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forward together · saam vorentoe · masiye phambili

Oriënteer jousef binne Pdf Hoofstukke of Artikels

Eenheid vir Akademiese Voorligting en Ontwikkeling

SSVO

Stap 1: Voor jy lees

- Doen opname van die teks: Gewoonlik sou jy die handbook geneem het, deur dit geblai het, kyk hoeveel bladsye daar is, opgelet het ne opskrifte, woorde in vetgedruk, grafieke, ens.
- In Pdf kan jy dieselfde doen deur te kies “View” en dan “Full Screen mode”.
- Soos wat jy deur die dokument blai (“scroll”) kan jy die inhoud vluglees. Kyk uit vir opskrifte, woorde in vetgedruk, puntgewysde afdelings, grafieke, tabelle en illustrasies.

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PART TWO

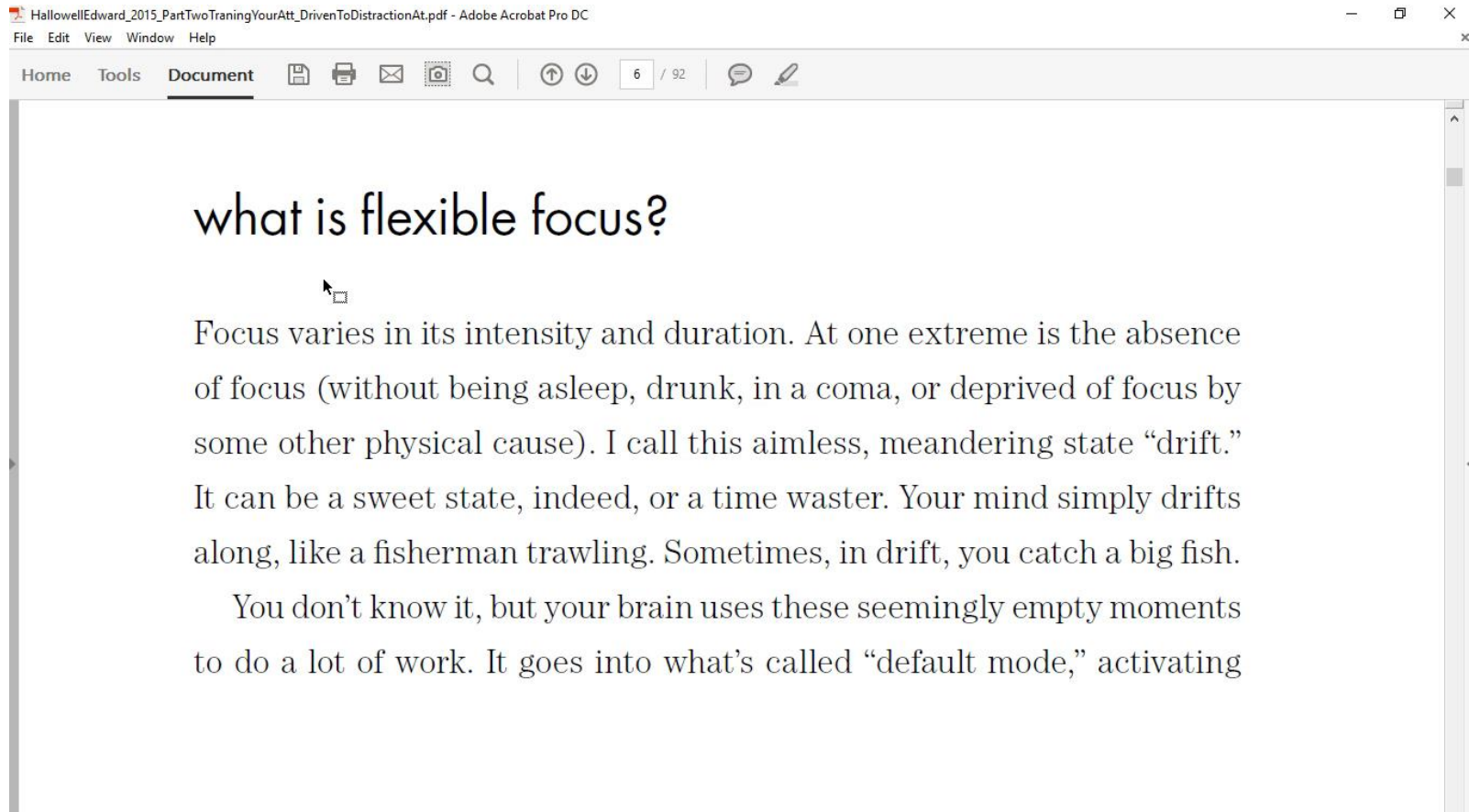
Training your attention

Stap 2: Voor jy lees

- Lees deur jou Leeruikomstes/Module raamwerk om te identifiseer wat van jou vereis word vir die spesifieke hoofstuk/artikel/leesstuk.
