



# JURONG WEST SECONDARY SCHOOL

61 Jurong West Street 65 Singapore 648348

Tel: 62623593 | Fax: 62623587 | Web: www.jurongwestsec.moe.edu.sg

School Reference No: JWSS/2019/0076

31 January 2019

Dear Parents/ Guardians

## Secondary 3 Study Skills Workshop 2019

1 We are pleased to inform you that the school will be organising a Study Skills Workshop for all Secondary 3 students. The Study Skills Workshop will be conducted by Mastereign Achievers Pte. Ltd.

2 The details of the Study Skills Workshop are as follows:

Day & Date : Monday, 11 February 2019  
Time : 3.15 – 6.15 pm  
Venue : Jurong West Secondary School

3 The objectives of the workshop are for students to:

Secondary 3 Express/Normal(Academic)	Secondary 3 Normal(Technical)
<ul style="list-style-type: none"><li>Employ relevant memory techniques to retain various types of information</li><li>Employ relevant note-taking strategies for various subjects</li></ul>	<ul style="list-style-type: none"><li>Resourcefully prepare for and ace an interview</li><li>Discover and understand their learning style, and develop positive study habits according to their learning style</li></ul>

4 The cost for the Study Skills Workshop will be shared by both your child/ward and the school. Your child/ward is to pay \$11 via your child/ward's Edusave account or cash (for students without an Edusave account or has insufficient funds in Edusave account).

5 Please acknowledge receipt of this letter by signing and submitting the appended acknowledgement slip below via your child/ward by Thursday, 7 February 2019.

6 You may contact Ms Amanda Lee, Secondary 3 Assistant Year Head (AYH) at 62623593 (Ext 303), should you require further details or clarification.

7 Thank you for your continual partnership with the school in the holistic development of your child/ward.

Yours sincerely

Ms Amanda Lee  
Secondary 3 Assistant Year Head

Ms Orry Zhang  
Year Head (Upper Secondary)

-----Please detach here-----

## Acknowledgement Slip

### Secondary 3 Study Skills Workshop 2019

I, \_\_\_\_\_, (Mother/ Father/ Guardian\*) of \_\_\_\_\_ of Class \_\_\_\_\_ hereby acknowledge your letter dated 31 January 2019 (Ref JWSS/2019/0076). I acknowledge the withdrawal of \$11 from my child/ward's Edusave Account for payment of the programme. I also undertake to make the payment in cash if there are insufficient funds in my child/ward's Edusave account.

In case of any emergency, please contact the following:

Name: \_\_\_\_\_ Relationship with Student: \_\_\_\_\_

Contact Numbers of Parent/Guardian: \_\_\_\_\_ (Home) \_\_\_\_\_ (Mobile)

Date: \_\_\_\_\_ Signature of Parent/ Guardian\*: \_\_\_\_\_

\*Please delete where applicable.