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: the rapid results collegel

WELCOME

Study has been likened to a voyage of discovery and that is precisely what you will find once you begin. You will learn of principles and ideas that will challenge and inspire you - and you have the unique opportunity of doing so at your own pace and in your own time.

In choosing to study through The Rapid Results College you can be completely certain, from the start, that you're using the finest teaching material available in your field. For over fifty years our success, both here and abroad, has rested on one simple premise: what helps the student is good for R R C.

Correspondence study may be a new discipline for you but if you follow our advice you can and will succeed.

Together with this booklet, you will have received -

Details about Your Examination Entry

Information on our Tutorphone Service

Your Programme of Studies and your timetable

A book entitled "How to Pass" .

Your lecture books in the subjects you intend to tackle initially.

The following pages will guide you on how to use this information and the best method to employ when studying.

PLEASE READ THEM CAREFULLY.

Always remember that we are here to assist you, and to ensure that you achieve success.

Good studying!

YOUR PRINCIPAL

17 039

A. STUDY IS YOUR BUSINESS NOW

The moment you start as an R R C student, your aim, and ours, is to see you successful. This is not a casual or half-hearted affair : your future depends on it so it's worth taking seriously. Think what your success can mean : promotion, better prospects, assured prosperity.

Success will be more rapid, and results better, if you know from the beginning how to studyI by correseondenceI in your own time. This is a skill you can learn . This Guide - based on over a half a century of R R C experience - will show you Egg.

THE URGE TO WIN

It's a common experience for us at R R C to watch people who achieved little at school become motivated adults who know why they need to pass. Does this apply to you? If you really want the rewards which success in study will give you, you'll learn rapidly and effectively.

It's therefore important to remember that

MOTIVE SHARPENS MEMORY

Assess your objectives. Why SEE you studying? What do you expect to gain? There are usually five rewards

oALARY increases, or bonuses, are given you.

EROMOTION, will follow more rapidly

EFFECTIVENESS at work improves your future.

ACHIEVEMENT results in a sense of accomplishment.

RECOGNITION from those around you brings satisfaction.

Whenever your will to study

weakens, recall that bright

S P E A R

and how it will affect your

future.

B. IT TAKES TWO TO SUCCEED

While the College does most things to ensure your success, there are some things YOU must do as well. Let's explain this

YOU AND YOUR EXAMINATIONS

R R C does not conduct the examinations, nor enter students for them. THIS IS YOUR RESPONSIBILITY.

When you enrol, you will receive (on sheets headed "Details about your Examination Entry") relevant information regarding the regulations and address of the Examining Body which concerns you. Please check that you have received yours and read it through carefully.

It is then yggg responsibility to write to the Examining Body, to obtain an official copy of their handbook of regulations (often supplied free) and to effect with them whatever arrangements are necessary. The College does NOT act for you. Make sure that your letters to the Examining Body, and remittances of examination fees, are posted direct to them, and not via us.

Above all, check the last date for forwarding examination entries, and make a note of it where you cannot overlook it.

YOU AND YOUR CAREER

If you are a student of one of the professional Institutes, it's R R C's job to help you pass the examination. It's your job to learn about your profession or career. This must involve :

tt joining the activities of your Institute, for discussons, for meetings, for identification.

ti developing the habit of reading - regularly and thoughtfully

ti learning to use those standard works of reference which will be "the tools of your trade" when you qualify. Your

Institute has library lists and may have library facilities.

Your office may have copies; your local library will usually be able to assist you. Avail yourself of these!

1 YOU AND YOUR COLLEGE I

We believe that your success depends on close co-operation between yourself and the College. Therefore it is important that you take advantage of the many services we offer you.

The staff at Rapid Results College are specially trained to assist you in many ways. Student Advisers may have already helped you in choosing your field of study and they are there to assist you when you wish to study further.

Student Counsellors help you whilst you are studying. Their function is to see that you receive up-to-date material and ensure that your lectures reach you when you require them.

Our tutorial department sees that your notes are current and that any problems you may experience with your studies are dealt with promptly and effectively. The department is also responsible for the monitoring of your tests which is an important link in your study chain.

YOU AND YOUR TUITION

We believe that the part-time student needs to know that he won't have wasted his tuition fee if transfers, business pressures or national service interrupt his studies. Therefore, you are entitled to receive from R R C

tuition, in each subject, for four years from the date you first received lectures in that subject. The only extra fee you pay is a small re-programming fee if you fail or do not write the examination, but still wish to continue studying with us. The exact amount is indicated on your fees guide and enrolment form.

