

Calvary Academics



Mentored Student

Study Guide

MSG

A mentor centre specializing in advanced e-learning technology

Mentored Student Study Guide

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Credits and Qualifications

Credits are earned units of study at various academic levels for which a student can provide proof to obtain a qualification.

Unit Numbers

Academic credits give an indication of how much work must be done to complete a qualification. A programme usually indicates which courses make up a complete qualification, indicating the number of credits each course represents. One credit is based on 10 hours of work, whether done in class, for self-study or learning for tests. For instance, a Certificate (level 5) requires 120 credits and a Diploma a further 120 credits, giving it a value of 240 credits.

Different Levels

There are a number of levels of learning. Masters is level 7 and the doctorate is on level 8. These levels of learning indicate the level of analysis, reflection and evaluation required to evidence your competency and academic achievement. This evidence is presented through a variety of assessment methods such as tests, assignments, and practical objective evaluation.

Module Credits

A study Programme, which when completed gives the learner a qualification, consists of a few courses which are often divided into modules. **Calvary Academics** provides its study material in the form of these modules and clearly indicates how many credits they carry. These modules can also be built into different courses in flexible ways as determined by each of the course or programme requirements. The **Module Credits** therefore provide a sure indication of the progress a student is making towards completing the programme.

How do I Earn Credits?

Evaluation

A Tutor, Lecturer, Mentor or a **Study Leader** (PostGrad Mentor) is responsible for much of the evaluation. Candidates or students are evaluated by participation in group discussion, class participation, through presentations, tests or assignments for the skills modules. The greater the number of credits allocated to the module, the more comprehensive the evaluation will be.

A Record on the Database

Upon registration as student with CA, an academic student record is opened on the Calvary Academics database in which all modules and their pass marks are recorded. Students are issued a student number which should be prominently displayed on all correspondence. A number of modules may make up the course. Modules can be finished by the student, usually in any order, until the course is completed.

Transcripts

A Transcript is an **official report** detailing the educational work successfully completed by the student in a school or college. It is a reproduction of the student's official written record. All the modules (recording their marks and dates completed) for a specific Course are indicated, showing the total credits earned and the number of credits needed to complete the course.

Qualifications

Qualifications are made up of Courses. Six or more courses often provide enough credits for a 120 credit qualification. Qualifications deal with content suitable for a certain profession or job description. This may be described as a **Counsellor, Pastor or Administrator**.

The different levels of qualifications in most cases are described as a Certificate, Diploma and Bachelor degree. A **Prospectus** is an information document that would describe the characteristics of these qualifications in terms of **which courses** must be taken in order to receive for instance a Diploma in Counselling or a Master of Divinity.

What Proof do I Get for my Earned Credits?

Study Record

Bearing in mind that a credit is a unit which represents a successfully completed part of an educational course, the only valuable proof of credits is the document containing a list of **completed** modules or courses. A module is completed when every test or assignment of the module is marked and graded. The updated **Study Record** is therefore the basis of value for the student. This is the proof of what the student has completed.

Having Qualified

To qualify means to prove capable or fit and that you meet the requirements. For this to be said of you, the **whole programme** of courses prescribed to you must be completed. Only then can an official record, showing that you have finished a training programme or have the necessary skills, etc. be issued to you.

Certificates can also be issued **for a course** (also called a "short course") when all the modules of the course have been completed. This is, however, not a qualification, since a qualification has to do with qualifying for a certain profession (i.e. job, career or vocation).

Academic Profession

A profession is an occupation, vocation or career such as law, medicine, or engineering, that requires **prolonged academic training** and a formal qualification in a specific academic field. It is usually applied to occupations that involve **specialized knowledge** of a subject, field, or science. Professional activity involves **systematic knowledge** and **proficiency**. Professions are usually regulated by **professional bodies** that may set examinations of competence, act as an licensing authority for practitioners, and enforce adherence to an **ethical code of practice**.

Skills Profession

A skills profession is a **vocation** based on manual or **practical activities**, traditionally non-academic and totally related to a specific trade, occupation or vocation. Learners are prepared for their vocation through technical education, as the learner directly develops expertise in a particular group of techniques or technology. This is often called Vocational Education and Training (VET) or Career and Technical Education (CTE). It teaches **procedural knowledge** (how to do something) as contrasted with declarative knowledge. Vocational education can interact with the apprenticeship system and is often performed as in-house training.

Seven Pillars of e-Learning

For life-long learning at Calvary, **seven things** go hand-in-hand to shape the **e-learning method** we use. Allow us to clarify these seven concepts:

- Textbook – The main source of your training material
- Resource CD – A host of resources, web pages, programmes, study helps
- Mentor – The person who will help you to study and mark assignments
- Related Skills – The training in necessary practical skills to do your job
- Practical Work – Extra practical ministry activities you do as Christian worker
- Spiritual formation – A concise guide for improving your spiritual life
- Evaluation – The final analysis of what you have learned and can do

1. Textbook

A textbook is a printed document which covers a course or module. Courses deal with a specific field within a Faculty or Discipline. They have **10-hour credits** allocated to them in the order of 12 to 22 credits. Many of the **Calvary Academics** Courses are divided into modules. A **module** is a group of lectures about a specific topic. Modules often have **credits allocated** to them in the order of 2 to 5 credits. A module can be taken for credit on its own. Therefore a textbook can either cover one module or an entire course.

Our textbooks are either an in-house production (written by one of our writers) or a published work written for the general public or as an academic manual. Some of the in-house productions are up to 250 pages or as little as 20 pages and may have tear-off sections built into them. The smaller textbooks are sometimes called "hand-outs" if they are printed for a specific class session.

The **CA** material is printed out on paper in order to be accessible to learners without computers.

If the textbook is a standard academic work, we may indicate which chapters are to be studied for a specific course. They are mostly chosen from the books provided by Pearson Education and selected in such a way that often the whole book is used. Pearson has many books that have extra resources available such as PowerPoint presentations Tutor notes and Test banks.

2. Resource CD

The CD contains the **course material** as a pdf (in **portable document format**). Other useful material is also included. This may differ with each module. The final **test** is sometimes also on disc and can be reached through the Course Menu. Other material such as down-loaded [websites](#) are only reached by browsing the CD in the normal way using **Windows Explorer** or browsing from **My Computer**.

The CD will also provide a lot of additional help to learners with computers (at home or at work).

Useful Resources from the Web

Each course and its modules are offered to you using advanced e-learning technologies. These have now become available to us through the advancements made in multi-media, software and the general availability of the Internet.

We have made a study of what may be helpful to you in your learning process. We have selected Web pages, self-assessment tests and free software to be accessible to you. Since you may not have fast Internet access yet, we have down-loaded all you need onto a CD.

A Definition

Download: to copy or move programmes or information into a computer's memory, especially from the Internet or a larger computer

In this case this “memory” is the space available on a CD-ROM. CD's are everywhere these days. Depending on the format, a huge amount of information such as music, data or computer software can be put on a CD. (We at Calvary usually work with text files, free software programmes and, occasionally, short video clips.) The CD has become the standard medium for distributing large quantities of reliable information in a package.

How you can Get to It

The resources have been placed in folders on the CD. The software is under the folder labelled as “Software”. Under this will be several sub-folders each labelled according its contents or the kind of software contained in it. All the software is freeware. This means you do not need to pay for it. Programmes are without advertising nags.

The Module you are working on may have suitable Web pages related to it. To find these, turn to the following programme:

Windows Explorer

This is the programme you will use if you operate your computer on Windows. It opens a window that displays all the items present on your computer such as the different hard drives and the CD drive on which you will run this CD. Click on the CD drive and then “Explore” until you get to the resources folder of the module.

The following components can be reached in this way:

- The **Study Guide** and **Textbook** are also in Pdf -format on the CD
- You are given **Study Support** through a host of prepared documents
- A vast amount of support through **Web links** leading to academic **web sites**
- **Free software** for just about every need of a student (see page 19 & 20 for a description)
- Three Websites: **CLT**, **Calvary** and **CQA**
- Downloaded **website pages** on various skills, ministry and theological topics
- **Self assessment** software

The Technical Side

A CD can store up to 74 minutes of music, so the total amount of digital data that must be stored on a CD is: 783,216,000 bytes. To fit as many as 783 megabytes (MB) onto a disc only 12 cm in diameter requires that the individual bytes be very small. By examining the physical construction of a CD, you can begin to understand just how small these bytes are.

A CD is a fairly simple piece of plastic, about 1.2 mm thick. Most of a CD consists of an injection-moulded piece of clear polycarbonate plastic. During manufacturing, this plastic is impressed with microscopic bumps arranged as a single, continuous, extremely long spiral track of data. Once the clear piece of polycarbonate is formed, a thin, reflective aluminium layer is sputtered onto the disc, covering the bumps. Then a **thin acrylic layer** is sprayed over the aluminium to protect it. The label is then printed onto the acrylic. A cross section of a complete CD (not to scale) can be seen on the Website at the bottom of this page: www.clt.org.za/webdownloads.html

3. Mentor

We help learners to achieve credits by facilitating quality **learning experiences**. We utilize advanced e-learning technology, especially adapted for the individual learner who has contact with a Mentor.

An Effective Mentor System – Through a Mentor!

DEFINITION OF A MENTOR

An experienced and trusted advisor. An experienced person in an organisation who trains and counsels new employees or students. – Oxford Dictionary.

WHAT IS EXPECTED OF A MENTOR?

The Mentor must be available in close proximity to the mentored student who studies for a Certificate or Diploma. Since the teaching model of our Lord Jesus Christ was one of personal contact and spiritual input, we believe that a student who cannot be at a Bible School where interactive sessions are offered, the personal mentor principle is acceptable to provide both academic support as well as assisting with spiritual formation.

The student needs someone to give guidance, advice, be a sounding board, and offer wise counsel. Such a person has to have a thorough grasp of the vibrant Church life, which embraces the Biblical way of thinking. The task of the Mentor is further defined in the Mentor Guide.

Background

Calvary Academics prepares, provides and directs **e-learning training material** for the modern needs of the **life-long learning** generation. **CA** offers from the most basic of computer training courses to the most advanced MBA and MBL and the final PhD programmes used in the technology-rich environments of Universities, Colleges and Tuition Centres. The material is provided to adult learners and Tuition Centres that facilitate self-enrichment courses which, through a **mentoring** process, may lead to the granting of **certificates** and **qualifications**.

Facilitating

Calvary has more than 7,000 students across the country in different **Tuition Centres**. Your TC is just one of the 250 centres. We are here to help you if you are interested in a **Church Life** or **Skills Profession** programme. We have study modules containing excellent training material. The moment you receive it you will want to start to get all the benefits. Whatever your needs for training are, we can probably help you through the Calvary e-learning system.

Mentoring

We pride ourselves in the fact that we are **mentors**. The Department of Education privately rate us as on the forefront of mentoring in South Africa. That means that we are not like a university or college where you only attend classes. Our students are not limited to the main centres where there are these big institutions. We can be right where you are. Mentors are appointed for certain courses to facilitate learning. The skills courses are written in such a way that you are guided through hard-copy manuals and the pdf's on the resource CD.

We reach you by our efficient postal service in immediate (same-day) reaction to your faxed orders when accompanied by your **prepayment** bank-slip. You may have noticed this already.

The material is accompanied by clear instructions as to how to go about completing the course. See the straight forward instructions in the **Study Letter** on *page 19*.

4. Related Skills

The field of **Skills Training** has lately received a new emphasis in modern education which it highly deserves. Skills help people to **do a job**. A skill is the ability or talent to perform a task **well** or **better than average**. If you have the ability to do something well, it was usually gained through **training** or **experience**. **Skills Training** is an important learning objective.

A learner can complete most of the **skills modules** without attending lectures or having need of a lot of help from the Mentor. Studies can therefore take place at home.

CQA Accredited Courses

Christian Quality Assurance (CQA) promotes the training most needed for vocations. We have applied and received accreditation for all our **Calvary Academics (CA)** skills courses.

Accreditation makes a statement about **quality**. It provides a stamp of approval from an authority. Skills training is promoted by several sector authorities because it ensures that workers will perform better and improve their ability and range of work they are able to do.

5. Practical Work

We believe that the student who studies at Calvary Academics should be developed as a whole person. Man is made in the image of God and has, apart from a body and a soul (the mind, will), also a spirit which is born from above at conversion. We all have a calling which becomes clear by the rebirth and we should train the spirit man by means of work of ministry. As the student is involved in this practical work in God's Kingdom he or she will become whole.

The student completes the prescribed Tasks called for in the Practical section: Work (in Church context), Ministry (in the community), Mission (in other area), and Personal work (caring for an individual for some time).

6. Spiritual Formation

Studying at Christian Life Training is not just about academic excellence. It is also about your life as a Christian. You want to be enriched in your spirit. As Paul says: (1Cor 6:20) "for you are bought with a price. Therefore glorify God in your body and in your spirit, which are God's." Grow in God! Read from page 24 onward how you can enrich your life spiritually. All the modules will also have assignments attached to them such as reading four Bible chapters, studying three Christian virtues and memorising ten outstanding Bible verses.

7. Evaluation

The Mentor is responsible for the marking of assignments and tasks as required for each module. The evaluations are formative, which means that the student learns through performing of the task or group discussion for which an evaluation mark or %-age is given.

Certificates & Qualifications

A Student Number is issued to you by the Tuition Centre when you first enroll for a course. Please quote it on all documents. This is the key to comprehensive record keeping and your **User Name** for the **Calvary website**. You complete each module of the course by writing the **Module Test**, manually or on-line. This will provide proof of the fact that you have studied the material. After completing all the prescribed modules in the course students may request a copy of their transcript with the view on further studies.

When you complete 80 or 160 credits you will receive a **Certificate in Discipleship** or the **Christian Life Certificate**. Keep going!

Free Software on the CD

A range of useful and free software has been provided on the student's **introductory CD**. We have selected these with the student's needs in mind, keeping to those programmes that are legally free of charge and which do not carry annoying advertising with them.

File Compression: ZipGenius

ZipGenius is a powerful zip tool that offers support for more than 20 different compression formats, including 7zip, ZIP64, UPX and many others. It supports drag and drop, 5 compression levels, full customization and integration in Windows Explorer.

Handle Files: Total Commander

Total Commander is a file manager for Windows, a program like Windows Explorer to copy, move or delete files. It can pack and unpack files, access ftp servers, compare files by content.

Adobe Reader 9.0

Adobe Reader is the global standard for electronic document sharing. It can open and interact with all PDF documents. Use it to view, search, digitally sign, verify, print, and collaborate on Adobe PDF files.

