



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



Tshwane South  
TVET College

*"achieve the future"*

# **SUBJECT: INTRODUCTORY COMMUNICATION**

## **LEVEL: N4**

## **CHAPTER 1 : EFFECTIVE STUDY**

# Chapter 1: Effective Study

After completing this topic, you will be able to:

- Distinguish between intrinsic and extrinsic motivation
- Distinguish between short-, medium- and long-term goals
- Set realistic, attainable goals for yourself
- Draw up and keep to a study timetable
- Increase the capacity of short-term memory
- Limit the rate of forgetting
- Apply strategies for effective learning

# Chapter 1: Effective Study

## Content

1. Motivation
2. Goal setting
3. Time management
4. The principles of memory and remembering
5. Why do we forget?
6. Strategies for effective classroom learning

# Chapter 1: Effective Study

## Introduction

All components discussed in this chapter are aimed at improving your ability to study. Firstly you need to be **motivated** in order to succeed. You will not be motivated if you haven't set your goals yet, to be able to reach your goal you have to **manage your time** effectively . Draw a time-schedule for yourself, you must also understand the different process of memory. You must also learn about ways to **combat forgetting**. Right at the end of the chapter you will be given **strategies for effective learning**

# Chapter 1: Effective Study

## 1. Motivation

- Motivation is an activity which intends to spur one or more people on to do something or to do something enthusiastically
- Is the process by which a person's efforts are energized, directed, and sustained towards attaining a goal

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Distinguish between intrinsic and extrinsic motivation

INTRINSIC MOTIVATION	EXTRINSIC MOTIVATION
<ul style="list-style-type: none"><li>• Is an inner drive within you that moves you to reach your goals, such as a feeling of satisfaction or gratification</li></ul>	<ul style="list-style-type: none"><li>• It involves things from the outside, which drives you to reach your goals, such as money or status</li></ul>

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## 2. GOAL SETTING

- Goal setting is how to go about realising and achieving what you want to get out of life, to achieve anything in life one must have goals.

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## HOW TO SET GOALS





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The three types of goals

- **Short-term goals**

Is something you need to achieve immediately. It have time-schedule and is specific. eg  
To finish my assignment by 10 o'clock

- **Medium-term goals**

It is as specific and measurable as short-term goal, but the time allowed to achieve the goal is longer.  
eg: to pass all my intro N4 subject this semester

- **Long term goal**

Is a non-specific, long term decision, which is not measurable in absolute terms. Eg to be a stable, competent human being.

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## 3. Time management

Is the ability to use one's time effectively or productively especially at work or at college, as a college student who juggles academic, job related extracurricular and personal demand, you must manage your time effective