Read this carefully, as re-assurance. Note that your tuition period does not begin until you actually receive your lecture notes. Thus, tuition for subjects for which lectures are not required at the outset will only begin when you request your notes. The guarantee ceases when the subject is passed.

(In some language subjects R R C provides prescribed books.)

If study of these subjects is delayed and the books have changed, no charge will be made to replace them.)

KEEP IN TOUCH

In view of the above, it is vital that you keep in touch with the College. After each sitting, we send you a postcard requesting your results and future study plans. Please return this to us advising whether you wrote at the last sitting and of your progress, and what you intend to write at the next sitting. If you do not receive this postcard please contact our student counsellors giving them the necessary data.

Why is it so important to keep in touch?

tt Syllabuses may change as may laws, practices and procedures. R R C has a policy of monitoring all such changes and of revising your notes on a regular basis. If you don't tell us of your changed study plans, you won't receive the amendments.
4-!-

Most examining bodies adhere to a "6-month rule" whereby they undertake not to examine changes which occur within 6 months before a particular exam session. R R C undertakes to give you the relevant changes, depending, of course, on when you are writing. If you don't advise us of your study plans, you won't receive this information.

It's important, also, to advise the College whenever you permanently change your address.

YOU AND YOUR LECTURES

Your R R C lectures are designed to teach, and the amount of material included has been carefully written to meet the needs of your own examining body.

Therefore, they are not office manuals for practical guidance in your work, and they are not works of reference, indexed and extensive. They are teaching Rogers, frequently revised, to make your study easy.

Too often, however, students have only a hazy knowledge of, or nodding acquaintance with, the contents of R R C's notes.

DON'T FALL INTO THIS TRAP!

There is no padding in R R C's notes. Your tutors distil for you, from their own experience and very wide reading, the essential knowledge you require. Any repetition is deliberate - for teaching purposes.

6.

It is therefore important to study your notes with care, ensuring that you have a thorough knowledge of your subject.

FORMAT OF LECTURES

Lectures are bound into books and each book or set is coded on the top right-hand corner of the first page. It is essential that you check these codes against your Programme of Studies which we describe later in this booklet. This will indicate the sequence in which the books should be studied as well as indicating when the test at the end of the book should be submitted for marking. (You will note that whenever lectures are updated or revised the code numbers will change to indicate this.)

When considered necessary lectures will be summarised. These summaries and the progress questions that appear after each lecture, have been specifically chosen to highlight important aspects. Please do them.

Each set of lectures will usually contain a test at the end of the book which you are required to submit to the College for marking. Don't neglect this essential step.

R R C lectures do not usually require reference to textbooks. They are normally self-contained. This does not mean that you should not read as widely as you can - for background and for enrichment. This is particularly true in business subjects, where newspapers and Journals keep you up-to-date. In particular, the Journal published by your Institute must be read very carefully.

Perhaps this is a good place to emphasize the question of copyright in the notes (which remains vested in R R C). If you let others use your notes you are doing them a disservice, because they will not be registered on our computer, they will never receive any amendments to the notes nor other vital correspondence from us, neither will their tests be marked by our tutors.

You, in turn, will be infringing the copyright laws!

YOU AND YOUR QUESTIONS

Your courses are written with care to avoid doubts and difficulties.

If (and it's rare!) something is not clear to you, what do you do?

(a) Read it again, carefully. You'll often solve the problem yourself and feel a sense of achievement.

7.

(b) If you still experience a problem write to us and define it : For example -

"In set AA9, lecture 3, page 8, second paragraph it is said that But on page 6, third paragraph, of the same lecture you said that ".

Explain your doubt or difficulty thus.

(c) Always try to advance your own explanations for the difficulty. This helps your Tutor to assess the extent of your knowledge.

(d) Post your question, after you have written your name, address, course and student number on it, to the College.

(e) Go on to the next part of your studies, leaving a marker at the point in question. You will receive a written reply to your query in due course.

ALTERNATIVELY, if you require "emergency aid" or don't really need an answer in writing, use R R C's Tutorphone system. At any time of the day or night you can 'phone us and receive a reply within 24 hours. Please follow the instructions on the prescribed Tutorphone form and remember to provide all the details specified.

S T O P

and consider what we have said up to this point

1.

i.)