BullZip PDF Printer + Ghostscript

BullZip PDF Printer is a virtual printer driver that enables you to convert any printable document or image to PDF format by selecting the BullZip PDF Printer instead of your regular printer, and the document will be converted and saved as PDF file.

New Shorter Oxford Dictionary

The Shorter Oxford English Dictionary, often abbreviated to SOED, is a scaled-down version of the "Oxford English Dictionary". It comprises two volumes rather than the twenty of the OED.

AbiWord (like MS Word) 2.8.6

AbiWord is a free word processing program similar to Microsoft Word. It is suitable for typing papers, letters, reports, memos and any other document. The program has an attractive, professional interface and all the features you need. In addition, it offers various plug-ins that can be added to further enhance the functionality.

MS PowerPoint Viewer

Microsoft PowerPoint Viewer 2003 enables you to open and view Powerpoint files (.ppt), even if you don't have Powerpoint installed on your computer.

Spy Robots: Spybot S&D 1.62

Spybot - S&D (Search and Destroy) is an adware and spyware detection and removal tool. This includes removal of certain advertising components, that may gather statistics as well as detection of various keylogging and other spy utilities.

e-Mail programme: Thunderbird 3.1

Thunderbird is a full featured email program with built-in junk mail controls, message filters, address book, news groups and more. It offers a clean and easy to use (customizable) interface.

Sphygmik Spreadsheet

With the Sphygmik spreadsheet you get all the functions you need in less than 4MB! Build formulae using the 125 built-in functions, including text handling, statistical, date/time, and financial functions.

Internet Explorer

The all new Internet Explorer 8 offer many improvements over IE6, most importantly a tabbed interface to easily navigate between multiple web pages.

Browser Add-on: Maxthon 2.5

Maxthon is an Internet Explorer based web browser that adds a lot of new features as well as a fresh new look to your standard Internet Explorer browser interface. Among the added features are a tabbed interface that allows you to quickly switch between multiple web pages with a single click.

Anti Virus: avast! Home Edition

avast! Home Edition is a complete anti-virus package. It contains an on-demand scanner, an on-access scanner with Standard Shield and an embedded e-mail scanner which scans incoming and outgoing email messages.

Defrag.: Auslogics Disk Defrag

Auslogics Disk Defrag is a disk defragmentation that supports FAT 16, FAT 32, and NTFS volumes. It offers scheduled defrags, automatic defrags when your system is idle and which files will be defragmented.

Easy Cleaner & MRU Blaster

Easy Cleaner is a multi-featured system maintenance tool, that includes a registry cleaner, a startup manager, a duplicate file finder and a graphical chart to inspect disk space usage.

MRU-Blaster is a privacy cleaning tool that scans your computer for MRU (most recently used) entries, cookies and Internet cache files.

UK's Kalender

UK's Kalender is a straightforward calendar and To Do list with a solid set of features and an easy to use interface. It provides weekly, monthly and yearly views, and allows you to create simple or recurring reminders with optional alarm and custom color choice.

English Dictionary: The Sage's

TheSage is a complete dictionary and a multifaceted thesaurus of the English language. It runs locally, and does not use your Internet connection. The program offers a unique structured display, as well as wildcard search, anagram search and more.

IrfanView

IrfanView is probably the most popular and feature packed free image viewer for Windows. It has been around for many years and keeps getting better. In addition to standard image viewing, it includes many additional features including slideshow, batch conversion, image adjustment, image editing, resizing, panorama stitching, and auto EXIF rotation.

Small Pdf reader: Foxit

Foxit PDF Reader allows you to view and print PDF files: opens them very fast. It supports browser integration, an option select/copy of text from the documents. create a snapshot from a selected portion of the page, fill interactive forms and more.

Matrix Y2K – HTML Editor

Matrix Y2K is a code based HTML editor for novice and advanced users. It offers all common features like quick access to commonly used tags, multi-document interface, syntax highlighting, search/replace and more.

AceMoney Lite*

AceMoney Lite makes it easy to manage a checkbook, create and manage budgets, juggle finances in multiple currencies, track spending habits, record expenses, and even do on-line banking.

Rainlendar Lite – Desktop Calendar

Rainlendar Lite is a small and compact desktop calendar that comes with some powerful features under the hood. It integrates nicely with your desktop wallpaper and allows interactive access to selected dates, just click on a date to add an appointment or reminder. It also comes with a ToDo list that can optionally be displayed or maintained hidden. The calendar automatically supports one-time and recurring events and tasks with optional reminder alarms. It highlights dates that have appointments.

Ricolmer Task Reminder

RICOLmer is a very handy task reminder. A useful utility that allows you to send SMS, launch programs, documents, shutdown system etc with easy definition of task repetition (every combination is possible).

Week Scheduler

You can set up to 16 Alarms, independently for each day from Monday till Sunday with this program, to remind you of appointments you have to keep or things you have to do. Each alarm can be assigned

with an individual message. Optional sound signal.

Namu6 - Website Editor:

This is a WYSIWYG web page creator, that allows you to create a multi-page web site without the need for any HTML coding. It comes with a few template designs, that you can customize to your preference.

Concept Draw: Mindmap (3rd ed)

It enables you to visualize and outline ideas, concepts, business plans and similar projects. It provides you with a WYSIWYG working space that allows you to outline your project by building trees of ideas or Mind Maps that can be further illustrated with graphical or text notations, and support interactive topics that can expand sub-topics or link to different pages in the project or websites.

Efficient Diary

Efficient Diary is an easy to use personal diary that comes with all the features you need to maintain a daily diary of events or ideas. It offers a modern interface and full support for rich text editing as well as emoticons, tables, links, images and attachments.

WordWeb

Wordweb is a powerful free English thesaurus and dictionary. It comes with a local database of definitions for instant results and also offers online word searches.

Access Manager

Access Manager provides fast, easy and secure storage for all your passwords. You can organize passwords into types and categories for easy access and keep notes, web site links and e-mail addresses with each password. Email addresses or web site URLs can be automatically launched from within the program.

Stickies Desktop Notes

Stickies is a virtual post-it notes program that allows you to place sticky notes on your desktop, that will remain where placed until closed, even across reboots.

Photo Filtre (Like PhotoShop)

PhotoFiltre is a complete image editing and effects package, that will amaze you with features and it is free. It comes with many features, as well as add-ons. It offers all the standard editing features (selection, clone brush, paint brush etc.) as well as a selection of image effects, photo masks, image adjustments, thumbnail browser, etc.

SymmTime 2008

SymmTime 2008 is a convenient multi-zone desktop time utility that displays the current time in different parts of the world. In addition, it can automatically synchronize your system clock to any Network Time Protocol server accessible over the internet.

WakeUp

WakeUp is the world's cheapest and most flexible alarm clock. It allows you to perform various operations at a specified time in order to wake you up pleasantly and reliably.

Spend your Time Effectively

You need to manage time effectively if you're going to be successful. All other things being held constant, better time management skills can improve your marks, help you keep stress in check, and help you to be competitive in the career you undertake after your university education. This article will teach you how to manage your time to improve your academic and personal performance. It discusses time management strategies to help you adjust how you think about time, improve your awareness of how you use time, and make a change for peak study performance.

Time Management Strategies

1. Personal Time Survey

To begin managing your time you first need a clearer idea of how you now use your time. A **Personal Time Survey** will help you to estimate how much time you currently spend in typical activities. To get a more accurate estimate, you might keep track of how you spend your time for a week. This will help you get a better idea of how much time you need to prepare for each subject. It will also help you identify your time wasters. Make a list to get an estimate of time you spend on various activities. Estimate the amount of time spent on each item per day:

Number of hours of sleep each night, getting dressed, meals, travel time weekdays & weekends, regularly scheduled functions (groups, church, get-togethers, etc.), doing jobs & shopping.

Once you have this amount, multiply it by seven. This will give you the total time spent on the activity in one week. After each item's weekly time has been calculated, add all these times for the grand total. Subtract this from 168, the total possible hours per week. The remaining hours are the hours you have allowed yourself to study.

2. Study Hour Formula

To determine how many hours you need to study each week, use the following rule of thumb. Study two hours per hour in class for an easy class, three hours per hour in class for an average class, and four hours per hour in class for a difficult class. Usually, a person would not do more than 6 hours of work outside of class per week. On a difficult course it is suggested to work 12 hours a week. If more hours are needed, take away some hours from easier courses. Figure out the time that you need to study for each of your classes. Compare this number to your time left from the previous point. Now is the time when many students might find themselves a bit stressed. Just a note to ease your anxieties. It is not only the quantity of study time but also it's quality. This formula is a general guideline. Try it for a week, and make adjustments as needed.

3. Daily Schedules

There are a variety of time schedules that can fit your personality. These include diaries, a piece of cardboard stuck to a wall, or small 76 x 127mm cards. Once you decide upon the style, the next step is construction.

It is best to allow spaces for each hour, half-hours for a busy schedule. First, put down all of the necessities; classes, work, meals, etc. Now block in your study time (see point 2). Schedule it for a time when you have more energy. It's best to review class/study notes soon after class or meeting your Mentor. Make sure to schedule in study breaks, about 10 minutes each hour. Be realistic on how many modules or courses you take. To succeed you need to have the time to study. If you find you don't have time to study and you're not socializing to an extreme, you might want to consider lightening your load.

Do you have enough time? Chances are that you do not. Below are some tips on how to schedule and budget your time when it seems you just don't have enough.

4. Don't be a Perfectionist

Trying to be a perfect person sets you up for defeat. Nobody can be perfect. Difficult tasks usually result in avoidance and procrastination. You need to set achievable goals, but they should also be challenging. There will always be people both weaker and stronger than you.

5. Learn to say No

For example, an acquaintance of yours would like you to see a movie with him tonight. You made social plans for tomorrow with your friends and tonight you were going to study and do laundry. You really are not interested. You want to say no, but you hate turning people down. Politely saying no should become a habit. Saying no frees up time for the things that are most important.

6. Learn to Prioritize

Prioritizing your responsibilities and engagements is very important. Some people do not know how to prioritize and become procrastinators. A "to do list" places items in order of importance. One method is the ABC list. This list is divided into three sections; a, b, or c. The items placed in the A section are those needed to be done that day. The items placed in the B section need completion within the week. The C section items are those things that need to be done within the month. As the B, C items become more pertinent they are bumped up to the A or B list. Try it or come up with your own method, but do it.

7. Combine Several Activities

Another suggestion is to combine several activities into one time spot. While commuting to school, listen to taped notes. This allows up to an hour or two a day of good study review. While showering make a mental list of the things that need to be done. When you watch a sit-com, laugh as you pay your bills. These are just suggestions of what you can do to combine your time, but there are many others, above all be creative, and let it work for you.

8. Personalize it

After scheduling becomes a habit, then you can adjust it. It's better to be precise at first. It is easier to find something to do with extra time than to find extra time to do something. Most importantly, make it work for you. A time schedule that is not personalized and honest is not a time schedule at all.

9. Conclusion

Suggestions such as these don't lead to enslavement by a calendar. It may sound awful, especially if you're a skilled time mismanager. But it actually leads to a greater sense of freedom and accomplishment because you're in control. That is what self-management is – managing your life more effectively. By following these suggestions, you'll be happier, more satisfied, and more productive. Try it – you'll like it! And remember:

Wear a Watch!

Improve your Study Results

These academic study tips will enhance learning by teaching you how to **learn**, **memorise**, and improve **study speed**. This information reveals simple secrets, solutions and strategies to improve study habits, study **methods**, study **tips**, study **skills**, and help with **test preparation** and **learning** skills. These educational learning aids and techniques become tools or guides for self-improvement for better marks, give help for students to end study frustration.

11 Learning Tips

1. Study in Short, Frequent Sessions

It has been proven that **short bursts of concentration repeated frequently** are much more effective than one long session. So, even if you only have 10 minutes, **USE IT**. Take a break. Then study another 10 minutes. This “**distributed learning**” approach is highly efficient because it honours the way the brain likes to work. The brain needs **recovery** and **recharging time** for “protein synthesis.” The rest periods are when your brain assimilates your effort. This is a powerful tool which many teachers do not acknowledge. To sit and study for hours and hours is not only boring; it creates **fatigue**, **stress**, and **distraction**. You cannot learn under these conditions!

2. Take Guilt-Free Days of Rest

This follows the same principle as the above, but on a longer, daily time cycle. The purpose of resting is to be refreshed. However, if you feel guilty (“I really should be studying”) then your valuable rest period is used to create more stress. The brain will not absorb new data if it is stressed. When you **take a few days off from studying**, make sure you enjoy yourself and don’t feel bad about not studying.

3. Honour Your Emotional State

Do not study if you are tired, angry, distracted, or in a hurry. When the brain is relaxed, it is like a sponge and it naturally absorbs data with less effort. If you are **emotionally stressed**, your brain literally repels data. Forcing yourself to sit and study when your mind is on other things, is a complete waste of time!

4. Review the Same Day

When you learn something new, try to go over the points on the same day. If you wait a few days and then make an effort to review the material, it will seem much less familiar. However, a quick review later in the day will tend to **cement the information** into your brain and at the next “official” study session, you will recognize it more easily.

5. Observe the Natural Learning Sequence

Think of the activities you did when you were in nursery school, learning about circles. Using your whole arm, you probably performed the song that goes: “Put your right hand in, Put your right hand out.” Then, using your hand, you might have been asked to draw circles with crayons. Later, in first grade, now holding the pencil with your fingers, you drew smaller circles to create letters. This **natural learning sequence**, moving from large to small, coarse to fine, still remains effective even though we are now older. When you study, try first to **grasp the big picture** and then **fill in the details**. In this way you will have a more likely chance of success.

6. Use Exaggeration

Why does a baseball batter warm up by swinging two bats? Why do runners sometimes strap lead weights to their legs? In both cases, **exaggeration during practice** makes the final action seem easy. This concept can be applied to studying anything. For example, if you are studying spelling, exaggerate the sound of the letters to help to remember them. So for studying purposes, “naive” would be pronounced “NAY-IVY.” By getting used to this exaggerated pronunciation, the correct spelling will seem obvious to you.

7. Prepare Your Study Environment

If you prefer **certain elements in your environment** to help you study, try to always make these available. For example, do you need special lighting, silence, music, privacy, etc.? Pay attention to **what works for you** and repeat it each time you study for best results.

8. Respect “Brain Fade”

It is normal for the brain to forget things. This does not mean that you are dumb! Instead of getting worried about this fact, you should expect it and deal with it accordingly. See your brain as having deposited **layers of knowledge**. As you place more information on top, the lower levels become older and less available to your immediate recall. The solution here is to **review**. Once every two or three study sessions, simply review older material that you will need to remember. Often, a **quick overview** is sufficient. Sometimes, a complete detailed study session of the older material is required. “Brain fade” is normal for most people.