- Verander die uitkomstes na vrae (sien aangeheg 'n lys van algemene instruksie woorde om te help vrae opstel)
- Skryf hierdie vrae op papier neer.
- Kry twee kleure penne/potlode
 - Kleur 1: dui aan met hierdie kleur wat jy verstaan van die inhoud/wat die antwoord tot die vrae is OF maak verdere notas oor inhoud wat jy nie verstaan nie nadat jy deur die teks gelees het en verder moet opvolg.
 - Kleur 2: gebruik hierdie kleur om onderskeid te tref ts belangrike en miner belangrike inhoud
- Lees nou met begrip en om die antwoorde tot die vrae te vind.
- Die volgende paar skyfies bevat videogrepe van handige wenke en hulpmiddels om die lees proses te ondersteun in Adobe.

Kies teks en voeg notas by

Maak ook seker jy maak hierdie notas in jou kleur penne op jou bladsy.



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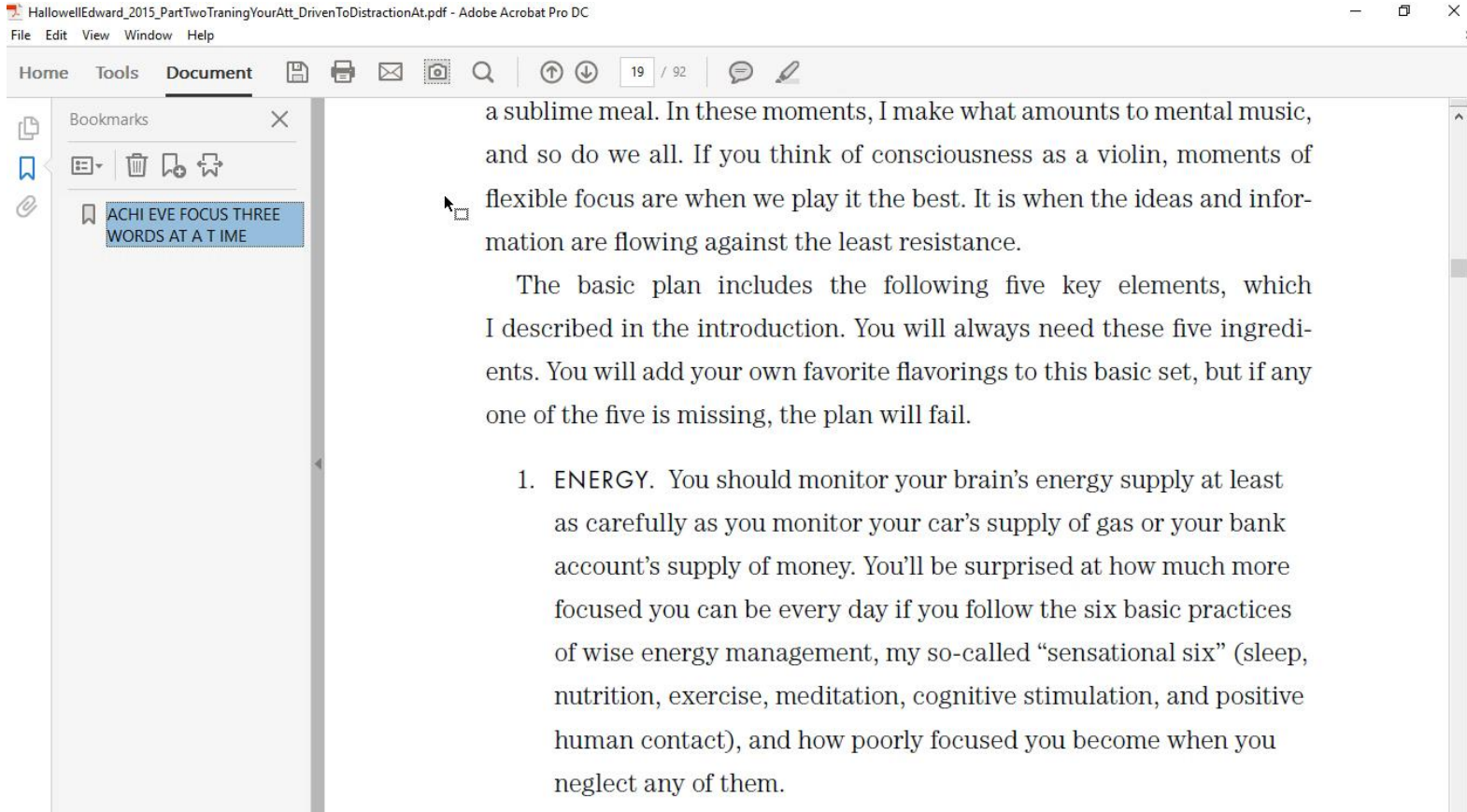
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what is flexible focus?