R R C is here to help you succeed in the friendliest possible way, based on 56 years of experience in the educational field;

You 222 succeed if you work hard and remember the rewards at the end of it.

But 192 must play your part. You MUST -

(o) arrange your own examination entries with the examining body;

(b) become active in the student affairs of your Institute;

(c) advise R R C of any changes to your study plans. When do you plan to write? Did you in fact write?

What were your results? When do you intend writing again?

(d) advise us, also, of change of address.

(e) study everything in your R R C notes extremely carefully (there is no padding - everything is essential). Also important, to give you greater background, depth and enrichment, is to read current press and journals, especially your Institute's own publication.

Your success depends on close co-operation. Write to us with your study problems or alternatively, use the Tutorphone (remember to follow the instructions on the prescribed form).

10.

YOUR PROGRAMME OF STUDIES

When you enrol with the College you are sent a Personal Programme of Studies (see blank illustration on next page; which details :

- A. The Code of the Course for which you are enrolled;
- B. Your name and the address to which all your correspondence and lecture sets will be sent;
- C. Your personal student number which should be used at all times;
- D. The name of the examining body for whose examinations you are studying;
- E. The month in which you plan to write your examinations;
- F. The name of the subject(s) you are studying at this stage;
- G. The codes of the lecture sets which you will be studying in the sequence in which you should study them, and
- H. The suggested dates by which you should have completed studying each set and submitted the tests which appear in the back of most sets.

11.

Thu. PROGRAMME OF STUDIES coded (:3 ha boon prepared ior
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PLEASE READ YHF INSTRUCYIONS ON 1HE REVERSE

Note: You should read your own programme now and note the instructions
on the back of it - and follow them carefully at all times.

In order to Use this Programme of Studies effectively you need to
remember the following:

1. Each book of lectures (called a set) contains a number of
different lectures. Each set has a distinctive code on the
Index Page: eg. 3A2. This code is the one used on your
programme of studies to identify the subject to which it
refers and when it should be studied.

2. The College undertakes a continuous updating policy and thus,
from time to time you may be sent either a completely new set
to replace one in your possession or a supplementary note which,
when studied in conjunction with on existing set which you
already have, brings your lectures completely up to date. In
such a case the code will change eg. from BA2 to 8A3.

12.

Normally the lectures you need are sent to you in two separate Despatches - the FIRST DESPATCH immediately after your enrolment is accepted and the SECOND DESPATCH a little later but to reach you by the THIRD test date (see H above). If you need the lecture sets sooner you have merely to let us know. With every despatch (or up-dating of material) you will receive an advice slip detailing the codes of the sets enclosed and the reason for the material being sent to you.

The timetable dates at the foot of each of the six columns (see "H") are suggested dates not deadline dates. Thus if you are either in advance or behind of your schedule plans submit your tests whenever completed. However, if there are less than three weeks to your examination date He cannot guarantee to receive a test, have it marked, and returned to you in time. This is one of the major reasons why your timetable has a 3 to 4 week gap at the end. Another important reason is to ensure that you have adequate time for revision before the final exam. Vital information is contained on the back of your programme of studies. Please read that now.

PLEASE ALWAYS FOLLOW INSTRUCTIONS

VERY CAREFULLY

13.

and now

A WORD ABOUT MONEY

When you enrol you are given an option of paying the full amount for the course or subject immediately, or paying the course off on our instalment plan.

In order to ensure that your payment reaches us safely and is credited to the correct account, please note the following :

1.

Do not send payments of any kind with test scripts, returned lectures or queries. Send your payment in a separate envelope by REGISTERED POST to The Accountant P O Box 910, Durban, 4000 or to any R R C Branch.

All cheques, postal orders and money orders MUST BE CROSSED and made payable to the College.

DO NOT SEND CASH PAYMENTS UNLESS REGISTERED.

Retain your counterfoils and postal slips for future reference.

ALWAYS return the detachable portion of your statement or quote your Student Reference Number.

HOW TO STUDY
EFFECTIVELY

15.

A. TIME, YOUR SERVANT

Your task is to make the best use of your time. Concentrate on using it more efficiently, rather than finding more to use. What counts is not the time, but what you do with it! Here are our suggestions.

I BE CONSISTENT I

Don't let anything unimportant force you to put off studying, when you have planned to. Always start a study session at a fixed time. If you persevere, it will soon become a habit.

