1. Start learning your essay ***today*** .

Controlled Assessment Success in 15 Steps

2. You have two weeks. That means you need to learn **25 words per day** (approximately 3 sentences).

Do **NOT** leave it until the night before, or the following may / will happen:

a) Your brain will overheat.

b) You’ll only remember the first bit, and will underachieve massively because you WON’T remember the second half.

3. Firstly, make sure you understand what **ALL OF IT means in English**. Otherwise, it may as well be written in Swahili, Dutch or a completely new, made up language.

4. Read through your first sentence. Read it **out loud** 3 times in French, making sure you know exactly what it means.

5. Write out the first sentence on another bit of paper **(no peeking)**

6. Now check you got it **completely correct**. If you made any mistakes or missed out a word, go back to step 4.

7. Repeat steps 4, 5 and 6 until you are **COMPLETELY** confident you know it.

8. If there are any words or phrases which your brain is refusing to learn, write them on a separate bit of paper. (You will be allowed up to **40** nasty, unlearnable words to help you in the actual controlled assignment test).

8. Now repeat step 4 for your second sentence. Do this (**a sentence at a time**) until you reach approximately 25 words (don’t stop mid sentence though).

9. By the end of this you should be able to write out your 25 words in beautiful, unflawed French. If you’re **really stuck**, look back at the separate bit of paper where you wrote down your nasty, unlearnable words.

8. Now take a break – **you deserve it**. Go for a walk, get a snack, watch TV / read a book / play on the X-box or whatever. After 30 minutes, read on.

9. Be honest with yourself. If there is any day when you know you will not have time to learn 25 words, do ONE more section of 25 words today. Go back to step 4 and stop at step 8**. Do not try to learn more than 2 sections per day**. (Read step 2 for reasons why).

10. The next day, start by writing out the **25 words you have already learnt**. See – you can do it!

11. Now for the next section. Go to wherever you stopped yesterday. Go back to step 4 above and follow through all the steps until **section 2** is learnt.

12. **Repeat each day** until all sections have been learnt. Every time you start step 4, always write out everything you have learnt so far. By the end, you should be eating, sleeping and breathing your controlled assessment, just because you are so well prepared for it.

13. Finally, use your 40 precious words on your ‘cheat sheet’ **wisely.**

Choose your favourite out of the following:

a) Write down sentence starters for each section that **‘trigger’** your brain.

Eg: Je m’appelle… Je m’entends….

b) Write down **minimal words** for the first 3 sections of the assessment because you have gone over these a lot more so they are more engrained in your brain. Save your words for the second section, especially the **last paragraph**, as this is your least practised part. You can even write out the entire last paragraph if you like.

c) Write out all your **verbs** so you know that they are perfect. You can even mirror where the words appear on your already written out sheet if this helps.

14. Get somebody else to check that what you have written from memory is **exactly** as on your preparation sheet (the one that a teacher has checked and improved)

15. Now, stop wasting your time reading this and proceed directly to step 4. **Bon courage**