9. Create a Study Routine

If you set aside certain times of the day to study, you will get into a **routine** and accomplish more. If you just “fit it in” during your day, chances are that there will never be any time. An effective way to do this is to **make an appointment** in your diary as if you have an appointment with someone, like going to the doctor. For example: “Tuesday 3-4:30pm — Study.”

10. Set Reasonable Goals

One of the main reasons people do not **reach their goals** is because they set them too high. If you set goals that are **manageable**, even if they seem very simple, you will get into the habit of accomplishing them, and gradually you can set higher goals. Recognize the difference between **long-term** and **short-term** goals. Set your vision on the long-term dream, but your day-to-day activity should be focused exclusively on the short-term steps.

11. Avoid the Frustration Enemy

Ironically, the quicker the person’s **nervous system**, the faster they learn. Yet, this fast nervous system also works overtime in being **self-critical**. So they are the ones who always think they aren’t going fast enough! In contrast, the “Type B,” less intense person who learns slower yet is more self-accepting, ends up ultimately learning the material in a shorter period of time. This is because he/she doesn’t waste energy blocking, getting upset, and thinking that they’re not good enough — they simply keep moving forward at a slower yet steady pace.

Key Words – Used in Questions and Essays

Before you start:

(1) These notes are only a guide. There is no substitute for reading the question/title carefully and thinking hard about what you are expected to do. Identifying the exact meaning of the question is part of the exercise. No assignment will ever say 'write all you know about ...'

(2) Your answers are your own work. The task is to set out what you think and know – your own argument. But it will always be expected that an essay will draw on the relevant academic literature, especially those dealing with theories or concepts and which need to provide empirical evidence.

Account for:	Give your reasons for and explain why something happens.
Analyse:	Identify main points, then look at the detail and 'critically evaluate'.
Argue the case for:	Back up the theory, idea or model by giving the reasons and evidence in favour of it. This will often involve showing how to meet contrary arguments which are made in the literature.
Assess:	Weigh up or judge the value of, or say to what extent conditions are fulfilled. 'Evaluate' the evidence and argument on both sides.
Calculate:	Find the value of and show your working.
Clarify:	Simplify and make clearer.
Comment upon:	Identify main issues and give your point of view, backed up by reasoning and/or evidence from academic reading or lectures.
Compare:	Do not simply describe first one and then the other, but identify similarities and differences between two or more objects, ideas or processes. Show their relevance. Perhaps argue that one is preferable.
Consider:	Express your thoughts and observations about. Refer to theory and research evidence to back up your opinions, showing how you meet contrary views to your own.
Contrast:	Set two or more things or ideas in opposition to draw out the differences. Indicate whether the differences are significant.
Criticise:	Give your judgment, supported by reasons and evidence, about the demerits of theories, opinions or methodology, and point out defects or show errors.
Critically evaluate:	Weigh arguments for and against, assessing theory and evidence on both sides. Use academic evidence to guide your assessment. It does not necessitate criticizing, on the contrary it means coming to a balanced conclusion based on the most critically important criteria, which you have to set out and justify.
Define:	Give exact meaning in your own words – showing an awareness of the definitions which are used in the literature and why you would prefer one definition to others.
Demonstrate:	Show how, prove with examples
Describe:	Give a detailed and graphic account.
Develop:	Expand upon.

Differentiate/ Distinguish:	Identify and explain the differences between.
Discuss:	Present a 'rounded' argument taking into consideration as many intellectual positions as are relevant. Present the main arguments in favour and against those positions, assessing their relative strengths and weaknesses. Come to a reasoned conclusion.
Elaborate:	Add details.
Enumerate:	Make an ordered list, giving main features or general principles whilst omitting unnecessary details.
Evaluate:	Assess the worth, importance or usefulness of something, giving reasons, backed up with evidence.
Examine:	Look at in detail, attempt to discover and display the key elements; you will normally be expected to evaluate 'critically too.
Expand:	Go into more detail.
Explain:	Make clear why something happens, or make clear the meaning of. Cite evidence and sources in the literature.
Explore:	Approach in questioning manner and/or consider from a variety of viewpoints; show where the argument or line of analysis may lead.
Give an account of:	Describe in some detail and give reasons for.
How far:	Give evidence for and against and then 'evaluate'.
Identify:	Pick out key critical or the most salient features.
Illustrate:	Show, point out, make clear by use of concrete examples.
Interpret:	Give the meaning and relevance of, usually giving own reasoned opinion too.
Justify:	Give evidence supporting argument or idea; show why decisions and conclusions were made; show how to argue against the opposing point of view.
Narrate:	Tell what happened as a story.
Outline:	Give the main points, showing the main structure, (leaving out detail).
Relate:	Show similarities and how things are connected and affect one another.
Review:	Do not simply repeat, summarise or regurgitate, but identify most salient features and assess them..
Show:	Reveal, disclose (in logical sequence), leading to a conclusion.
Show how:	Make clear by what means.
State:	Give main points in brief, clear form
Summarise:	Give main points briefly, leaving out detail and examples.
To what extent:	Consider 'how far' something is true or supports the argument or action. Consider the opposite view. Give evidence for both. (The answer may lie between 'completely ' and 'not at all'.)
Trace:	Give the development or history from some point of origin and explain stage by stage.
Verify:	Show to be true, confirm, give evidence for.

Note: Key Terms provided by **Dr. Angela M. Taylor** and **Dr. Judy Turner**, Study Advisers at University of Reading.

Good Writing

Much of the work you will be asked to do at University is written. Written work is not only a way of communicating your understanding of a topic, but can also be a learning process in itself, prompting you to organise your knowledge and find new connections to other bodies of knowledge or facts.

Build your entire report around central ideas.

An outline built around a Thesis and Subtheses will do the job much better than one that only categorizes information or puts it into chronological order – although topical analysis and narrative also have their uses. In any case, whether you organize by thesis-subthesis, topic, or narrative, your central task is to ask penetrating, interpretive questions of your sources. Therefore structure your outline to let incidental facts recede as supporting evidence, and to emphasize answers to intelligent questions.

Facts and details should always be used to support the main ideas of your report in evident ways. You have to argue and use logic to move from point to point to make that happen.

Do not relegate the real point (or points) of the report to the conclusion. Make your point early on and make it central to the flow of thought.

Avoid self-conscious discussion of your work.

Draw your reader's attention to the points you are making, not to yourself and all the misery and sweat of your process of research and writing. Keep the focus on what you have to say, not on the question of how you hope to develop and say it. Do not parade around in your mental underwear. Show only the well-pressed and well-shined final product with everything tied up neatly in place.

Avoid self-conscious-sounding phrases such as: "now let us turn to"; "I will demonstrate that"; "now we see that"; even "I think that", or (even worse) "I feel that". Avoid use of first person.

If you must discuss methodology, do it in a preface; discussing sources is fine, but do this in a bibliographical essay.

Phrases that tell your reader explicitly what you intend to do or to do next, or that tell explicitly where to see emphasis, are crutches. They indicate weaknesses in your report's implicit development and emphasis.

The above does not mean that you offer the reader no cues and clues. Yes, it is important, in the opening paragraph or two of a report or a section, to lay out the essential question(s) you will address and often to hint at the answers you may find. But do it artistically, not with a heavy hand. In the cases of historiographical papers and book reviews you may of course discuss sources. Those cases are exceptions. There may be other exceptions.

Do not steal other writers' ideas.

You may not steal, but you may covet those ideas. You indicate your approval by quoting these sources.

Document EVERY quotation, paraphrase, or crucial idea that you borrow from a source.

Document those facts which you cannot consider common textbook knowledge – especially those which could be controversial or which are crucial to the development of your argument, analysis, or narrative.

Write in a concise and simple style.

Strive for clarity above cuteness; do not use jargon when common language will serve, nor a large word when a small one will serve, nor a foreign term when an English one will serve,

nor an abstract term where a vivid one is possible.

Learn first of all to write lean, tough, logical, precise prose. After you have learned that, you may begin to experiment with metaphors, allusions, and fancy phrases. But use these only if they add to communication and do not clutter up the argument.

Never use more words when you can make the point with fewer.

Trying to impress your reader with obscure vocabulary, erudition in foreign or specialized verbiage, and all such pretension, is not accepted.

Take special care to keep verbs in their active, verb form, rather than changing them into abstract nouns, usually with “-tion” endings. (“She helped organize.” Not: “She helped in the organization of.” “He was one who used Paul’s ideas.” Not: “He participated in the utilization of the ideas of Paul.”)

Write well designed paragraphs

Give a paragraph a significant unity; do not fragment your discussion into one short paragraph after another, and neither should you write a paragraph that fails to develop a topical idea.

Think of the paragraph as an instrument to develop an idea. The paragraph should have a recognizable idea, usually as a topic sentence.

Usually, three sentences are regarded as the minimum for a good paragraph, and most paragraphs should have more. Short paragraphs seldom develop ideas or nuances. They are for people with very short attention spans (which partly explains why journalists use them).

The maximum length for a good paragraph is roughly almost one typed, double-spaced page, although a report full of such long paragraphs will be tiring. A good length for most paragraphs is 1/3 to 1/2 of a page.

There are times to violate the no-one-or-two-sentence-paragraph rule: to make a statement stand out sharply for emphasis; or, to make a transition to a new section of the report.

Make facts clear to your intelligent reader.

Write as if your reader is intelligent – but totally uninformed on any particular subject: hence, identify all persons, organizations, etc., and in every way try to make your report a self-sufficient unit.

Here, the chief temptations are: to plunge into a subject without adequately establishing time, place, and context; and, to refer to authors and to obscure historical events as if everyone knew of them. The motive may even be snobbery, showing off one’s esoteric knowledge.

So, do not refer to facts in such a language that implies that the reader is already familiar with them, unless you have first established the facts. To do so will make the reader feel dumb. Often this rule means: using “a” or no article at all instead of using “the” or a possessive pronoun; and, remember not to put the reference in a subordinate clause.

In the first reference to a person, organization, or whatever, give the complete name (not only initials). Thereafter, unless a long space has elapsed, you may refer to a person only by last name (seldom the familiarity of only the first name). In the case of an organization, after the first reference you may use an acronym (e.g., CIA for Central Intelligence Agency) if you have made the meaning of the acronym clear.

Use quotations sparingly and judiciously.

Use quotations only for colour and clarity; if you must quote, quotations should not break the flow of your own language and logic, and your text should make clear whom you are quoting.

Effective quotation is a literary device – not a way to transfer information unprocessed and undigested from your sources to your reader.

Quoting does NOT add authority, unless you have already established that the source carries authority. Even then, paraphrasing may do as well or better. (Often, you should be able to write better than did the original author!)

Usually, for art's sake, do not quote whole sentences. Your language will flow better, without strange sentence structure and abrupt shifts in style, as long as you quote only short phrases and merge them nicely into your own stream of language.

One long quotation or several quotations in an indented block are out! If a quotation gets beyond about four lines (heaven forbid!), break it up, paraphrase, do something – but at all cost avoid a mass of undigested material without comment or argument.

Use footnotes wisely.

If you have too many footnotes, combine some or all that refer to a given paragraph. However, never make one footnote cover material in more than one paragraph. When in doubt, footnote. Don't relegate essential information to footnotes. Normally, discursive footnotes should be very few. If the information is important enough to print, use it in the text; otherwise save paper.

Write consistently in the past tense

The “historical present” causes more confusion than it is worth. Sense of time and context is first among the historian's contributions. Writing of past events in the present tense is usually evidence that the author lacked appreciation for historical setting.

Historical essays and book reviews present special problems. But even the author's act of writing a book took place in the past, even if only a year or two ago. Thus, Hofstadter ARGUED, not “argues”, in his *Age of Reform*. Hofstadter is now dead, and presumably cannot argue (present tense). Even if he were still living, we do not know that he has not changed his mind; authors do change their minds. On the other hand, the book, if it is the subject of the verb, does always continue to make the same point, so that you do use present tense. Thus, Hofstadter's *Age of Reform* “argues,” not “argued”.

Keep the reader firmly anchored in time. As you write, frequently intersperse time phrases: “in 1907”, “two years later”, or whatever. If the date is the more important, state the date; if the time which elapsed is the more important factor, use a phrase such as “two years later”.

Perfect tense is very helpful, indeed often necessary, for keeping the time line clear – especially when you shift or flash forward or backward from some reference point in time. (“In August, 1893 Smith met Jones at the World's Exhibition in Chicago. Three years earlier they had met in London. Now they met as old friends.”) Note “had met”.

Do not use passive voice.

Passive voice destroys clarity because often it does not make clear who did the acting. (“The order was given.”) In such cases, it fails to give complete information. Or even if it does give the information (“The order was given by Moses.”) it gives it back-end-forward. Why not: “Moses gave the order.”?

If you write many sentences in passive voice, check whether your language is not generally abstract and colourless.

Passive voice almost always goes with a style that lacks vigour and clear, direct statement.

Some people have the notion that passive, colourless writing shows scholarly objectivity. This idea is completely missing the point of good academic writing.

Note: These tips were prepared by **Theron F. Schlabach**, a professor of history at Goshen College, in Goshen, Indiana.



Four Study Steps

Study Letter

Follow these **four** steps carefully to complete **each module**.

1. Check Materials

Examine the contents of the material we mailed to you. The new methods of communication made possible by a revolution in **Information Technology** have enabled us to put everything we want to say, on CD. It is, however three times easier to read something in printed form. This is why we have some documents in both media for your convenience.

This mailing should contain the following material:

- A **Study Guide** (Only sent in the first mailing – this document)
- A printed **Text Book** for the course module
- An **e-Learning Resource CD** (only some modules)
- A **Module Report** with a **Course Material Order** on the reverse side (when distance mentored)

Use the following five documents contained in your **Study Guide** to build character:

- The **Christian Life Balance Sheet** personal guide
- **Alone With God** personal guide
- **Christian Virtues** – list of character traits
- **Bible Chapter Selection** (a list of 72 important Bible chapters)
- A list of 200 **Bible Memory Verses**

Familiarise yourself with each of the components of this Study Guide. Then auto-run the **e-Learning CD** containing everything in electronic format – It contains a wealth of material! (See page 4,5)

2. Plan your Studies

As you study you will enrich your life and improve your career opportunities. The person with the most skills gets the best job. You will have success if you **plan** and are **determined** to finish your studies. Here are a few tips: (See page 14,15)

- Decide to do one or two sections or 10 pages per day (go through the material to make a decision)
- Work every day with weekend breaks for a set amount of time (for instance, 30 minutes or one hour)
- Work at a specific place (where you can concentrate) and a chosen time (to develop a routine)
- Get regular sleep since your brain evaluates information in your sleep to store it logically

3. Read to Understand

There are a few basic steps considered to be fundamental to the learning process:

- **Preview** (get a quick overall picture), **Reading**, **Review** (go over the things you just read)
- **Skimming**. Quickly read the whole course module to get a complete picture)
- **Outlining** by underlining and making notes in the margin or anywhere near the text
- **Phrasing** – taking words from the text and group them together in meaningful ways

By working through the material, you will get the main idea and be able to predict questions

4. Report and Apply

When you get to the end of the module (having completed all sections) you now need to:

- Write the test(s) on paper or do the Web-test when/where available.
- Order the next course module.
- Ultimately apply for the document containing your **Qualification Certificate** and **Transcript**.