BE PRACTICAL

You can't work for long hours without breaks. Split your studies into periods of about 45 minutes each, with small breaks in between for exercise, refreshment or simple rest.

Don't study every evening. You owe it to yourself and your family and friends to relax and enjoy their company.

BE PLANNED

Would you build a house without a plan? Of course not! It's just as essential to plan your studies, studies that will affect your career and future.

Check your Programme of Studies to see when your R R C tests have to be completed.

Write down the number of weeks to the examination. Deduct for revision, holidays or other commitments. You're left with effective study weeks.

Based on these facts, prepare 0 TOTAL PLAN as detailed in Appendix I.

This will enable you to see how much time you can devote to each set of lectures and when your tests should be submitted.

16.

Each week plan a timetable based on your Total Plan and your assessment of your progress. Details of this appear in Appendix II under the title of

____._____
THE WORK THIS WEEK

This weekly timetable will enable you to set yourself immediate and realistic targets.

We all work better if we can see immediate targets - this week instead of next month. And one lecture is easy to master where ninety would be alarming.

But most important of all is the feeling of achievement as you work off each week "done!"

A PLACE TO THINK

We work best, and think most effectively, when we're at ease in familiar surroundings. Plan for this : find your own regular study place, where your lectures will not be disturbed. Make a rule that, when at home, you'll always study there. Very soon, the habit of returning to it will "switch on" your mind to receptiveness.

Organise your study material, your papers and your pens. See that the lighting is effective, the chair correct, the surroundings quiet and comfortable. Let nothing come between your mind and its work.

A sound mind in a sound body is still a sound maxim:

Keep as fit as possible : regular exercise will rest the mind and relax the body. Be aware - if you find you are not concentrating, stop. Remember the short breaks between study periods which will give you a chance to refresh yourself! Above all, avoid a physical slump as this discourages an alert mind!

17.

WORK ELSEWHEREI TOO

Your thinking times will be best done in your study place,
but you 'll also want
revising times, when you're recalling what you've learnt.
Do this anywhere - office, bus, park -
by learning to shut the outside world out
of your mind for even a few minutes
and testing times, when you're answering questions. Since
your examination will be in public, get
used to working like this : why not
attempt your R R C Tests in the local
library, if you can?

18.

B. A LOOK AT MEMORY

Grant Loudon, R R C's Principal from 1948 to 1983 and now Educational Consultant, has a hobby : taking part in quizzes. He's often referred to lightheartedly, as "one of the Three Wise Men". People say he has "a photographic mind." What does he say about memory?

"A photographic mind is extremely rare, and I certainly don't have one. I recall things because I'm interested or because they are linked to other things, or (quite often) because I've practised the art of recall. I don't believe we ever really forget anything : the problem is to find a way of 'getting it out of storage.' That is the art of recall."

Think how effortlessly a golfer recalls past rounds, or a cricketer old scores. Watch how a mother remembers events "it was early January nine years ago because it was after Helen's birthday "

Remember, we learn about things -

by seeing;

by hearing;

by speaking about them;

by writing about them;

and, of course, by using other senses like taste, touch and smell.

These are our "input" methods, and the more of them we can use in our study, the foster we shall learn, and the more readily we shall recall.

We also will usually remember something we have fully understood as a connected whole (like a theory) where we might easily forget a collection of separate statements.

How can we use these factors? Many of us have developed our own methods of recall, with varying degrees of success.

19.

Here are a few techniques that may help you.

1.

To remember a group of facts, make a word or a sentence which represents them all, and then remember that word.

(This is called a "Mnemonic"). You have already encountered this method earlier: "SPEAR" helps to remind you of your original objectives!

Write your own summaries. Don't just sit and read. Studies have shown that writing it down helps the memory! You might find that summarising your summaries also helps. This is called the "Funnel and trigger" method which diagrammatically would look like this :

Summary 4

TRIGGER __,

The trigger "releases" the detail for expansion. You need only recall the trigger because, like the first link in a chain, it will "pull" the other ideas out of the memory store. The trigger can be a mnemonic or sentence or even a logical arrangement of words or phrases.

You may occasionally wish to check your summaries with those provided by your tutor at the end of each lecture.

20.

3. A good way to test your knowledge of a subject or lecture is to start with the main idea and to build around it, rather like patchwork. Here, you re-arrange our facts and ideas into patterns or lists of your own. You then get a "bird's eye" view of the concept. Let's use your desire to study as an example : (You will also recognise the connection between seemingly disconnected aspects).

