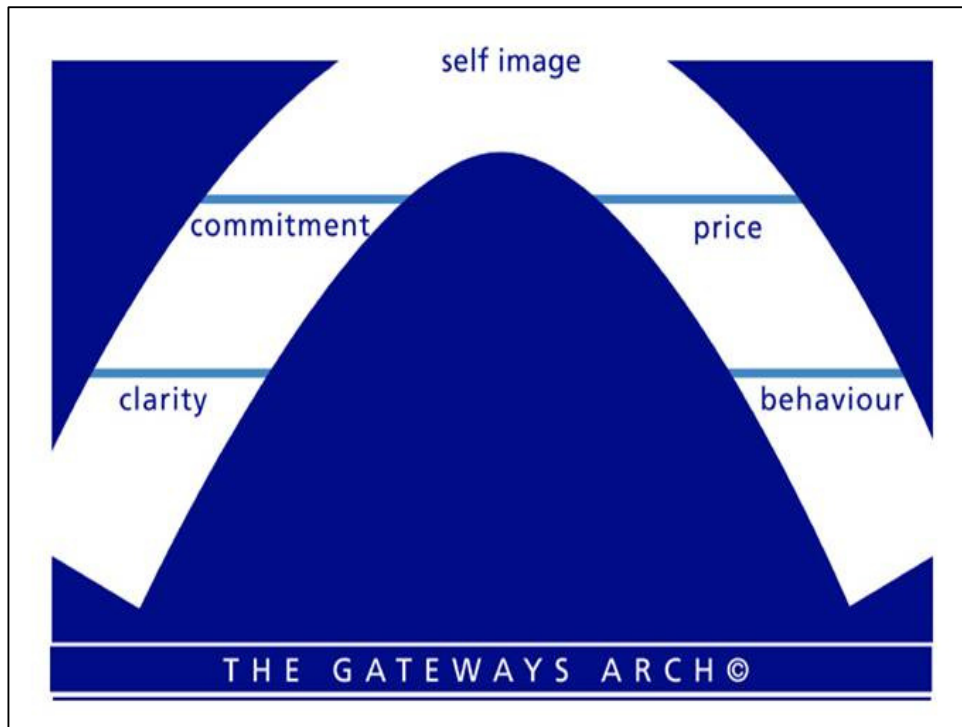
Answer the questions below after you have listened to the Tactics for Winning CD that you will find inside the Welcome Pack. If you are unsure of what the questions mean, listen to the CD again. Remember, there are no right or wrong answers.



Message from the Tutor

When submitting your Assignment, fill in your details on the next page, i.e. the Tactics for Winning front page. Then make a copy of the front page and attach it to your answer sheets. Submit the whole document to College SA. There is no mark allocation for Tactics for Winning since it is a motivational Assignment. This Assignment shows the Tutor and College SA that you are able to complete a basic assignment and that you are motivated.

Please Note: The *arch* that the author refers to on the CD is the *arch* below:





Notes for yourself:

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Subject: **Tactics for Winning**

**FRONT PAGE
ASSIGNMENT**

Your Name: _____

Student Number: _____

ID Number: _____

Declaration

I declare that this Assignment is entirely my own work.

Signature

Date

Checklist

I have written neatly and clearly.

I have stapled all the pages together.

I have numbered all the pages.

I have made a copy of my assignment.

My account is up to date.

Tutor

Comments:

Tactics for Winning Assignment

Question 1:

Write your major goal in each category below. (One for each area of your life)

Career: _____

Social: _____

Personal: _____

Question 2:

Are the goals that I stated in Question 1 **SMART**?

Done Not Yet

Question 3:

SMART is the abbreviation for:

Question 4:

The reasons why I simply have to have to achieve my goals:

1: _____

2: _____

3: _____

4: _____

5: _____

6: _____

Question 5:

Have I posted my answers to Question 2 somewhere that I cannot miss them?

Yes

No

Question 6:

Identify the areas in which you need a good self-image.

(E.g. To succeed at studying you need a self-image that you are good at studying and that you learn fast.)

1: _____

2: _____

3: _____

4: _____

Question 7:

On the CD, Iann talks about the *price* and *payment* strategy. What would you consider as the ultimate price you have to pay to achieve your goals? (We have completed the 1st one for you. Now, complete the rest of the Table.)

The Price	My Payment Strategy
<i>I will quit smoking today!</i>	<i>If someone catches me smoking, I will have to pay them R20 each time they catch me</i>

Question 8

8.1. What behaviors do you need to ensure you achieve you goals?

8.1.1. _____

8.1.2. _____

8.1.3. _____

8.2 On the CD, Iann talks about the 4 “P’s”. Use the answers you mentioned in **8.1.** (above) and state how 3 of the 4 “P’s” can be linked to each answer. See below for an example:

If your answer for **Question 8.1.1** was *endurance*, the first “P” block in the top left hand corner might look like this:

8.1.1	P ositive <i>To be able to have endurance as a behavior, I need to be positive.</i>
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Remember, you have to use 3 of the 4 “P’s”, i.e. **8.1.1**. In the *top* row, **8.1.2**. In the *middle* row and **8.1.3**. In the *bottom* row.

Now you give it a go:

8.1.1	P	P	P
8.1.2	P	P	P
8.1.3	P	P	P

8.3. State how after doing **Questions 8.1** and **8.2**, these answers to both these Questions will or might have a profound change in your line of thinking in your original behavior.

Question 9:

Why College SA? Explain why you chose us.

Question 10:

What do you understand by Pay-As-You-Study?

Question 11:

Did you hear about College SA from:

- | | |
|--|---|
| <input type="checkbox"/> Google/Internet | <input type="checkbox"/> Sunday Times Magazine |
| <input type="checkbox"/> Rapport Tydskrif | <input type="checkbox"/> Jobmail |
| <input type="checkbox"/> People Magazine | <input type="checkbox"/> Garden and Home Magazine |
| <input type="checkbox"/> Home Magazine | <input type="checkbox"/> Tuis Magazine |
| <input type="checkbox"/> A Friend | |
| <input type="checkbox"/> Other, please specify _____ | |

CONGRATULATIONS!
You have just completed your first College SA Assignment!



Message from the Tutor

Now that you have completed your first College SA Assignment, Tactics for Winning, complete the Further Works Order Form on the next page.

Once you have done this, copy the Assignment Front Cover Page, the Tactics for Winning Assignment itself and the Further Works Order Form.

Then, only submit these copied page(s) to College SA for assessment by the Tactics for Winning Tutor.

You can either fax it to:

086 528 5656

or

E-mail it to:

support@collegesa.co.za

You need to do either fax or e-mail us these completed Assessments.

The fulfillment of your expectations is of paramount importance to support you in your learning. For that reason the submission of this Assessment is compulsory.

Good luck and welcome on board!

Further Works Order Form

NOTE: *Only send this form to College SA if all 3 fields below have been completed.*

- I have completed the current module and my College SA account is up to date.
- I hereby request that College SA send me my next batch of study material.
- I acknowledge that the information provided below is correct and final.

Student Number: _____ ID Number: _____

Name & Surname: _____

What programme am I enrolled on? _____

What subjects have I already completed? _____

Delivery Address: _____

_____ Postal Code: _____

Telephone Number: _____

Cell phone Number: _____

How do you want us to send you your next batch? Please indicate below.

- Option 1: Registered Mail - No Cost (10 -15 Working days)
- Option 2: Courier – R300 (3 – 5 working days) *Contact us to make the arrangement.*

Fax this form back to 086 528 5656 or e-mail this to support@collegesa.co.za to receive your next batch of material.

Sign here: _____ Date: ____/____/____