A transcript states which modules you have completed and its **credit value**. This is possible once everyone is registered on-line. Your qualification Certificate may be issued by **Calvary University** if you have registered at CU or you will get the certificate issued by **Calvary Academics**.

Student's Handbook

A concise tuition guide to students studying for a Certificate or completing a module

To study in a **Tuition Centre** or being **mentored**, we would like to show you what you should do in 9 easy steps. You will repeat steps 5 to 8 several times during your studies:

STUDY METHOD

1. Filling in the registration form.

The form will tell us who you are, what your postal address is and it will determine your **student number**. Whenever you communicate with us, please use your student number. The Student Number consists of your **Tuition Centre Number**, and then the follow-up number between 001 and 999 of that centre. You should write this down somewhere in order to remember it. Hand in the form and the prescribed registration fee to the Administration. Make sure the information on the registration form is complete.

2. Find out how the Tuition Centre operates.

Make sure you know what the **registration** and **study fees** are and what the arrangements are for paying them. Get the time schedule or class roster for your lectures.

Your Lecturer/Pastor will appoint someone to be your Student Leader, Tutor or Mentor to help you in your studies, to lead you in group discussion or counselling, etc. This will depend on circumstances in your Tuition Centre (**TC**).

Write his/her name, and also if possible his/her phone number on the form. If you have any questions about the work, first ask your Student Leader, Tutor or Mentor. If he/she cannot answer you, he/she will refer you to your Dean or one of the lecturers.

3. Look at your first set of material.

This set contains the first set of Lecture Books, one Work Book, a Study Guide, and later you will write the Module Test. You will write the test when you have finished the other Module work. You will also get a Task Book for practical work. (The A4 material is slightly different.)

The set of Lecture Books is the most important part of your material. These are like your Text Books – the word-for-word contents of what the average lecturer will say when you attend lectures in the **Tuition Centre** or **Bible School**.

When husband and wife study together, they may share the Lecture Books but must each have a Work Book to complete for each module. (For the A4 material there is more on the CD.)

4. Attend lectures regularly.

(or listen to a tape, watch a video or scan-read the material)

An average set contains about four Lecture Topics, each providing two to four or more lectures. As student you are attached to a Tuition Centre (TC) who will provide you with an opportunity to attend classes or a mentor will guide you through the extra work provided on a CD. A lecture schedule will be decided upon by the TC and this will ensure that you work through all 120 credits (about 1200 hours of activity) in one way or another. The TC will select from the Student Prospectus which lectures you will attend.

If you are not attending lectures at a Tuition Centre (a Bible School) and you are a Mentored Student of that Bible School, you still have a Pastor or Dean and a Mentor. Instead of attending the lectures you will go through the lectures on your own as described plus additional mentored student activities such as skills training and completing ministry tasks.

5. Read your first lecture.

At the back of the books you will see the book numbers. **E01** simply means book one in English. This means you are studying this course in English. (The A4 material do not indicate language)

The level of the language is however quite simple – you will understand it as if the lecturer is speaking to you. Read the Books in their numerical order before you attend the lecture or as otherwise arranged. Books come in groups or sets. The first set number is **EA** (set A in English) and goes with the Work Book **WEA** and module test **TEA**. Each set of 5 or 6 books has its own Work Book and allocated practical Task. The A4 book combines the Textbooks.

Reading the lecture (a second time or as pre-reading) could be done in the following way:

Read it aloud to yourself or to your family. Study it carefully and then explain it to some of your friends or colleagues who are also studying. Underline the **important thoughts**. Read it prayerfully to the Lord – if you don't understand, He will explain everything to you!

6. Fill in the Work Book

The Work Book helps you to understand the lecture better. It highlights **the most important points** in the lecture. When you try to answer the questions, you must go through the lecture once more. Repetition is a learning method. You may even underline the Lecture Book where you found a Work Book question.

When you have answered all the questions, take the answer sheets out of the middle of the book and compare your answers with these model answers (only A5). Marking your own Work Book and discovering your mistakes will also help you to get to know the subject matter.

7. Do the Module Reports/Essays/Assignments

Now look at the assignments for self-improvement or for marks to count towards your module grade. If there is one, do whatever it says and as the facilitator or group leader directs you. If it is a project over a long period of time, start on it soon in order to complete it.

The first instruction is usually to **READ** the material (point 5). Do whatever you have to do to get the best value out of the material: make notes, underline, highlight or make a summary – whichever method will give you a better understanding of the lecture. The assignment follows a see-think-do experience to cause the work to become part of you in a very practical way.

When you have completed the whole set, have your **student leader** or **tutor** go over the practical with you for discussion as indicated or when needed. Ask him or her any further questions that you may still have, and get your **Study Record** signed to indicate that the reading and the two module reports have been completed.

Working through the material several times in different ways – including practical implementation – is the **very best** study method.

8. Write the Test

When you have re-read all the Lectures, handed in the Assignment Reports, completed the Work Books and marked them using the model answers, you should now be able to study for your test. Make sure you know your work by looking at the Work Book questions.

The **SL, Tutor** or **Mentor** will give you the test and he (or she) will also mark it. You have 1½ hours to complete the test. For the Web-test you have a fixed amount of time to complete it.

The test result must be written on the **Study Record** which the **TC** keeps in a safe place. These test results will be sent in to Calvary so that you can get your Certificate or Diploma.

9. Order or Receive the Next Material

When you have finished your first module, you are ready to receive the next material. As you are in a Bible school this will be done for you **if** your fees are up to date. All student or candidate questions will **only** be handled by the local Bible School Administration.

May the Lord bless your studies.

Writing an Assignment

When you begin to write your assignment, you need to be aware of the **clear structure** of a piece of writing and the **style** you are using. After your introduction, consider your paragraphs, and your use of evidence. A good conclusion should then pull everything together.

Style

Much of what we take to be style amounts to the **economical use** of words and phrases. Each component of a sentence should have a **reason** for being there: it should have a clearly **defined function**. There should be no wasted effort: no unnecessary words or phrases that obscure the meaning of the sentence. Otherwise the **clarity of your thought** will be lost, leaving the reader wondering what it all means.

As a simple practical guide, keep in mind the following:

- Choose the **short simple word** over the long obscure one.
- Use the **active voice**.
- Rely on **nouns** and **verbs** to carry your meaning.
- Replace prepositional phrases with **prepositions**.
- Create fluency through **transitions**.

Introduction

There are very few students who wouldn't list an introduction as one of the most **difficult aspects** of writing an assignment. Much of this is due to the fact that most of us are **unsure** about what we should be doing in the introduction. If we don't know why we're doing something, we shouldn't be too surprised to find that we're not particularly good at it. So, set yourself **simple and clear objectives** that you want your introduction to fulfil. These should include **two things**:

1. The **interpretation** of the question (what is it getting at?)
2. The **structure** of your answer, the map, the reader is going to follow.

In this way you will ensure your examiners will realise the **relevance of your approach** to the question and that they will not get lost as they try to follow your **arguments** and **ideas**.

Paragraphs

Many students are unsure **how long paragraphs should be**, when to start and end them, and even what they are expected to do in them. It helps to give you a **simple formula**:

First, introduce the topic of the paragraph with a clear **topic sentence**, which picks up **an issue** you have already analysed in the introduction. Tying each paragraph into the introduction in this way will create a taut, **cohesive** and tightly reasoned assignment. Whenever possible use a **transition** at the beginning of the topic sentence to create **fluency between paragraphs**, or to indicate the

direction of your argument. Without these **logical indicators** readers can easily get lost as they wonder what you're doing and why it is relevant.

Then develop the topic of the paragraph through **analysis**, **criticism** and **discussion**.

Finally, complete the paragraph with **evidence and examples** that **illustrate** and **support** the points you have made. Let us discuss evidence for a moment.

Using Evidence

Without doubt this is one of the most neglected aspects of our writing. We tend to assume that all we have to do is **select** our evidence and then insert it into our assignment when our arguments need support. Yet the evidence we use serves to do much more than just support and illustrate our arguments. Used thoughtfully, it can help us **change the pace** of our writing, making our assignment **more readable**. And there is no other component of our assignments that can so effectively engage our readers' empathetic responses. You will find, then, that by looking carefully at the way you use evidence not only can you make your work more interesting, but also you can give it **real impact**.

Conclusions

Having got your readers safely to this point of being impressed by the believability of the points you made, without losing them or confusing them as to the **relevance** of your arguments, there is little you can do now to weaken your work. Nevertheless, there are still problems that can catch the unwary writer. You can do any of the following things, but above all try to create **cohesion** in your work by **tying the conclusion to the introduction**:

- Give your **opinions** as long as they match the strength of your arguments.
- **Summarise** the main points.
- Pick up the **theme** of the introduction.
- Suggest wider **implications**.
- **Predict** future trends.

Get **further help** on essay and assignment writing at:

<http://kimberlychapman.com/essay/essay.html>

http://www.classbrain.com/artaskcb/publish/article_78.shtml

<http://owl.english.purdue.edu/owl/resource/724/01/>

<http://www1.aucegypt.edu/academic/writers/>

<http://homeworktips.about.com/od/essaywriting/a/fiveparagraph.htm>

http://www.mantex.co.uk/samples/good_essays.htm

ucl.stanford.edu/pdf/ucl_writingstatementofpurpose.pdf

Mentored Student Spiritual Guide

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e-Sword Bible Study

To view the text of the Bible, Bible commentaries, study notes and dictionaries.

Software

e-Sword is a Bible study computer software package created by Rick Meyers and developed for Microsoft Windows and Pocket PC. Development started in January 2000. Since that time, it has continually grown in popularity, reaching 9,000,000 downloads in June 2009. e-Sword supports several English translations, as well as translations into many other languages.

Purpose

Rick Meyers desired to make Bible study freely available to anyone, while also providing power and depth to research. His theme verse is Matthew 10:8 "**Freely you receive. Freely give**". Rick Meyers states on the e-Sword homepage:

As a Bible student and teacher I have experienced the necessary work involved in searching the Scriptures for the competent preparation of a Bible study, Sunday school lesson, or a sermon. There are **volumes of books available as study tools** (and the Christian community is indebted to the various authors' perseverance and scholarship), but there is not enough time, money, or shelf space to properly take advantage of these resources. Computer software has changed the way we can study the Word of God. With a simple search or click of the mouse button, we now have access to these same volumes of scholarship within seconds!

Features

Version **9.7** offers the following components and functionality:

- Bible versions and can compare verses of all versions or 4 in parallel format
- Bible Reading Plan, Bible Markup Overlay and Gospel Harmony
- Commentary – Scripture references are displayed as ToolTips
- Dictionary with Spell Checking and a Thesaurus
- Devotional, Prayer and Scripture Memory Verse List
- Powerful search capabilities, even on Strong no's and exclude words from the search
- Map / Graphic Viewer for studying maps, charts, and other images
- Copy and print Scripture in a variety of formatting styles
- Verse Analysis Tool, Sermon Illustrations and Bookmarks
- STEP viewer for resources from QuickVerse, Bible Companion, and WORDsearch.
- Study Notes linked to text and creating "own" Commentary
- Topical Notes with printout capability with "preview" feature

The program allows the user to view the text of the **Bible, Bible commentaries**, study notes and **dictionaries**. Through its customizable layout the user can choose which of these resources to view at once, or how they are arranged in an optional **split screen view**.

Calvary Students

The student should install the programme from disk and get to know & use all the features.

Christian Life Balance Sheet

You are a Christian and consider yourself a good person. You want to know more and experience a deeper life in your spiritual walk with God. Don't we all feel like that? Read the following 7 points and draw up a **balance sheet** of where you are in your **Christian life**.

1. Understanding Salvation

A Christian has acknowledged to God that he or she is a **sinner at heart**, not only because of any specific sins but because we always turn to sin in some way or another. We are inherently bad and tend to follow the desires of the **old nature**. To restore this broken relationship, God has provided the **way of salvation**. Asking God to save must come with an honest acknowledgement of our weaknesses and a sincere plea for forgiveness. With that goes our total acceptance of **who Jesus is** and what He has done for us on the cross. He has forgiven those who accept Him in faith as Son of God, Saviour of sinners and true everlasting **Lord and Friend**. To such believers God gives freely: **forgiveness, peace and joy of freedom** as well as the **righteousness of Christ** which we do not deserve.

2. The Holy Spirit of God

The experience of salvation is as a result of the working of the Holy Spirit in our life. We respond in faith, answering with repentance of our sin and acceptance of His free gift of salvation. Our first willing response to the prompting of the Holy Spirit leads us to experience a beginning of **new life in the Spirit**. We are born **from above** as to our **spirit being**, restoring the image of God. In the spirit dimension we are able to believe or "have faith", resulting in a **changed character** with a new way of life of patience, longsuffering, mercy and being capable of making peace. As saved people we are able to see **the power of God's reign** in action in our life. This is called a life in the Spirit or being "**in Christ**".

The Lord Jesus when He departed said that He would send another comforter like Himself, the Holy Spirit, to strengthen, advise, teach and protect us. We were told to talk about Him in order to spread the **good news** of His love for us. We explain how He died for us in order to gain God's forgiveness for our sin. To help us in our witnessing to tell everyone about **God's grace**, the Lord is still working with us to confirm what we say about Him through miracles that follow the preached Word. We then see the **power** of the Holy Spirit at work through the miracles and healing.