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You could extend this, ad infinitum.

21.

4. A technique which is quite effective for understanding and recall is to read out loud any notes you don't understand or which you are trying to commit to memory.

Do you have a tope-recorder?

Try this experiment

- (0) Write down your Summary.
- (b) Read it on to tape.
- (c) Tear up the Summary.
- (d) Listen back to the tape.
- (e) Rewrite the Summary from memory.
- (f) Re-play the tape, and check the Summary.
- (9) Tear up the Summary.

You'll have used on one set of facts the "inputs" of seeing, hearing, speaking and writing - and you will have said to your mind

"I know it now : I'm tearing it up."

Try it!

22.

C. THE MOVING EYE

Reading, of course, is the key to any correspondence course.

It's your way of discovering what your Tutor is saying.

Surprisingly, many students don't stop to think about this.

Here are four ideas

1. THINK WHILE YOU READ. Have you ever watched a copy-typist?

She can read and type pages of writing, getting all the words right, and not understanding it at all. 122

must work over the material in your mind, as you read, so that you do understand.

2. READ IN THE RIGHT GEAR. Not all reading need, or should, be at the same speed. Your purpose will tell you whether it should be in

(0) Top Gear - Fast, skimming along, getting the general idea.

(b) Third Gear - scanning a little more slowly, looking for points and facts.

(c) Second Gear - moving more slowly, following a narrative.

(d) Low Gear - Slowly; critically, powerfully analysing detail.

3. READ FAST TO THINK. Most of us read very slowly and rather badly. The slow reader may understand less: he is so busy looking at single words he may be missing the meaning of sentences.

4. RELEARN TO READ! How much study time would you save if you could read twice as fast? YOU PROBABLY CAN! All you need is deliberate practice : every time you read, no matter what it is, try to go a little faster.

A SUGGESTION

You should be reading this Guide in low gear!

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23.

D. A MIND IN FOCUS

The student who says that he really cannot concentrate, has never really tried! Yes, we mean that! You 222 learn to concentrate, which means nothing more than the ability to devote all your thoughts and attention to one subject for a limited time. There are three steps to take every time you sit down to study.

1. Recall your reasons. Remind yourself of your motives for study - and the rewards at the end.

You've promised your family you're studying. You've promised yourself you'll finish this work now.

Keep your word.

2. Clear the line. Have near you a blank sheet headed "Afterwards". If you remember anything you should do, jot it down and forget it. If something irritates you, write a note about it for later action - and forget it now.

3. Be active in interest. Don't ever just sit and read. Write notes. Replon. Mark points.

Comment. Summorise. This activity keeps your interest alive.

When you have learned how to CONCENTRATE you have solved the central problem of how to STUDY.

24.

Imagine you're faced with a new lecture. What do you do?

1.

6.

This

will

SURVEY it. Read rapidly over the material. Get an outline of what you'll be studying. Your mind begins to focus.

UNDERSTAND it. Read it again, noting main points, questioning the train of thought, marking your lectures with lines for emphasis; make charts, lists, or your own diagrams.

NOTICE it. What do we mean? Just this - now is the time to look for your personal significance in linking together facts and arguments. Notice what methods help you to understand.

SUMMARISE it. You can now reduce the material to very brief notes, because each word you write reminds you of all the thought-links you've noticed. Compare with our summary to check whether you've absorbed the relevant facts.

EXERCISE it. Now make use of what you've mastered. Tackle some progress questions. Rewrite parts of your summary, from memory. Check back to see how close you were. Revise (mentally) in the bus or at work. Check back later

TEST it. After a few days, do the Test on the material, or tackle again a progress question, fully and in writing.

Mnemonic

S U N S E T

assist you in remembering these vital steps.

25.

E. TESTS FOR STRENGTH

As the weeks of study pass, what do you need most? more time? more reading? more determination? NO! You need to know - that you ARE learning; that you CAN answer questions. Only this can give you the confidence you need as the basis for further study.

THAT IS WHY YOU SHOULD TACKLE THE TESTS, found at the back of each book.

There are other good reasons, too. You probably need both - THE DISCIPLINES

- of TIME, planning to get the Tests done by the due date and so mark off progress on your Timetable;
 - of TUTORS, who will review your work, guide and criticise your approach, point out where further study is needed;
- and

t THE EXPERIENCES I

- in RECALL, where the mind has practice in producing the ideas and the facts it has mastered;
- in READING the questions, analysing them, and deciding what is required of you;
- in RESPONDING correctly to questions, planning your answers, assessing the time you can spend on each, and reviewing it when you're finished.