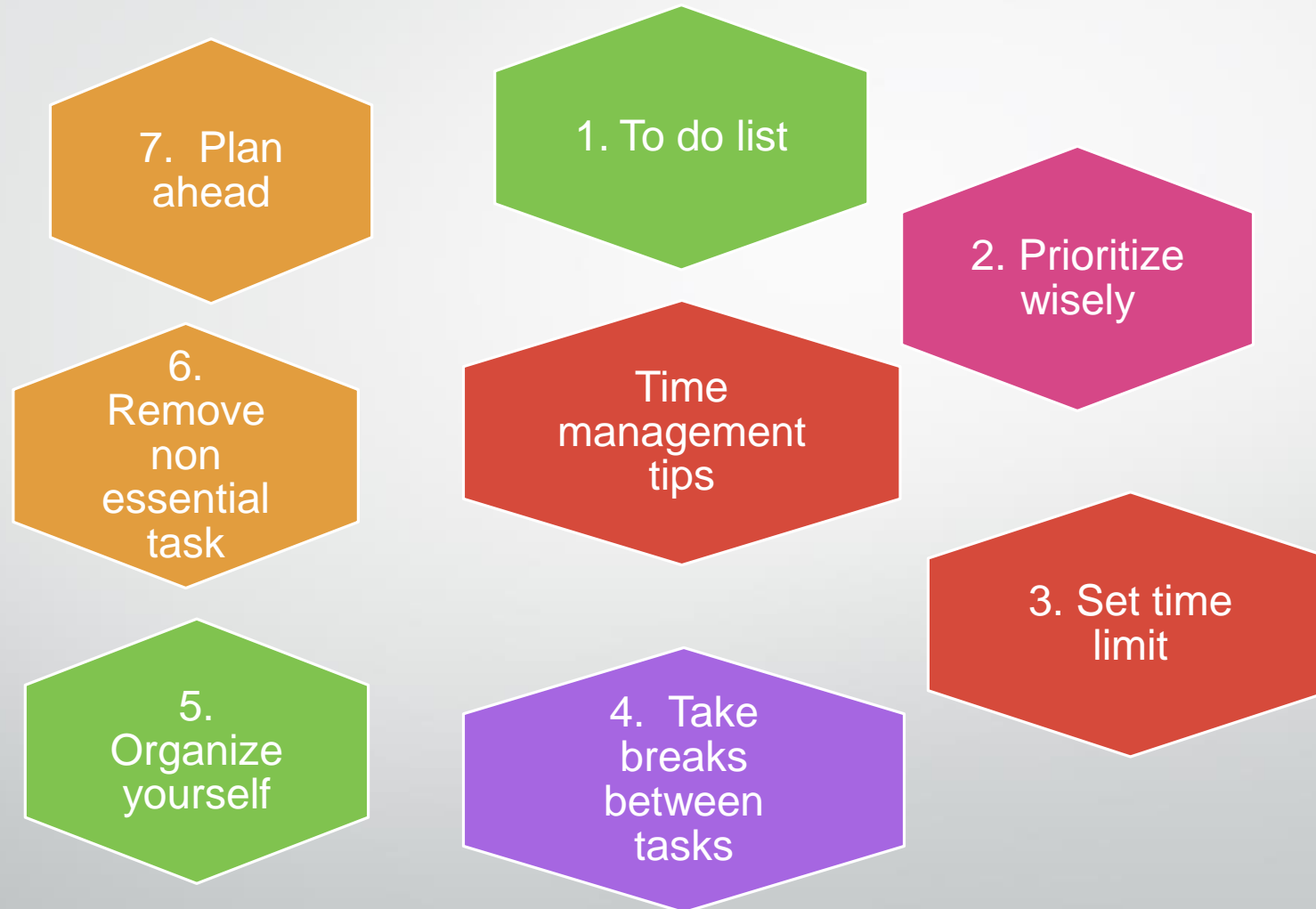
# Chapter 1: Effective Study

when it comes to time management you must remember there are only 24 hour in a day. Your time schedule must be realistic:

The planning process

- Devote at least 10 minutes a day to planning
- Write out a priority task list – “To Do” list
- Prepare and use a daily/weekly planning calendar
- Prepare and use a semester planner

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## **Implementing your study time schedule**

- Use the same place to study every day
- Study your subject in the same sequence every day
- Do not study similar subjects in succession
- Limit distractions
- Sit at a desk and ensure that the lighting is good.

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## 4. The principles of memory and remembering

Memory is divided into three stores: the sensory store, the short-term store and long term store.

- Short-term memory is where active thinking occurs. It takes in sensory memory information, combine it with information in long-term memory and transform the information into new forms.

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**Increase the capacity of your short-term memory by acquiring these skills:**

- Chunking – this process involves breaking down large bits of information into smaller chunks
- Clustering – it involves categorising or organising items in a list. You can actually group similar things together.
- Imaging – some people are good verbal and some are better with images. If you struggle to remember a list of words, try to form images of the words, create mental pictures and so improve your memory.

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## 5. Why do we forget

- Negative self-concept

People who are convinced that they cannot remember are very likely to forget, you must have confidence in your own abilities.

- Under-learning

When the material is not learned enough, it will be easily to forgot. If something must be remembered it must first be learned correctly.

- Disuse

Forgetting through disuse is both normal and unavoidable, to retain material requires ongoing review and application.

- Interference

New materials tends to interfere with old material, if the material is similar the greater chance there is to for forgetting.

- Changed cues

You may have all the information you need stored away in your mind but be unable to recall it if the right cue is missing.

- Lack of attention and effort

The art of memory is the art of giving your full attention to the material.



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## 6. Strategies for effective learning

- Position in a class

Sit as close to the instructor as you can, students who sit close to the front often get better grades, the closer you sit the fewer visual distractions there are.

- Notes taking

Good note taking begins before you even go to class

Taking notes will help you to remember and understand information

Go over your notes as soon as possible