3. Having a Prayer Life

God intended for us to talk to Him on a daily basis. With Adam and Eve He had an appointment in the cool of the afternoon in the beautiful Garden of Eden. For the Lord Jesus prayer was so important that He did nothing unless **He saw** what the Father intended Him to do. We can also have a prayer life like that. Prayer is **communication** with God. It is about getting two minds together. God hears what you are thinking and in turn you hear what God has in mind for you, within your circumstances and for your future. When we **pray** we do not have to have a lot of words or use a very **learned** kind of vocabulary. If you think of who God is – your heavenly Father – you can speak to Him just like you would speak to your earthly father. Of course, you must remember that you should have an endless amount of **respect** for God. Think of who He is when you speak to Him. Let Him know that you know and respect Him for who He is and that you want **His rule** in your life to be established more than anything. Let Him know that you want to obey His will and that you want **His plan for your life** to be fulfilled. Ask of Him what you really and absolutely need. He knows this already but wants to hear that you receive it from His hand, should you get it. This is a good

time to sort out your **needs** from your **greeds**. What you need most of all is the daily forgiveness you have received from God. Ask Him to help you to forgive others in the same way. He is in control of the Kingdom and all its glory that you experience every day as His child.

4. Reading your Bible

God's Word is the best and most popular book to read in the whole world. It can **nourish** us. This is because it provides food in the realm of our **spirit**. God is Spirit and the deep things of God can only be understood by reading the books that were inspired by His Holy Spirit. Yes, the Bible consists of 66 books or 1189 chapters, but it still forms **one Book**, speaking to us out of **one voice**. In it we find the history of mankind and how God made a wonderful plan **to rescue fallen man** from a certain and everlasting punishment by **a holy God**.

God has revealed the cause and the plan of restoration in His marvellous book, the Bible. You can read it to get to know God better and see for yourself all the **promises** He has for you, for now and for the future. Read it to be able to **teach** other people also. Many people have a deep seated hunger for the type of food it provides. See our list of **72 chapters** for a start.

5. Living in Obedience

Having been saved Jesus became our Lord and Saviour. Salvation is instantaneous – Lordship is forever. Our relationship with Jesus is one where he calls us His **friends** and we willingly call Him **Master** of our life. We are not obliged to do **good works** in order to be saved. We obey His commands because we love Him by doing the good works that were prepared for us to do (Eph 2:10). In His wisdom He directs us in the best ways because He loves us. Just like a good earthly parent, He knows what is best for us. In **these ways** we should live. Our spiritual hearing should be tuned in to His directing, warning, and loving voice – obey Him!

6. Witnessing to Others

“*You are my witnesses*”, Jesus once said (Luke 24:48; Acts 1:8). He has no others. It is not only something you have to go and do for Him, it is a description of **who you are**. The Lord did not envisage some of His followers to decide to gather up their belongings, wave the others goodbye to become witnesses for Him. It is not something you decide about doing someday (or not). You are **now** His witness – everyday, wherever you are, and whatever you do. It is therefore a **lifestyle**, not just something you do. It is not a task that you can start and finish. Be Jesus to others. Do what Jesus would have done in any given situation. Get to know Jesus through **the Word** in order to understand His **principles** and **values**. Then you will be able to **be His witness**.

7. Stewardship of All you Have

Being made a friend of Jesus and a son of the Father you have been given a **great inheritance**. You owe everything you have received to the merciful **act of forgiveness** and His **giving you all** through His grace. Grace is also known as **unmerited** (undeserved) **favour**. You owe God your life yet there is no **debt** that has to be fulfilled or paid back. You can earn nothing by means of anything you do. Your **works** may be as wonderful as you can produce, yet they are like filthy rags compared to what Jesus did for you on **the cross**. For this great inheritance, we encourage each other to live a truly thankful life. We can show our gratefulness through acts of kindness to others. The Word encourages us to share our wealth with the **poor** and **needy**. We do this collectively through the church when we bring **a tenth of our income** to God in the offering. This is one way of giving which has a promise of great blessing in return. (Malachi 3:10) Give and it will be given to you. Allow God to bless you when you give in the same way He has given His Son to you – **without holding back** and without expecting anything back in return. Yes, become like Jesus in how you handle the things you own.

Alone with God

Make an Appointment

If you want to be successful in your life in anything you do, apply time-management. Arrange your life to include a time in which your spirit can get fed in fellowship with God. You need time to reflect on His **principles** and His **promises**. At first you should put aside a short time to begin with which will become longer and will be used more frequently as you see how you benefit.

Focus on the Bible

God speaks through His Word. All that the Angels, the prophets and the Lord Jesus have said throughout the ages and all the deeper insight the gospel writers and the letter writers have had, they wrote their thoughts down as the Holy Spirit prompted them. We can read the messages to God's people still today. God's Word is described as being **living** and **powerful** which can reveal our innermost thoughts. It is true for all times and communicates to us God's **thoughts, warnings** and **promises**. **Note:** see the list of Bible chapters on the next page.

Have a Long Term Plan

Whenever you go on a journey you plot out an exact route along which you will travel. Study the Bible in order to get to know what God wants to say to you. Do not only read from one book of the Bible, but set out a plan to read and study all the important chapters of the Bible. At the end of this article we will give you a list of 72 important chapters. Read one of them this week and underline at least four verses in each chapter that stand out for you.

Speak to God and Listen

When you read your Bible **God speaks to you**. When you pray **you speak to God**. According to John 14:14 we may ask of God anything we need in prayer. The condition is that we ask in the name of **Jesus**. We then have the promise from the Lord that He will answer our prayer. When you pray, **act** in different ways: Without asking, **worship** God. Next, pray **confession** by going over the previous day. Then start with **thanksgiving**. Think about His love, mercies and the wonderful life you have by His grace. Lastly you can ask for favours by praying in **Supplication**. Remember the four acts of the soul to God:

- A**doration (worship Him)
- C**onfession (tell Him all)
- T**hanksgiving (for His goodness)
- S**upplication (to receive from Him)

Write down the **things** and the **people** you pray for and be ready to write down the **answer** you receive later, right next to your recording of the original request.

Apply God's Principles in your Life

As you study and allow God's Spirit to speak to you, you will become aware of many of God's principles which have an application in everyday life. You will often learn about something new, only to be able to apply it the very same day. This is God helping you to understand His heart more deeply by an opportunity for practical application. Listen to the promptings of God's Holy Spirit to do new things according to the truths you learn from the Word and from hearing His voice.

As you get alone with God you will get closer to Him - until you can experience His heartbeat.

Christian Virtues

When we have faith it is not of ourselves, but given to us as a gift of God. It is the first principle of grace and to faith we must add, being the basis and foundation of all good works, that it should not stand on its own. There ought to be virtue also, or good works along with it, by which faith may be perfected, in the sense that our faith in Christ may appear to be true and genuine.

Where there is true faith in Christ, we should stand firm and there should be a holy boldness to proclaim it. Bringing faith into action and to let it live we nurture Christian virtues, which are the fruits of the Spirit of God, and the fruit of his grace (they spring from the grace of God, are done in faith, by the assistance of the Spirit of Christ). These virtues operate by strength received from him, and directed by His love, with a view to bring glory to God.

There are many virtues listed in the Bible. Here is a list of 51 virtues with scripture references to encourage every Christian to bring their faith into practical life and reality.

Gentleness

Ps 18:35; Matt 11:29; 1Th 2:7

Benevolence

Matt 25:31-46; Matt 10:42

Consideration

Philemon 1:17; Luke 14:12-14

Courage

Jos 1:1-9; Ester 4:16; Acts 20:24

Honesty

Lev 19:36; Job 31:6

Tolerance

Mar 9:19; Rom 15:1; Heb 13:32

Boldness

Prov 28:8; Heb 4:16; Heb 13:6

Sincerity

2Cor 1:12,17; Col 3:22

Diligence

Prov 12:27; 2Cor 7:11; Heb 4:11

Confidence

Ps 65:5; Acts 28:31

Contentment

Luk 3:14; Phil 4:11

Compassion

Ex 2:6; Matt 14:14; Heb 5:2

Generosity

1Kings 10:13; Is 32:8; 2Cor 9:5

Helpfulness

Acts 20:20; Luk 5:7; Heb 4:16

Orderliness

Luk 1:3; Acts 21:24

Humility

Prov 22:4; 2Tim 2:25

Patience

Rom 15:4; Col 1:11; Jas 1:3,4

Loyalty

2 Sam 3:8; 1 Chr 12:38; Mt 6:24

Forgiveness

Gen 50:17; Dan 9:9; Acts 26:18

Purity

2 Cor 11:2; Tit 2:5; 1 Pet 3:2

Perseverance

Rom 5:3,4; Jas 5:11; 2 Pet 1:6

Meekness

2 Cor 10:1; Jas 1:21; Jas 3:13

Gratitude

Ps 100:4; Rom 1:21; Eph 5:4,20

Respect

Ps 40:4; Acts 5:34; Heb 12:9

Wisdom

Ex 28:3; 1 Cor 2:6,7; Eph 1:17

Composure

Prov 15:18 & 17:27; Jas 1:19

Attentiveness

Neh 8:3; Luk 19:48

Hospitality

Rom 12:13; 1 Tim 3; Heb 5:14

Discernment

Job 12:20; 2Sam 19:35; 1Ki 3:11

Encouragement

1 Ki 22:13; Acts 4:36 & 15:31;

Servant Leadership

Mk 9:37; Lk 22:25,26; Mt 20:

Stewardship

Mt 25:14-21; Gen 39:4,5; Lk 16:8

Commitment

Rom 12:1,2; Jos 24:14,15; Heb 3:17,18

Dependence on God

Is 10:20; Mat 6:25,26; Phil 4:6

Integrity

Gen 20:6; Prov 11:3; Tit 2:7

Passion

Luk 19:41; Acts 14:15; Jam 5:17

Obedience to God

Rom 16:19; 1Cor 10:5

Self-discipline

1Cor 9:24-27; Gen 4:6,7

Accountability

Matt 12:36; Rom 14:10-12

Friendship

Ex 33:11; Ps 101:5; Prov 13:20

Courtesy

Lev 19:32; Col 4:6; 1Pet 3:8

Faithfulness

Mat 25:21; Luk 16:10; Rev 2:10

Responsibility

1Sam 3:12-13; Mat 27:25; Heb 13:17

Peacefulness

Is 32:17; Mat 5:9; Rom 15:13

Creativity

Ex 31:3; Ex 35:35; 2Chr 2:7-9

Sacrifice

Jer 33:11; Rom 12:1; Heb 13:15

Enthusiasm

Ex 35:21; Mk 5:19-20; Rev 2:4-5

Joyfulness

Ps 4:7; Joh 15:11; Phil 4:4,5

Discretion

Prov 1:4; 2:11; 5:2; 8:12

Kindness

Ps 31:21; Prov 31:26; 2Cor 6:6

Hope

Lev 26:40-45; 1Cor 15:54-56; Phil 13:14

Bible Chapter Selection

There are 1189 chapters in the Bible. That is a lot to read with understanding. Start with a smaller number first. This list of 84 of **the most important Bible chapters** may prove useful to you. You are required to read four Chapters per module during your studies.

John 3 Born again	Revelation 1 Jesus who is to come	Ecclesiastes 11 Bread upon waters	Mark 15 The King forsaken for us
Ephesians 6 Armour of God	Psalms 19 God's perfect Word	John 19 The complete sacrifice	1 Thessalonians 4 Always with the Lord
Genesis 3 Fall & future	2 Chronicles 6 Blessing and prayer	Matthew 7 The Master Teacher	Genesis 12 To a land God shows
Matthew 6 Model prayer	Acts 1 Promise and ascencion	Deuteronomy 28 Blessings for obedience	Luke 23 Pilate to Paradise
Exodus 12 Passover symbols	1 Samuel 16 Servant King	Luke 2 A Saviour born to us	Joshua 24 Me and my house
Hebrews 11 Faith defined	Jude False teachers	Ephesians 2 Household of God	Matthew 28 Teaching disciples
Psalms 23 The Lord my Shepherd	Ecclesiastes 1 True Christianity	Psalms 103 All His benefits	Psalms 119 Walk in His ways
Romans 8 Life in the Spirit	2 Corinthians 5 New creation in Christ	John 15 Abide in Me	1 Corinthians 7 Married or single
Isaiah 40 God's greatness	Psalms 22 In distress trust Him	Numbers 14 Moses intercedes	Daniel 9 Your great mercies
John 17 Jesus' unifying prayer	John 20 Sent by the risen Christ	1 Corinthians 15 Resurrection explained	1 Timothy 3 Qualify for position
Revelation 21 Heaven to be with Him	Genesis 22 Father of faith tested	Luke 15 Lost and found	Romans 3 Justified by faith
Deuteronomy 32 God's faithfulness	Philippians 2 In humility like-minded	John 21 Fishing and feeding	Judges 16 In death victory
1 Corinthians 13 Faith, hope, LOVE	Isaiah 55 Drink, hear, seek the Lord	Isaiah 53 Justified by the Righteous	Mark 5 Compassion healing
John 1 The Lamb of God	Romans 12 Renewing of your mind	Mathew 24 End-time signs	Psalms 51 A clean heart
Ephesians 1 Destination in Christ	Psalms 91 The Lord my Refuge	2 Samuel 7 Davidic Covenant	Galatians 3 The just live by faith
Genesis 1 Heaven and earth	John 14 The Comforter promised	James 3 Controlling mouth & mind	Psalms 1 Righteous and wicked
Matthew 5 Kingdom for the blessed	Ezekiel 10 The Lord's Glory	Exodus 3 God's burning command	1 Peter 3 Wives and husbands
Hebrews 1 Jesus is superior	Colossians 1 Perfect in Christ Jesus	Acts 15 How we are saved	Job 1 Job's character test
Exodus 20 Exposing sin	Luke 24 Promise for witnesses	Jeremiah 31 Covenant promised	Matthew 27 Trial, crucifixion, burial
Acts 2 Power harvest	Proverbs 8 Excellence of Wisdom	1 John 1 True fellowship	Isaiah 6 Vision and comission
Isaiah 35 Glorious hope	Hebrews 12 Endure the race of faith	Proverbs 31 The virtuous wife	Revelation 7 Around the throne of God

Bybel Hoofstuk Keuselys

Daar is 1189 hoofstukke in die Bybel. Dis nogal baie om met volle begrip te lees. Begin gerus met 'n kleiner getal. Hier is 'n lys van 84 van **die belangrikste Bybel hoofstukke**. Dit word van jou verwag om tydens jou studies vier Hoofstukke per module te lees.