Many of the students who "give up" have sent in no tests at all. They have never given themselves a chance of building the confidence that practical, constructive assessment can bring. Successful students have found the marking of tests a great help.

26.

In short, your tests are the most important part of your studies.

SOME SUGGESTIONS :

1. Treat them seriously! You're teaching your mind to recall; please therefore don't copy from the lectures and time yourself. Your tutors allocate time periods for each test. If you find initially that you cannot set aside a full two- or three-hour period at a single sitting then try one question at a time. When you have completed the test, indicate the time taken. Later in your studies you should, of course, practise sitting the full 2 or 3 hours at a single session in preparation for the final exam.

2. When answering questions use any type of paper except bound books and number answer sheets in sequence.

Leave a margin on your script for your tutor's comments.

3. Fill in your name, address, student number, your course, course code, and subject, as well as any other information required on the tests and REMEMBER TO ATTACH THE TEST TO YOUR SCRIPT as well.

4. Your corrected script, 0 model solution and the test you attached will be returned to you. LEARN FROM YOUR TESTS. Examine your tutor's comments; compare your work with the model solutions. Use your tests also for the purpose of revision.

27.

THE END OF THE BEGihNING

We have given you pointers in this guide on HOW TO STUDY and further suggestions on examination techniques in our booklet called HOW TO PASS.

Together, these two books are your foundation stones!

Keep them on your desk at all times and refer to them frequently.

"How to Pass" will become vitally important to you as you get closer to the examinations.

DON'T let the examiner say this of you :-

"Candidotes who were unsuccessful in the examination failed because they had done little or no preparation",

BUT RATHER

"Successful candidates showed evidence of careful preparation".

We know that your will to succeed will spur you on to achieve distinction.

You have mode a start on a path to future security for yourself mdywrfmdh.

Remember these words

THERE ARE NO ENDINGS

ONLY BEGINNINGS

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APPENDIX I

YOUR TOTAL PLAN

Start by noting

- (a) number of complete weeks between now and the date of examination.
- (b) which weeks will be difficult or impossible for study.
- (c) number of separate study subjects.

Next, do a line a week plan. Our example is planned for four subjects: yours may differ. After each seven weeks of study, (i.e. in the eighth week), allocate about a week for revision (1.9. week number 8). After each four weeks of study, use a dark line to remind you to check progress.

Then, fit in the letter-codes off your Programme of Studies, if possible a little in advance of your RRC Timetable dates, in the weeks you will finish studying them.

APPENDIX I. PAGE 2.

Here' 5 an example:

WEEK

WK STARTS SUBJECT A SUBJECT B SUBJECT C SUBJECT D

1

JUN 20 _____

ZP3

WEEK AWAY ON HOLIDAY

Holiday

Use the tear-out blank pages overleaf for YOUR OWN TOTAL PLAN.

APPENDIX 1. PAGE 3.

FOR YOUR PERSONAL USE (TEAR OUT)

YOUR OWN TOTAL PLAN

Use this blank in the way suggested. It can accommodate up to 36 weeks of study, and five subjects. Tear it out and use it.

SUBJECTS

WEEK

STARTS

APPENDIX I. PAGE 4.

YOUR OWN TOTAL PLAN

Use this blank in the way suggested. It can accommodate up to 36 weeks of study, and five subjects. Tear it out and use it.

SUBJECTS

WEEK

STARTS

17 039

APPENDIX II
THE WORK THIS WEEK

Your TOTAL PLAN is used to show you what portion of each set you should master in a given week. As an example, look at the week starting August 8th. You would plan to do during it:

First quarter

Second fifth

Second third

Third seventh

0 Four weeks allocated to complete 8C2, therefore 1 of 8C2 per week.

4

You are now able to plan a detailed Timetable for your week. Here's an example, for a student who takes Friday evening off, relaxes on Sundays, and prefers evening study. He plans about 12 hours a week, enough for most part-time students.

Week beginning : 8th August

2P3

THU BY8 BC2

NO STUDY

0930-1230

Do Test on 382, completed last week

NO STUDY

But check your overall progress and replan

Note the short periods and the ten-minute breaks. See how each subject in turn gets a chance of being first in the evening's study.