Focus varies in its intensity and duration. At one extreme is the absence of focus (without being asleep, drunk, in a coma, or deprived of focus by some other physical cause). I call this aimless, meandering state “drift.” It can be a sweet state, indeed, or a time waster. Your mind simply drifts along, like a fisherman trawling. Sometimes, in drift, you catch a big fish.

You don’t know it, but your brain uses these seemingly empty moments to do a lot of work. It goes into what’s called “default mode,” activating

Voeg 'n plekhouer (“bookmark”) in



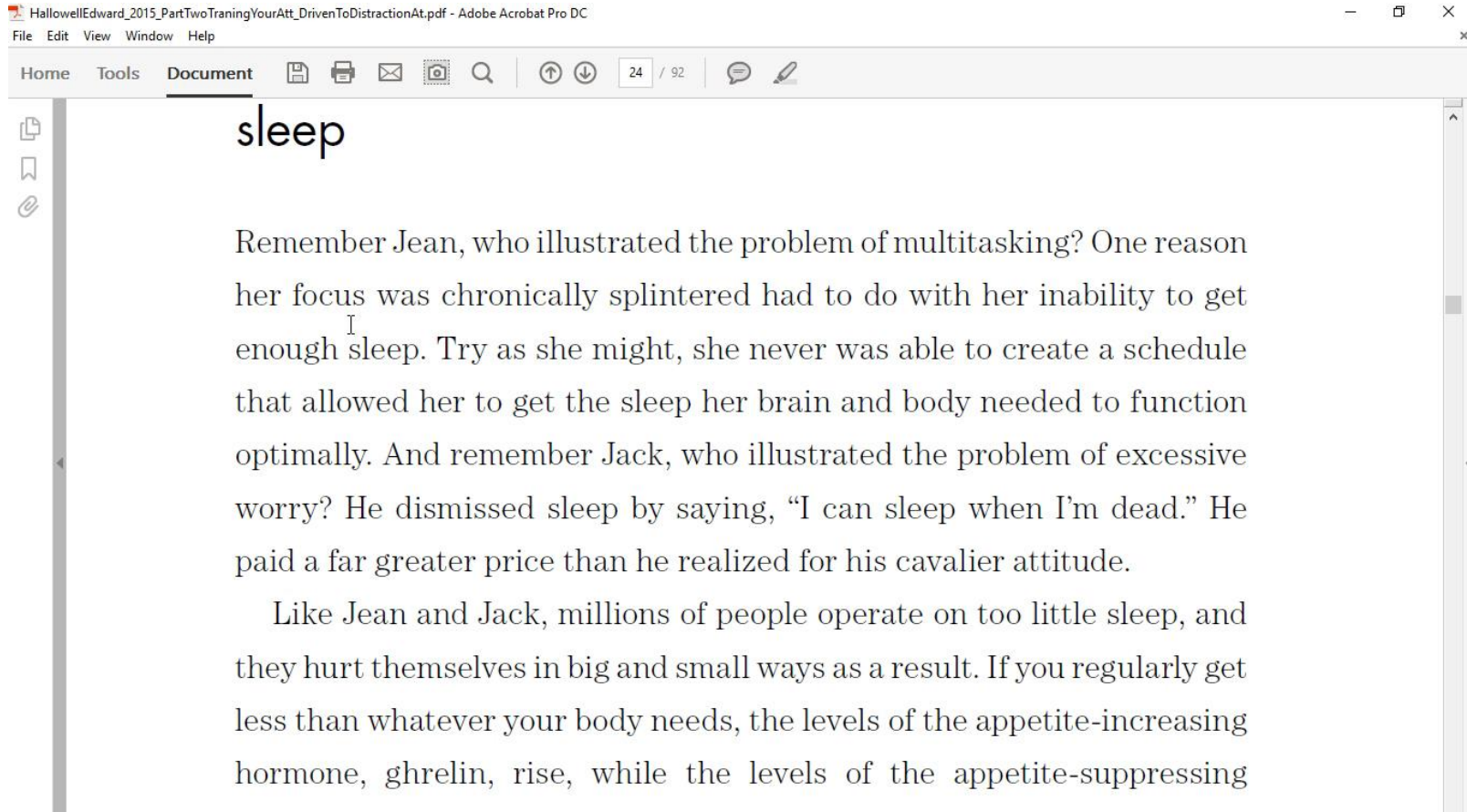
The screenshot shows the Adobe Acrobat Pro DC interface. The title bar reads "HallowellEdward_2015_PartTwoTraningYourAtt_DrivenToDistractionAt.pdf - Adobe Acrobat Pro DC". The menu bar includes "File", "Edit", "View", "Window", and "Help". The toolbar shows various icons for document navigation and editing. The "Document" tab is active, and the "Bookmarks" panel is open on the left. A bookmark titled "ACHI EVE FOCUS THREE WORDS AT A T I ME" is highlighted. The main content area displays a paragraph of text:

a sublime meal. In these moments, I make what amounts to mental music, and so do we all. If you think of consciousness as a violin, moments of flexible focus are when we play it the best. It is when the ideas and information are flowing against the least resistance.

The basic plan includes the following five key elements, which I described in the introduction. You will always need these five ingredients. You will add your own favorite flavorings to this basic set, but if any one of the five is missing, the plan will fail.










1. ENERGY. You should monitor your brain's energy supply at least as carefully as you monitor your car's supply of gas or your bank account's supply of money. You'll be surprised at how much more focused you can be every day if you follow the six basic practices of wise energy management, my so-called "sensational six" (sleep, nutrition, exercise, meditation, cognitive stimulation, and positive human contact), and how poorly focused you become when you neglect any of them.