Johannes 3

Weer gebore

Efésiërs 6

Wapenrusting van God

Genesis 3

Sondeval & toekoms

Matthéüs 6

Model gebed

Eksodus 12

Paasfees simbole

Hebreërs 11

Geloof beskrywe

Psalm 23

Die Here is my Herder

Romeine 8

Lewe in die Gees

Jesaja 40

God se grootheid

Johannes 17

Jesus se gebed vir eenheid

Openbaring 21

In die Hemel by Hom

Deuteronomium 32

God se getrouheid

1 Korinthiërs 13

Geloof, Hoop, LIEFDE

Johannes 1

Die Lam van God

Efésiërs 1

Bestemming in Christus

Genesis 1

Hemel en aarde

Matthéüs 5

Koninkryk vir die gesëendes

Hebreërs 1

Jesus is meer voortreflik

Eksodus 20

Sonde blootgelê

Hand 2

Oes van krag

Jesaja 35

Heerlike hoop

Openbaring 1

Jesus wat kom

Psalm 19

God se volmaakte Woord

2 Kronieke 6

Seën en gebed

Handelinge 1

Belofte en Hemelvaart

1 Samuel 16

Dienende Koning

Judas

Vals leeraars

Prediker 1

Ware Christene

2 Korinthiërs 5

Nuwe skepping in Christus

Psalm 22

In verdrukking vertrou op Hom

Johannes 20

Die verrese Christus stuur

Genesis 22

Vader van geloof getoets

Philippense 2

Eensgesind in nederigheid

Jesaja 55

Drink, hoor, soek die Here

Romeine 12

Vernuwing van jou gemoed

Psalm 91

Die Here my toevlug

Johannes 14

Die vertrooster belowe

Esegiël 10

Volmaak in Christus Jesus

Colossense 1

Belofte vir getuies

Lukas 24

Uitnemendheid van wysheid

Spreuke 8

Wedloop van geloof enduit

Hebreërs 12

Brood op die water

Prediker 11

Die volkome offer

Johannes 19

Die Meester Leraar

Matthéüs 7

Seëninge vir gehoorsaamheid

Deuteronom. 28

'n Redder vir ons gebore

Lukas 2

Huishouding van God

Efésiërs 2

Al sy weldade

Psalm 103

Bly in My

Johannes 15

Moses tree in

Numeri 14

Opstanding verduidelik

1 Korinthiërs 15

Verlore en gevind

Lukas 15

Visvang en voed

Johannes 21

Geregverdig deur die geregverdigde

Jesaja 53

Eind-tyd tekens

Matthéüs 24

Verbond van Dawid

2 Samuel 7

Rondom die troon van God

Jakobus 3

Beheer mond en verstand

Eksodus 3

God se brandende opdrag

Handelinge 15

Hoe ons gered word

Jeremia 31

Verbond belowe

1 Johannes 1

Ware gemeenskap

Spreuke 31

Die deugsame vrou

Markus 15

Koning vir ons verlaat

1 Tessalon. 4

Vir altyd by die Here

Genesis 12

'n land wat God aanwys

Lukas 23

Van Pilatus tot Paradys

Josua 24

Ek en my huis

Matthéüs 28

Leer die dissipels

Psalm 119

Wandel in Sy weë

1 Korinthiërs 7

Getroud of enkel

Daniël 9

U groot genade

1 Timoteüs 3

Kwalifiseer vir posisie

Romeine 3

Geregverdig deur die geloof

Rigters 16

Oorwinning in die dood

Markus 5

Meegevoel genesing

Psalms 51

'n Rein hart

Galasiërs 3

Lewe deur geloof

Psalm 1

Regverdiges, verlorenes

1 Petrus 3

Vroue & eggenote

Job 1

Job se karaktertoets

Matthéüs 27

Oordeel, gekruisig, begrawe

Jesaja 6

Visie en opdrag

Openbaring 7

Rondom God se troon

Christian Words for New Believers

Christians have their vocabulary which isn't always clearly understood by new-Christians. We need to be sure that we are clear when we talk about things that have to do with our faith. Here's a short glossary to help you get started.

- Confess** – Confess is used in two major ways in the Bible. The first type of confession is the confession or **admission of sin**. The second kind of confession is the **confession of faith**. This is where the Christian declares his or her faith, usually publicly, or declares his or her faith as a part of witnessing.
- Disciple** – Though **disciple** is often used interchangeably with **apostle** (sent ones), they are not the same thing. What confuses people is probably the fact the Jesus' disciples (who were his first **followers** and **students**) were also the first apostles. A disciple is a student and Christians are disciples or students of Christ. A disciple becomes like the one who mentors.
- Grace** – Grace refers to God's love and mercy towards us even though we are undeserving. We cannot earn His grace – it's His gift to us **when we accept the sacrifice** that Christ made for us on the cross.
- Holy Spirit** – Christian denominations teach that God is triune, or three beings in one. The Godhead is made up of **the Father, Jesus** and **The Holy Spirit**. The Holy Spirit is sometimes called the Holy Ghost (in older English). Some Christians describe the trinity as God the Father as the Mind, Jesus as the Body and the Holy Spirit as the Spirit (or power) of God.
- Lamb of God** – Jesus refers to Himself as the Lamb of God several times in the New Testament. In Old Testament times, lambs were used as sacrifices and **their blood washed away sins**. These lambs all pointed to Jesus. Jesus came as the final sacrifice, taking the place of the lamb.
- Redemption** – Redemption refers to the work that Jesus did to redeem our souls. To redeem is to **purchase for a price**. The price paid for our redemption was Jesus' life. We didn't have to pay the price of our sin or transgression. Jesus did it for us. For this reason He is called the Redeemer.
- Repent** – Repent means to turn away. When Christians talk about the need to repent from sin, they're saying that we need to **turn away** from those things that we know offend God. It is essentially a **change of heart**.
- Salvation** – Salvation is the gift of eternal life that God offers us. In order to claim the gift, we accept the sacrifice that Jesus made for our sins. We ask Jesus to wash away our sins so that we can come before God blameless. The price of sin is eternal death but the gift of salvation is eternal life. By taking the penalty for all our sins, Jesus can offer us the gift of salvation.
- Sin** – Sin means to **miss the mark**. Sin is what separates us from God. It's doing those things we do that we know are wrong but we do them anyway. Our goal as Christians is to strive to **eliminate sin** from our lives; to hit the mark every time and do those things that **please** and **honour God**.
- Witness** – A witness tells what he or she has **seen**. When Christians talk about witnessing, we mean that we are to tell people what we have seen Christ do in our lives. We affirm that we believe Christ to be our Saviour and were made free. Witnessing is one of the fundamental responsibilities of a Christian.

Bible Memory Verses

On these pages we present a **Scripture Memory Programme** to help students get the word of God into their lives. We have chosen to include Bible verses on a broad range of topics. There are approximately 160 Scripture references containing about 200 verses covering broad areas of theology and ministry. The different programmes and each Training Centre or Tutor/Mentor will inform you in which way you must participate in this programme. We hope you will learn a lot and that you will enjoy memorising the Word!

Your life will be enriched as a result of the **Scripture Memory Programme**:

- Memorising the Bible is one of the best ways to “get the Word of God into your life”. The moments spent in memorisation and meditation pay off rich dividends in your **relationship with God**. You will be able to share these treasures with others in the body, and will be able to explain the gospel to those who have not yet heard the Good News.
- Some people want to memorise, but often fail because of the lack of a plan. Divide the verses over the time in which you will complete your studies, e.g. Certificate and Diploma (two Scriptures per week). Mark off the verses you have selected once:
- Seek God in prayer for the **strength and the discipline** to memorise his Word. Find a friend or ask your **Mentor** to encourage you to memorise the verses.
- When memorising a verse, **read the context in the Bible** before and after the verse in order to correctly understand what the verse means.
- Repeat the verse **aloud** several times to retain it. Now mark the second box.
- **Prayerfully review** a few of your verses every day to remember them for future use.
- **Meditate** on the word of God as you memorise it. Ask God what He means by the verse in its context. **Listen to His voice** to hear what He says to you through the verse.

Prayerful meditation will lead to personal application which results in a deeper spiritual life and an increased love for people. This is the goal of our **Scripture Memory Programme**.

The Scripture verses are arranged in **ten sections**, following the divisions of Systematic Theology:

The Bible	Man and Sin
God	Salvation
Jesus Christ	The Church
The Holy Spirit	End Times
Angels	The Gospel Outline

These categories provide an organized structure for the main areas of Scriptural revelation. Each section has a further breakdown into sub-categories. There is enough material to keep you going for two to four years. A few important verses have been repeated a couple of times in the outline. They contain such a lot of information that they cannot be placed under just one category.

Decide on a memorisation rate that is manageable for you and still challenging enough. The best plan is perhaps one or two per week. In most cases we have placed two verses under each of the sub-categories, though the Bible has many verses that could be listed. By memorising two references with understanding of their contexts, you can complete one topic per week and begin the exciting process of comparing Scripture with Scripture.

Note: The scripture text quoted is from the New King James Bible. The first verse is not numbered but texts with multiple verses show the numbers of the consecutive verses. Memory verses are numbered from 1 to 162 with a small initial number to help you with planning or finding your verses in this long list.

1. The Bible

A. Its Authority

Matthew 4:4

1 But He answered and said, "It is written, 'Man shall not live by bread alone, but by every word that proceeds from the mouth of God.

2 Timothy 3:16-17

2 All Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness, 17 that the man of God may be complete, thoroughly equipped for every good work.

B. The Need to Study and Meditate on the Bible

Psalm 1:2

3 But his delight is in the law of the LORD, And in His law he meditates day and night.

2 Timothy 2:15

4 Be diligent to present yourself approved to God, a worker who does not need to be ashamed, rightly dividing the word of truth.

C. Examples of People Studying and Obeying God's Word

Ezra 7:10

5 ... Ezra had prepared his heart to seek the Law of the LORD, and to do it, and to teach statutes and ordinances in Israel.

Acts 17:11

6 These [Jews] were more fair-minded than those in Thessalonica, in that they received the word with all readiness, and searched the Scriptures daily to find out whether these things were so.

2. God

A. He is Creator

Genesis 1:1

7 In the beginning God created the heavens and the earth.

Revelation 4:11

8 "You are worthy, O Lord, To receive glory and honor and power; For You created all things, And by Your will they exist and were created."

B. He is a Trinity

Ephesians 1:3 – The Father is God

9 Blessed be the God and Father of our Lord Jesus Christ, who has blessed us with every spiritual blessing in the heavenly places in Christ.

Hebrews 1:8 – The Son is God

10 ... but of the Son he says, "Your throne, O God, is forever and ever, a scepter of righteousness is the scepter of your kingdom.

Acts 5:3-4 – The Spirit is God

11 But Peter said, "Ananias, why has Satan filled your heart to lie to the Holy Spirit and keep back part of the price of the land for yourself? 4 While it remained, was it not your own? And after it was sold, was it not in your own control? Why have you conceived this thing in your heart? You have not lied to men but to God."

Deuteronomy 6:4 – His Essential Unity; there is only one God



12 “Hear, O Israel: The LORD our God, the LORD is one!

C. His Power

Jeremiah 32:17



13 ‘Ah, Lord GOD! Behold, You have made the heavens and the earth by Your great power and outstretched arm [great strength]. There is nothing too hard for You.

Romans 1:20



14 For since the creation of the world His invisible attributes are clearly seen, being understood by the things that are made, even His eternal power and divine nature, so that they are without excuse,

D. His Knowledge and Wisdom

Jeremiah 10:12



15 He has made the earth by His power, He has established the world by His wisdom, And has stretched out the heavens at His discretion.

Romans 11:33



16 Oh, the depth of the riches both of the wisdom and knowledge of God! How unsearchable are His judgments and His ways past finding out!

E. His Presence

Jeremiah 23:24 – God is omnipresent



17 Can anyone hide himself in secret places, So I shall not see him?” says the LORD; “Do I not fill heaven and earth?” says the LORD.

F. His Sovereignty

Ezekiel 12:28



18 Therefore say to them, ‘Thus says the Lord GOD: “None of My words will be postponed any more, but the word which I speak will be done,” says the Lord GOD.’ “

Ephesians 1:11



19 In Him [Christ] also we have obtained an inheritance, being predestined according to the purpose of Him who works [accomplishes] all things according to the counsel of His will

G. His Love

Psalms 33:18



20 Behold, the eye of the LORD is on those who fear Him [loyal followers], On those who hope in His mercy

1 John 4:10



21 In this is love, not that we loved God, but that He loved us and sent His Son to be the propitiation [atoning sacrifice] for our sins.

H. His Holiness

Exodus 15:11



22 “Who is like You, O LORD, among the gods? Who is like You, glorious [majestic] in holiness, Fearful in praises, doing wonders?

Revelation 15:4



23 Who shall not fear You, O Lord, and glorify Your name? For You alone are holy. For all nations shall come and worship before You, For Your judgments have been revealed.”

I. His Faithfulness

Lamentations 3:22-23

24 Through the LORD's mercies we are not consumed, Because His compassions fail not. 23 They are new every morning; Great is Your faithfulness.

1 Corinthians 1:9

25 God is faithful, by whom you were called into the fellowship of His Son, Jesus Christ our Lord.

J. His Immutability – God does not change

Hebrews 13:8

26 Jesus Christ is the same yesterday, today and forever!

James 1:17

27 Every good gift and every perfect gift is from above, and comes down from the Father of lights, with whom there is no variation or shadow of turning [the slightest hint of change].

3. Jesus Christ

A. His Deity

Hebrews 1:8

28 ... but of the Son he says, "Your throne, O God, is forever and ever, and a righteous scepter is the scepter of your kingdom

John 1:1

29 In the beginning was the Word, and the Word was with God, and the Word was God.

B. His Humanity

Luke 2:52

30 And Jesus increased in wisdom and stature, and in favour with God and men.

John 1:14

31 And the Word became flesh and dwelt among us, and we beheld His glory, the glory as of the only begotten of the Father, full of grace and truth.

C. His Crucifixion

Mark 15:24

32 And when they crucified Him, they divided His garments, casting lots [throwing dice] for them to determine what every man should take.

John 19:18

33 ... Golgotha [Calvary] 18 where they crucified Him, and two others with Him, one on either side, and Jesus in the center.

D. His Resurrection

Acts 2:24

34 [Jesus] whom God raised up, having loosed the pains of death, because it was not possible that He should be held by it.

1 Corinthians 15:20

35 But now Christ is risen from the dead, and has become the firstfruits of those who have fallen asleep.

E. His Exaltation

Acts 2:36



36 “Therefore let all the house of Israel know assuredly that God has made this Jesus, whom you crucified, both Lord and Christ.”

Ephesians 1:18-21



37 [Since] the eyes of your understanding being enlightened; that you may know what is the hope of His calling, what are the riches of the glory of His inheritance in the saints, 19 and what is the exceeding greatness of His power toward us who believe, according to the working of His mighty power 20 which He worked in Christ when He raised Him from the dead and seated Him at His right hand in the heavenly places, 21 far above all principality and power and might and dominion, and every name that is named, not only in this age but also in that [age] which is to come.