Use the blanks on the following pages to prepare for YOUR WORK THIS WEEK.

APPENDIX II. PAGE 2.

FOR YOUR PERSONAL USE (TEAR OUT)

YOUR WORK THIS WEEK

Here are four blank one-week programmes, to be used for your planning.

Ten: out and Fill them in as you need them. They can accommodate

Up to six study periods a day.

Week Beginning:

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APPENDIX III

TYPES OF MULTIPLE-CHOICE QUESTIONS

The three basic types are as follows:-

(a) TRUE/FALSE SELECTION (Although not strictly "multiple", it can be included for the sake of completion.)

(b) SIMPLE SELECTION.

(c) MULTIPLE COMPLETION.

Here are- concerning each of them:-

With a true/False selection 1 only two possibilities are presented and you must decide whether 0 statement is correct or incorrect.

You will be instructed on the way in which you must indicate your choice. Some possibilities are -
the placing of a cross on the selected word, TRUE FyLd
by rlnging the correct word, TRUE w
or - by deleting the incorrect word. FALSE

A separate answer sheet may be provided, or the question paper, with the appropriate selections, mdy have to be handed in for marking.

A question will present a number of statements, probably lettered Ea) (b) etml or numbered E1) (2) or (i) (ii) eth

You will hove termark off your selection according to the instructions given by the examiner.

APPENDIX III. PAGE 2

You must NEVER indicate MORE THAN ONE letter or number. Again, either separate answer sheet may be provided or you may be required to make the selections on the question paper itself.

e.9. Select the correct statement. Indicate your selection by ringing the appropriate letter.

1. "Huur goat voor kooe" is a legal term which means:

- a. A lessee has no rights against the purchaser.
- b. A property rented may subsequently be purchased.

A purchaser is generally bound to recognise a lease granted by a seller.

- d. Hiring is preferable to buying.
- e. An agreement of lease is superseded by an agreement of purchase.

A multi-le-com-letion question offers some prescribed combinations, each combination being represented by a number or letter.

Again, only ONE letter or number must be selected in the manner prescribed.

e.g. Select the combination of statements which most accurately describe the composition of the Estate Agents Board. Ring the correct letter.

- 1. The Registrar of Estate Agencies.
- 2. Between nine and eleven members appointed by the Minister of Economic Affairs.
- 3. The Minister and Secretary of Economic Affairs.

4. Between twelve and twenty members appointed by the Minister of Economic Affairs.

5. A chairman and vice-chairman appointed by, and responsible to, the Minister of Economic Affairs.

6. A chairman and vice-choirman elected by the board.

(a) 1, 4 and 6

Qllh 2 and 6

(c) 2, 3 and 6

(d) 4 and 5

(e) 1, 2 and 6

THE EXAMINER'S INSTRUCTIONS ARE CRUCIAL!

It is of the utmost importance to determine exactly what the examiner requires of you before you start answering the questions. You will be given instructions on the way to indicate your selected answer. Follow these instructions very carefully' - otherwise you will be penalised. Give close attention to any examples that may be given, and follow those examples.

Make sure that all required information is given on the sheet of paper that is to be handed in.

IF YOU KNOW YOUR WORK ...

Then this system of assessment has the Following advantages over essay-type questions:-

(a) It is a quick and effective way of demonstrating to the examiner that you know your work.

(b) Multiple-choice questions do not require a flair For writing or gift of expression, which are often required to obtain good marks in an essay-type question.

(c) You are able to score very high marks. Essay markers require an exceptionally high standard of work for a candidate to score in the 80's.

(d) An answer is either right or wrong - this type of marking is not liable to the subjectivity of essay marking.

IF YOU'RE UNPREPARED or have "SPOTTED" - BEWARE!

If you have a general, as opposed to a detailed knowledge of the syllabus, if you have "spotted" sections of the syllabus and ignored other sections, the following difficulties should be noted:

(a) It is easy to lose marks that you have gained on correct answers unless you are completely sure of your facts.

(b) Your answer is either right or wrong. No credit will be given for something that is "almost correct."

(c) There may be some questions about which you know nothing. In this type of question you don't have an opportunity to write "around" the subject, or to "pad" which ES! earn you a is! marks in an essay-type question.

(d) The questions may appear deceptively simple because of your lack of in-depth knowledge of the syllabus: you may not see the full implications of certain statements!