Soek vir spesifieke woorde/frases



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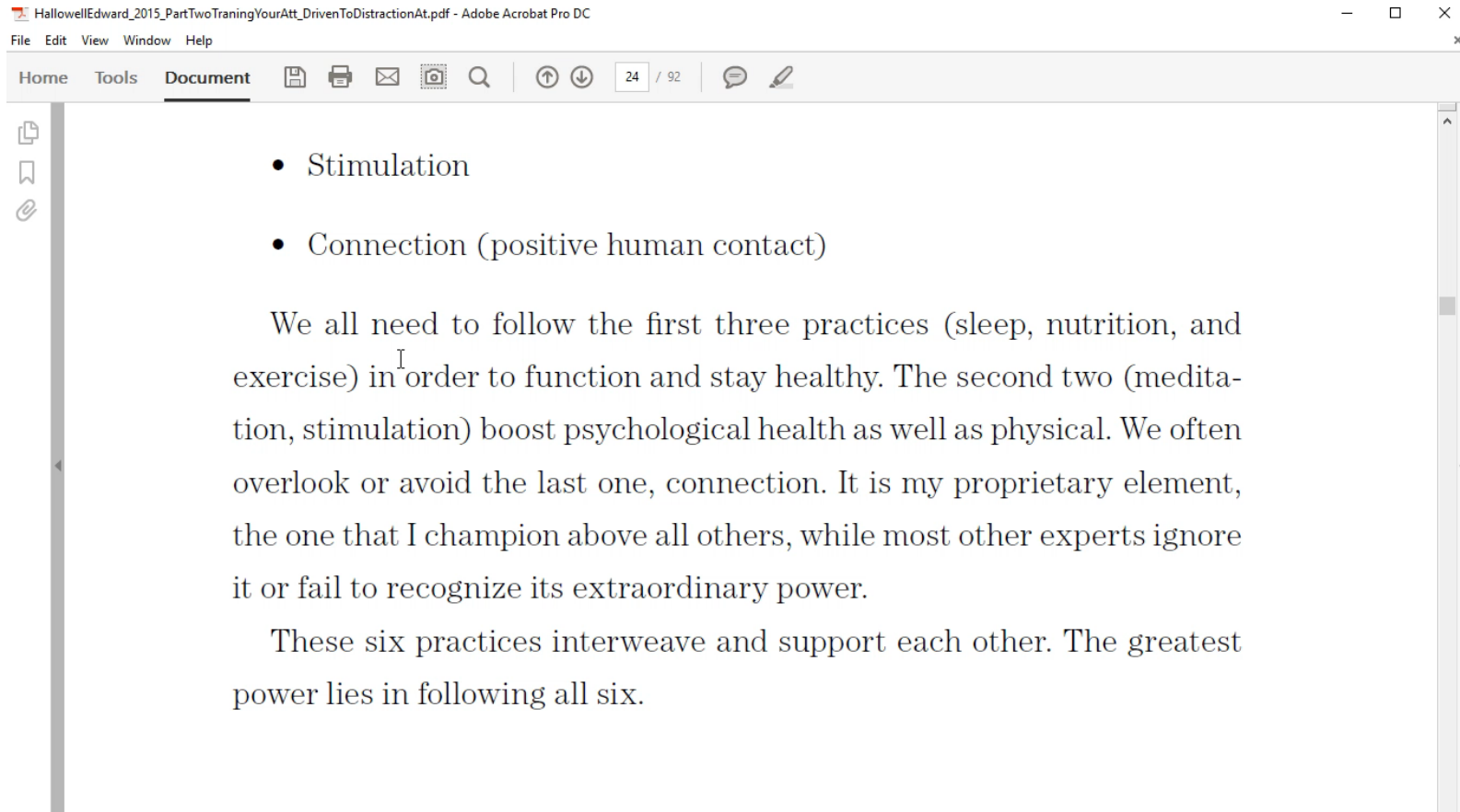
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sleep

Remember Jean, who illustrated the problem of multitasking? One reason her focus was chronically splintered had to do with her inability to get enough sleep. Try as she might, she never was able to create a schedule that allowed her to get the sleep her brain and body needed to function optimally. And remember Jack, who illustrated the problem of excessive worry? He dismissed sleep by saying, “I can sleep when I’m dead.” He paid a far greater price than he realized for his cavalier attitude.

Like Jean and Jack, millions of people operate on too little sleep, and they hurt themselves in big and small ways as a result. If you regularly get less than whatever your body needs, the levels of the appetite-increasing hormone, ghrelin, rise, while the levels of the appetite-suppressing

Neem 'n “snapshot”

A screenshot of the Adobe Acrobat Pro DC interface. The window title is 'HallowellEdward_2015_PartTwoTraningYourAtt_DrivenToDistractionAt.pdf - Adobe Acrobat Pro DC'. The menu bar includes 'File', 'Edit', 'View', 'Window', and 'Help'. The toolbar shows 'Home', 'Tools', and 'Document' tabs, along with icons for save, print, email, search, and navigation. The document content is displayed in a large white area with a vertical scrollbar on the right. On the left side of the document area, there are three small icons: a document, a bookmark, and a comment.