4. The Holy Spirit

A. His Deity

Acts 5:3-4



38 But Peter said, “Ananias, why has Satan filled your heart to lie to the Holy Spirit and keep back part of the price of the land for yourself? 4 While it remained, was it not your own? And after it was sold, was it not in your own control? Why have you conceived this thing in your heart? You have not lied to men but to God.”

B. His Personality

1 Cor 2:11 – He Thinks



39 For what man knows the things of a man except the spirit of the man which is in him? Even so no one knows the things of God except the Spirit of God.

Ephesians 4:30 – He Feels



40 And do not grieve the Holy Spirit of God, by whom you were sealed for the day of redemption.

1 Cor 12:11 – He Acts



41 But one and the same Spirit works all these things, distributing to each one individually as He wills.

C. His Work

In Revelation and Inspiration

a. 2 Samuel 23:2



42 “The Spirit of the LORD spoke by me, And His word was on my tongue.

b. 2 Peter 1:20-21 (cf. also Acts 1:16; 1 Cor 2:13; 2 Timothy 3:16)



43 ... (knowing this first, that) no prophecy of Scripture is of any private interpretation, 21 for prophecy never came by the will of man, but holy men of God spoke as they were moved by the Holy Spirit.

In Creation

a. Genesis 1:2



44 The earth was without form, and void; and darkness was on the face of the deep. And the Spirit of God was hovering over the face of the waters.

b. Psalm 104:30



45 You send forth Your Spirit, they are created; And You renew the face of the earth.

In the Life and Death of Christ

a. Luke 1:35 – His Virgin Birth



46 And the angel answered and said to her, “The Holy Spirit will come upon you, and the power of the Highest will overshadow you; therefore, also, that Holy One who is to be born will be called the Son of God.

b. Acts 10:37-38; Matthew 12:28 – Ministry and Miracles



47 ... that word you know, which was proclaimed throughout all Judea, and began from Galilee after the baptism which John preached: 38 how God anointed Jesus of Nazareth with the Holy Spirit and with power, who went about doing good and healing all who were oppressed by the devil, for God was with Him.

c. Hebrews 9:14 – His death



48 ... how much more shall the blood of Christ, who through the eternal Spirit offered Himself without spot to God, cleanse your conscience from dead works to serve the living God?

In the Church

a. 1 Corinthians 12:13 – His Baptizing



49 For by one Spirit we were all baptized into one body — whether Jews or Greeks, whether slaves or free — and have all been made to drink into one Spirit.

b. 2 Corinthians 1:21-22; Ephesians 1:13 – His Sealing



50 Now He who establishes us with you in Christ and has anointed us is God, 22 who also has sealed us and given us the Spirit in our hearts as a guarantee.

c. 1 Corinthians 3:16 – His Indwelling



51 Do you not know that you are the temple of God and that the Spirit of God dwells [lives] in you?

d. Ephesians 5:18 – His Filling



52 And do not be drunk with wine, in which is dissipation [immoral behaviour]; but be filled with the Spirit

e. 1 Corinthians 12:11 – His Gifting



53 But one and the same Spirit works all these things, distributing to each one individually as He wills.

f. His Sanctifying Work (Romans 15:16; Galatians 5:16)



5. Holy and Fallen Angels

A. Holy Angels

Daniel 12:1 (cf. Job 38:6-7)



54 “At that time Michael shall stand up, The great prince who stands watch over the sons of your people. And there shall be a time of trouble, Such as never was since there was a nation, Even to that time. And at that time your people shall be delivered, Every one who is found written in the book.

Hebrews 1:14

55 Are they not all ministering spirits sent forth to minister for those who will inherit salvation?

1 Timothy 5:21

56 I charge you before God and the Lord Jesus Christ and the elect angels that you observe these things without prejudice, doing nothing with partiality.

B. Fallen Angels

Demons

a. Ephesians 6:12 – Carry out the Devil’s wishes

57 For we do not wrestle against flesh and blood, but against principalities [demonic princes], against powers, against the rulers of the darkness of this age, against spiritual hosts of wickedness in the heavenly places.

b. 1 Timothy 4:1 – They teach false doctrines

58 Now the Spirit expressly says that in latter times some will depart from the faith, giving heed to deceiving spirits and doctrines of demons.

c. 1 Samuel 16:14 – God uses demons for his own purposes

59 But the Spirit of the LORD departed from Saul, and a distressing spirit from the LORD troubled him.

Satan

a. Ezekiel 28:14, 17 – His nature and fall

60 “You were the anointed cherub who covers; I established you; You were on the holy mountain of God; You walked back and forth in the midst of fiery stones. 17 Your heart was lifted up because of your beauty; You corrupted your wisdom for the sake of your splendor; I cast you to the ground, I laid you before kings, That they might gaze at you.”

b. Job 1:12 – God controls him

61 And the LORD said to Satan, “Behold, all that he has is in your power; only do not lay a hand on his person.” So Satan went out from the presence of the LORD.

c. John 8:44 – He is a murderer

62 You are of your father the devil, and the desires of your father you want to do. He was a murderer from the beginning, and does not stand in the truth, because there is no truth in him. When he speaks a lie, he speaks from his own resources, for he is a liar and the father of it.

d. 2 Corinthians 4:4 – The god of this world

63 ... whose minds the god of this age has blinded, who do not believe, lest the light of the gospel of the glory of Christ, who is the image of God, should shine on them.

e. James 4:8 – To be resisted by Christians

64 Draw near to God and He will draw near to you. Cleanse your hands, you sinners; and purify your hearts, you double-minded.

f. 1 Peter 5:8 – He is our enemy

65 Be sober, be vigilant; because your adversary the devil walks about like a roaring lion, seeking whom he may devour.

g. 1 John 5:19 – The whole world is under his influence

66 We know that we are of God, and the whole world lies under the sway of the wicked one.

h. Revelation 12:3 – Compared to a dragon



67 And another sign appeared in heaven: behold, a great, fiery red dragon having seven heads and ten horns, and seven diadems on his heads.

6. Man and Sin

A. Created by God

Genesis 1:26-27



68 Then God said, “Let Us make man in Our image, according to Our likeness; let them have dominion over the fish of the sea, over the birds of the air, and over the cattle, over all the earth and over every creeping thing that creeps on the earth.” 27 So God created man in His own image; in the image of God He created him; male and female He created them.

Psalm 139:13-14



69 For You formed my inward parts; You covered me in my mother’s womb. 14 I will praise You, for I am fearfully and wonderfully made; Marvelous are Your works, And that my soul knows very well.

B. Fallen and Sinful

Romans 3:23 – All have fallen



70 ... for all have sinned and fall short of the glory of God,

Ephesians 2:1-2



71 And you He made alive, who were dead in trespasses and sins, 2 in which you once walked according to the course of this world, according to the prince of the power of the air, the spirit who now works in the sons of disobedience,

James 3:9



72 With it we bless our God and Father, and with it we curse men, who have been made in the similitude of God.

22 (Since James says that men after the fall are still made in the likeness of God, it follows that sin has not totally effaced God’s likeness or image in man.)

7. Salvation – Grace underlies salvation

A. Election

Acts 13:48



73 Now when the Gentiles heard this, they were glad and glorified the word of the Lord. And as many as had been appointed to eternal life believed.

Ephesians 1:3-4



74 Blessed be the God and Father of our Lord Jesus Christ, who has blessed us with every spiritual blessing in the heavenly places in Christ, 4 just as He chose us in Him before the foundation of the world, that we should be holy and without blame before Him in love,

B. Calling

Romans 1:6



75 ... among whom you also are the called of Jesus Christ;

1 Peter 2:9



76 But you are a chosen generation, a royal priesthood, a holy nation, His own special people, that you may proclaim the praises of Him who called you out of darkness into His marvelous light;

C. Conversion

Repentance

a. Acts 17:30

77 Truly, these times of ignorance God overlooked, but now commands all men everywhere to repent,

b. Acts 20:21

78 ... testifying to Jews, and also to Greeks, repentance toward God and faith toward our Lord Jesus Christ.

c. 2 Corinthians 7:10

79 For godly sorrow produces repentance leading to salvation, not to be regretted; but the sorrow of the world produces death.

Believing Apart from Good Works

a. John 1:12

80 But as many as received Him, to them He gave the right to become children of God, to those who believe in His name:

b. John 5:24

81 "Most assuredly, I say to you, he who hears My word and believes in Him who sent Me has everlasting life, and shall not come into judgment, but has passed from death into life.

c. Ephesians 2:8-9

82 For by grace you have been saved through faith, and that not of yourselves; it is the gift of God, 9 not of works, lest anyone should boast.

d. Titus 3:5

83 ... not by works of righteousness which we have done, but according to His mercy He saved us, through the washing of regeneration and renewing of the Holy Spirit,

e. Romans 4:5

(read entire chapter and 5:1ff)

84 But to him who does not work but believes on Him who justifies the ungodly, his faith is accounted for righteousness,

D. Justification

Romans 5:1 (cf. Romans 3:21-26)

85 Therefore, having been justified by faith, we have peace with God through our Lord Jesus Christ,

Galatians 3:24

86 Therefore the law was our tutor to bring us to Christ, that we might be justified by faith.

E. Redemption

Ephesians 1:7

87 In Him we have redemption through His blood, the forgiveness of sins, according to the riches of His grace

1 Peter 1:18-19

88 ... knowing that you were not redeemed with corruptible things, like silver or gold, from your aimless conduct received by tradition from your fathers, 19 but with the precious blood of Christ, as of a lamb without blemish and without spot.

F. Propitiation

Romans 3:25



89 whom God set forth as a propitiation by His blood, through faith, to demonstrate His righteousness, because in His forbearance God had passed over the sins that were previously committed,

1 John 2:2



90 And He Himself is the propitiation for our sins, and not for ours only but also for the whole world.

G. Reconciliation

Romans 5:10



91 For if when we were enemies we were reconciled to God through the death of His Son, much more, having been reconciled, we shall be saved by His life.

2 Corinthians 5:19-20



92 ... that is, that God was in Christ reconciling the world to Himself, not imputing their trespasses to them, and has committed to us the word of reconciliation. 20 Now then, we are ambassadors for Christ, as though God were pleading through us: we implore you on Christ's behalf, be reconciled to God.

H. Security

John 10:28-30



93 And I give them eternal life, and they shall never perish; neither shall anyone snatch them out of My hand. 29 My Father, who has given them to Me, is greater than all; and no one is able to snatch them out of My Father's hand. 30 I and My Father are one."

2 Corinthians 1:21-22



94 Now He who establishes us with you in Christ and has anointed us is God, 22 who also has sealed us and given us the Spirit in our hearts as a guarantee.

Romans 8:30



95 Moreover whom He predestined, these He also called; whom He called, these He also justified; and whom He justified, these He also glorified.

I. The Spiritual Life

The Holy Spirit

a. Two Positive Commands

i. Ephesians 5:18



96 And do not be drunk with wine, in which is dissipation; but be filled with the Spirit,

ii. Galatians 5:16



97 I say then: Walk in the Spirit, and you shall not fulfill the lust of the flesh.

b. Two Negative Commands

i. Ephesians 4:30



98 And do not grieve the Holy Spirit of God, by whom you were sealed for the day of redemption.

ii. 1 Thessalonians 5:19



99 Do not quench the Spirit.

Faith

a. Romans 4:20-21



100 He did not waver at the promise of God through unbelief, but was strengthened in faith, giving glory to God, 21 and being fully convinced that what He had promised He was also able to perform.

b. Hebrews 11:6



101 But without faith it is impossible to please Him, for he who comes to God must believe that He is, and that He is a rewarder of those who diligently seek Him.

Love

a. John 13:34-35



102 A new commandment I give to you, that you love one another; as I have loved you, that you also love one another. 35 By this all will know that you are My disciples, if you have love for one another.”

b. 1 Peter 1:22-23



103 Since you have purified your souls in obeying the truth through the Spirit in sincere love of the brethren, love one another fervently with a pure heart, 23 having been born again, not of corruptible seed but incorruptible, through the word of God which lives and abides forever,

Daily Forgiveness

a. 1 John 1:9



104 If we confess our sins, He is faithful and just to forgive us our sins and to cleanse us from all unrighteousness.

b. Colossians 3:13



105 ... bearing with one another, and forgiving one another, if anyone has a complaint against another; even as Christ forgave you, so you also must do.

Humility

a. Philippians 2:3-4



106 Let nothing be done through selfish ambition or conceit, but in lowliness of mind let each esteem others better than himself. 4 Let each of you look out not only for his own interests, but also for the interests of others.

b. James 4:10



107 Humble yourselves in the sight of the Lord, and He will lift you up.

Good Works

a. Galatians 6:9-10



108 And let us not grow weary while doing good, for in due season we shall reap if we do not lose heart. 10 Therefore, as we have opportunity, let us do good to all, especially to those who are of the household of faith.

b. 1 Peter 2:12



109 ... having your conduct honorable among the Gentiles, that when they speak against you as evildoers, they may, by your good works which they observe, glorify God in the day of visitation.

Dependence on God

a. 2 Corinthians 1:9



110 Yes, we had the sentence of death in ourselves, that we should not trust in ourselves but in God who raises the dead,

b. 2 Corinthians 12:9



111 And He said to me, "My grace is sufficient for you, for My strength is made perfect in weakness." Therefore most gladly I will rather boast in my infirmities, that the power of Christ may rest upon me.

c. 1 Peter 5:7



112 ... casting all your care upon Him, for He cares for you.

J. Ministry

Obedience

a. John 14:21



113 He who has My commandments and keeps them, it is he who loves Me. And he who loves Me will be loved by My Father, and I will love him and manifest Myself to him."

b. Philippians 2:12-13



114 Therefore, my beloved, as you have always obeyed, not as in my presence only, but now much more in my absence, work out your own salvation with fear and trembling; 13 for it is God who works in you both to will and to do for His good pleasure.

Preaching the Gospel

a. Acts 1:8



115 But you shall receive power when the Holy Spirit has come upon you; and you shall be witnesses to Me in Jerusalem, and in all Judea and Samaria, and to the end of the earth."

b. Romans 1:16



116 For I am not ashamed of the gospel of Christ, for it is the power of God to salvation for everyone who believes, for the Jew first and also for the Greek.

The Great Commission

a. Matthew 28:19-20



117 Go therefore and make disciples of all the nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, 20 teaching them to observe all things that I have commanded you; and lo, I am with you always, even to the end of the age." Amen.

b. Colossians 1:28-29



118 Him we preach, warning every man and teaching every man in all wisdom, that we may present every man perfect in Christ Jesus. 29 To this end I also labor, striving according to His working which works in me mightily.

Using One's Gifts to Serve the Body

a. Romans 12:7-8



119 ... or ministry, let us use it in our ministering; he who teaches, in teaching; 8 he who exhorts, in exhortation; he who gives, with liberality; he who leads, with diligence; he who shows mercy, with cheerfulness.

b. 1 Peter 4:10



120 As each one has received a gift, minister it to one another, as good stewards of the manifold grace of God.

8. Church

A. Universal and Local

Colossians 1:18 – The universal body of Christ



121 And He is the head of the body, the church, who is the beginning, the firstborn from the dead, that in all things He may have the preeminence.

1 Corinthians 1:2 – Local expression of the universal church



122 To the church of God which is at Corinth, to those who are sanctified in Christ Jesus, called to be saints, with all who in every place call on the name of Jesus Christ our Lord, both theirs and ours:

B. Leadership

Acts 20:28



123 Therefore take heed to yourselves and to all the flock, among which the Holy Spirit has made you overseers, to shepherd the church of God which He purchased with His own blood.

Acts 14:23



124 So when they had appointed elders in every church, and prayed with fasting, they commended them to the Lord in whom they had believed.

1 Timothy 3:1-13



Know the context well and choose a verse or two that helps you understand and remember the passage as a whole.

125 This is a faithful saying: If a man desires the position of a bishop, he desires a good work. 2 A bishop then must be blameless, the husband of one wife, temperate, sober-minded, of good behavior, hospitable, able to teach; 3 not given to wine, not violent, not greedy for money, but gentle, not quarrelsome, not covetous; 4 one who rules his own house well, having his children in submission with all reverence 5 (for if a man does not know how to rule his own house, how will he take care of the church of God?); 6 not a novice, lest being puffed up with pride he fall into the same condemnation as the devil. 7 Moreover he must have a good testimony among those who are outside, lest he fall into reproach and the snare of the devil.

8 Likewise deacons must be reverent, not double-tongued, not given to much wine, not greedy for money, 9 holding the mystery of the faith with a pure conscience. 10 But let these also first be tested; then let them serve as deacons, being found blameless.

11 Likewise, their wives must be reverent, not slanderers, temperate, faithful in all things. 12 Let deacons be the husbands of one wife, ruling their children and their own houses well. 13 For those who have served well as deacons obtain for themselves a good standing and great boldness in the faith which is in Christ Jesus.

1 Timothy 5:17



126 Let the elders who rule well be counted worthy of double honor, especially those who labor in the word and doctrine.

Titus 1:7-9



127 For a bishop must be blameless, as a steward of God, not self-willed, not quick-tempered, not given to wine, not violent, not greedy for money, 8 but hospitable, a lover of what is good, sober-minded, just, holy, self-controlled, 9 holding fast the faithful word as he has been taught, that he may be able, by sound doctrine, both to exhort and convict those who contradict.

D. Ordinances

1 Corinthians 11:23-26 – The Lord’s Supper



128 For I received from the Lord that which I also delivered to you: that the Lord Jesus on the same night in which He was betrayed took bread; 24 and when He had given thanks, He broke it and said, “Take, eat; this is My body which is broken for you; do this in remembrance of Me.” 25 In the same manner He also took the cup after supper, saying, “This cup is the new covenant in My blood. This do, as often as you drink it, in remembrance of Me.” 26 For as often as you eat this bread and drink this cup, you proclaim the Lord’s death till He comes.

Matthew 28:19 – Baptism



129 Go therefore and make disciples of all the nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit,

9. End Times

A. Three Foundational Covenants in the Old Testament

Genesis 12:1-3 – Abrahamic Covenant



130 Now the LORD had said to Abram: “Get out of your country, From your family And from your father’s house, To a land that I will show you. 2 I will make you a great nation; I will bless you And make your name great; And you shall be a blessing. 3 I will bless those who bless you, And I will curse him who curses you; And in you all the families of the earth shall be blessed.”

2 Samuel 7:12-16 – Davidic Covenant



131 “When your days are fulfilled and you rest with your fathers, I will set up your seed after you, who will come from your body, and I will establish his kingdom. 13 He shall build a house for My name, and I will establish the throne of his kingdom forever. 14 I will be his Father, and he shall be My son. If he commits iniquity, I will chasten him with the rod of men and with the blows of the sons of men. 15 But My mercy shall not depart from him, as I took it from Saul, whom I removed from before you. 16 And your house and your kingdom shall be established forever before you. Your throne shall be established forever.” ‘ “

Jeremiah 31:31-33 – New Covenant



132 “Behold, the days are coming, says the LORD, when I will make a new covenant with the house of Israel and with the house of Judah — 32 not according to the covenant that I made with their fathers in the day that I took them by the hand to lead them out of the land of Egypt, My covenant which they broke, though I was a husband to them, says the LORD. 33 But this is the covenant that I will make with the house of Israel after those days, says the LORD: I will put My law in their minds, and write it on their hearts; and I will be their God, and they shall be My people.

B. Fulfillment of the Covenants through Christ

Luke 24:44



Christ’s Coming, Death and Resurrection is integral to the fulfillment of his plan

133 Then He said to them, “These are the words which I spoke to you while I was still with you, that all things must be fulfilled which were written in the Law of Moses and the Prophets and the Psalms concerning Me.”

Acts 13:32-33



“What God promised the fathers,” i.e., the Jewish people, he has fulfilled — but not entirely yet

134 And we declare to you glad tidings — that promise which was made to the fathers.³³ God has fulfilled this for us their children, in that He has raised up Jesus. As it is also written in the second Psalm: ‘You are My son, today I have begotten you.’

Acts 1:6-7



The implication that in this verse is that there is still more fulfillment to come in regards to the nation of Israel; cf. Romans 11:25-32

135 Therefore, when they had come together, they asked Him, saying, “Lord, will You at this time restore the kingdom to Israel?”⁷ And He said to them, “It is not for you to know times or seasons which the Father has put in His own authority.

Acts 3: 19-21 – More further on concerning Christ’s reign on earth



136 Repent therefore and be converted, that your sins may be blotted out, so that times of refreshing may come from the presence of the Lord,²⁰ and that He may send Jesus Christ, who was preached to you before,²¹ whom heaven must receive until the times of restoration of all things, which God has spoken by the mouth of all His holy prophets since the world began.

Colossians 1:13-14 – The kingdom is present, but not consummated



137 He has delivered us from the power of darkness and conveyed us into the kingdom of the Son of His love,¹⁴ in whom we have redemption through His blood, the forgiveness of sins.

C. Fulfillment of the Covenants in the Millennial Kingdom

1 Thessalonians 4:16-17 – The Rapture of the Church



138 For the Lord Himself will descend from heaven with a shout, with the voice of an archangel, and with the trumpet of God. And the dead in Christ will rise first.¹⁷ Then we who are alive and remain shall be caught up together with them in the clouds to meet the Lord in the air. And thus we shall always be with the Lord.

Matthew 24:21 – Great Tribulation



139 For then there will be great tribulation, such as has not been since the beginning of the world until this time, no, nor ever shall be.

Romans 11:26-27 – The Regathering of Israel



140 And so all Israel will be saved, as it is written: “The deliverer will come out of Zion, and He will turn away ungodliness from Jacob;²⁷ for this is My covenant with them, when I take away their sins.”

Revelation 20:4



The Millennial Reign of Christ and His Saints — Church and Israel. Pay careful attention to Revelation 20:1-10. See also Revelation 5:10)

141 And I saw thrones, and they sat on them, and judgment was committed to them. Then I saw the souls of those who had been beheaded for their witness to Jesus and for the word of God, who had not worshiped the beast or his image, and had not received his mark on their foreheads or on their hands. And they lived and reigned with Christ for a thousand years.

D. Future Resurrection and Judgments

John 5:28-29 – All to be resurrected and judged



142 Do not marvel at this; for the hour is coming in which all who are in the graves will hear His voice 29 and come forth — those who have done good, to the resurrection of life, and those who have done evil, to the resurrection of condemnation.

1 Corinthians 3:11-15 – Choose a verse



143 For no other foundation can anyone lay than that which is laid, which is Jesus Christ. 12 Now if anyone builds on this foundation with gold, silver, precious stones, wood, hay, straw, 13 each one's work will become clear; for the Day will declare it, because it will be revealed by fire; and the fire will test each one's work, of what sort it is. 14 If anyone's work which he has built on it endures, he will receive a reward. 15 If anyone's work is burned, he will suffer loss; but he himself will be saved, yet so as through fire.

2 Corinthians 5:10



144 For we must all appear before the judgment seat of Christ, that each one may receive the things done in the body, according to what he has done, whether good or bad.

Revelation 20:11-15 – Choose a verse



145 Then I saw a great white throne and Him who sat on it, from whose face the earth and the heaven fled away. And there was found no place for them. 12 And I saw the dead, small and great, standing before God, and books were opened. And another book was opened, which is the Book of Life. And the dead were judged according to their works, by the things which were written in the books. 13 The sea gave up the dead who were in it, and Death and Hades delivered up the dead who were in them. And they were judged, each one according to his works. 14 Then Death and Hades were cast into the lake of fire. This is the second death. 15 And anyone not found written in the Book of Life was cast into the lake of fire.

E. The Eternal State

Revelation 21:3-4



146 And I heard a loud voice from heaven saying, "Behold, the tabernacle of God is with men, and He will dwell with them, and they shall be His people. God Himself will be with them and be their God. 4 And God will wipe away every tear from their eyes; there shall be no more death, nor sorrow, nor crying. There shall be no more pain, for the former things have passed away."

10. The Gospel Outline – Summary Verse:

1 Corinthians 15:3-4



147 For I delivered to you first of all that which I also received: that Christ died for our sins according to the Scriptures, 4 and that He was buried, and that He rose again the third day according to the Scriptures

A. All Men Are Sinners

Isaiah 53:6



148 All we like sheep have gone astray; We have turned, every one, to his own way; And the LORD has laid on Him the iniquity of us all.

Romans 3:23



149 ... for all have sinned and fall short of the glory of God,

B. Death and Judgment Is The Penalty For Sin

Romans 6:23 □□

150 For the wages of sin is death, but the gift of God is eternal life in Christ Jesus our Lord.

Hebrews 9:27 □□

151 And as it is appointed for men to die once, but after this the judgment,

C. Christ Died To Pay The Penalty For Sin

Romans 5:8 □□

152 But God demonstrates His own love toward us, in that while we were still sinners, Christ died for us.

1 Peter 3:18 □□

153 For Christ also suffered once for sins, the just for the unjust, that He might bring us to God, being put to death in the flesh but made alive by the Spirit,

D. Good Works Will Not Save – Repeated verses

Ephesians 2:8-9 □□

154 For by grace you have been saved through faith, and that not of yourselves; it is the gift of God, 9 not of works, lest anyone should boast.

Titus 3:5 □□

155 ... not by works of righteousness which we have done, but according to His mercy He saved us, through the washing of regeneration and renewing of the Holy Spirit,

E. People Repent from their Sins

Acts 17:30 □□

156 These times of ignorance God overlooked, but now commands all men everywhere to repent.

Acts 20:21 □□

157 ... testifying to Jews, and also to Greeks, repentance toward God and faith toward our Lord Jesus Christ.

2 Corinthians 7:10 □□

158 For godly sorrow produces repentance leading to salvation, not to be regretted; but the sorrow of the world produces death.

F. We must Believe In Him For Salvation

John 3:18 □□

159 "He who believes in Him is not condemned; but he who does not believe is condemned already, because he has not believed in the name of the only begotten Son of God.

John 5:24 □□

160 "Most assuredly, I say to you, he who hears My word and believes in Him who sent Me has everlasting life, and shall not come into judgment, but has passed from death into life.

G. Assurance of Salvation

Romans 8:16 □□

161 The Spirit Himself bears witness with our spirit that we are children of God.

Hebrews 6:10 □□

162 And we desire that each one of you show the same diligence to the full assurance of hope until the end.

Tips for Memorizing Scripture

- 1. Memorize word for word.** It is important to be accurate. Just memorizing the 'gist' of the verse may be fine, but small errors can lead to misinterpretation of the meaning. If you are not careful, ideas can be lost or added to the passage you are trying to become familiar with.
- 2. Decide what you want to do with the Scripture reference.** The scripture reference is not inspired and you do not have to memorize it if you do not want to. Some people can memorize the text, but get discouraged by the references. However, it is important to know **where in the Bible** the passage is, so memorize at least the book and chapter along with the verse.
- 3. Be careful about memorizing while in the car.** Keep your hands on the wheel, eyes on the road, brain connecting it all together. Never get into the habit of 'just glancing at' a piece of paper to read a verse. The 'just glancing at' part can be longer and more frequently than you think. Perhaps a tape with verses on it is a better solution, but nothing which uses your eyes.
- 4.** The only real mistake you can make with Scripture memorization is to stop.
- 5.** Do not bother getting in the habit of memorizing Scripture at work. If you are being paid to do a job, then make sure that you are doing it. Memorizing Scripture is important, but stealing from your employer is not spiritual.
- 6.** Watch out for pride. Do not think you are better than the next person if you know ten or even 1000 verses. God will not honour you for your work if you are proud.
- 7.** "Consistency, review and repetition". There are no alternatives.
(Except for their friends: "Discipline, Desire and Dedication")
- 8.** The following Acrostic may spur you on to success:
Select a goal
Unleash negative thinking
Chart your course
Connect with someone who can help you with your goal
Expect problems
Sanctify yourself, stay in touch with your Saviour
Stick with it
- 9.** The TV is a great distraction which grows to consume more and more of your time. It can take over your family time and any spare time that you have left after that! How much benefit have you and your family actually received from your television and what has it cost you in lost time! Many people do not realize that (almost all) the time spent in front of the TV could be invested elsewhere. Turn off the TV and you will have more time for the Word, more time for people, more time for life.
- 10.** There really is no replacement for hard work and consistency in the task of memorizing scripture. There are tricks to aid memory and retention, but the only real "trick" is consistency.
- 11.** Memorization of Scripture is primarily a mechanical task, but it is at the same time entirely a spiritual task. If there is deliberate and unrepentant sin in your life you will not see the fruit of your labour. God will not grant success to those who determine to follow a sinful path.
- 12.** Some people find that writing out the verses on index cards can help them review what they have already learned. Some people, when they write out the verse, they only write out the first letter of each word and associated punctuation.

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