- Stimulation
- Connection (positive human contact)

We all need to follow the first three practices (sleep, nutrition, and exercise) in order to function and stay healthy. The second two (meditation, stimulation) boost psychological health as well as physical. We often overlook or avoid the last one, connection. It is my proprietary element, the one that I champion above all others, while most other experts ignore it or fail to recognize its extraordinary power.

These six practices interweave and support each other. The greatest power lies in following all six.

Bly 'n aktiewe leser

- Maak seker jy bly aktief in die leesproses, deur constant vir jouself vrae te vra.
- Verstaan ek wat ek besig is om te lees? Hoe sal ek dit verduidelik aan 'n 5-jarige? Is hierdie belangrike inligting om een van die leeruikomstes te bereik? Hoe het ek besluit of hierdie inhoud belangrike inligting is?
- Hou notas van dit wat jy verstaan of dit waarvan jy onseker is.
- Hou nota van dit wat belangrik en minder belangrik is.
- Maak gebruik van breinkaarte as 'n handige manier om notas te hou van belangrike inligting, plekhouders (“bookmarks”) in jou pdf dokument, vrae om op te volg.

Training attention

What is flexible focus?

* bt flow & focus

What is flow (read further)

* ability to concentrate on task
remaining open to new input

* able to take in new input
without becoming side tracked

* stay on task not rigidly so

What does it mean when not
"rigidly" busy with task

How flexible focus achieved?

→ Go to bookmark

① Achieve focus three words at time

② Basic plan includes 5 key element

① Energy ② Emotion ③ Engagement

④ ~~Att~~ Structure ⑤ Control

Wanneer jy na dosente se audio opnames luister

- Jy kan ook die volgende stappe volg wanneer jy na dosente se opnames luister:
 1. Maak eers opname ('survey') van beide die skyfiereeks asook die hoofstuk/teks/artikel
 2. Lees deur die leeruitkomstes en verander dit na vrae
 3. Luister na die dosent se opname met jou twee kleure, stop per geleentheid om notas te maak van dit wat jy verstaan of verdere vrae wat jy het. Maak notas van inligting wat belangrik of minder belangrik is.
 4. Nadat jy na die opname geluister het, gaan terug na jou vrae wat jy geïdentifiseer het en gebruik jou teks om verder die antwoord te vind.
 5. Indien jou vrae steeds nie beantwoord is nie, kontak 'n klasmaat, tutor, dosent.
 6. NB!!!! Hou papier rekord van jou notas, plekhouers, ens. wat jy in die pdf dokument gemaak het.

Uiteensetting van taak analyse

1. Identificeer die instruksiewoorde. (Neem kennis dat daar meer as een instruksie kan wees, bv. “vergelyk” en “gee ‘n voorbeeld van”)
2. Identificeer sleutelwoorde.
3. Wat is die omvang?

Byvoorbeeld:

- Pers = instruksiewoorde
- Oranje = sleutelwoorde
- Groen = omvang

(dus vergelyk slegs hierdie twee komponente ten opsigte van kookpunte en nie by vriespunt nie)

For example: 'Explain how the different intermolecular forces in butane and butan-1-ol give these two compounds different boiling points. 3 marks'

In your answer, you will need to **explain** the effect of intermolecular forces. This means you'll need to write **why** the butan-1-ol forms hydrogen bonds (due to the polar nature of the hydroxyl group) whereas butane forms only dispersion forces with its surrounding molecules (due to the non-polar nature of the molecule). You'll also need to make some kind of **comparison** (which is hinted at by the word, 'different') in order to get all 3 marks.

Example 3-mark answer: "Butan-1-ol forms intermolecular hydrogen bonds with the surrounding molecules due to the polar nature of the hydroxyl group (O-H bond). Butane forms only dispersion forces with its surrounding molecules due to the non-polar nature of the molecule. Hydrogen bonds are stronger than dispersion forces and thus require more energy to break. This results in a higher boiling point for butan-1-ol than for butane".

One mark would be awarded for each of:

- Explaining the intermolecular bonding of butan-1-ol
- Explaining the intermolecular bonding of butane
- Comparing the relative strengths of the two and relating this to boiling points