

# TIPS ON USING THIS MANUAL



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## IT IS EASY

This manual is designed as a resource for church and community leadership for reference and information about morality, HIV and AIDS. Each chapter is intended to cover pertinent issues that surround HIV and AIDS. The following are steps to follow in order to maximise the use of the manual:

### **Step 1 Choose Your Topic from the Chapters**

Decide which topic you wish to teach. The chapters can be taught singly or together with other chapters. Example: Let's say you wish to speak to parents on "Child Abuse" covered in Volume 1, Chapter 16. Turn to Page 155. **Study this chapter thoroughly.**

### **Step 2 Make a Lesson Plan**

Once you have studied the material covered in the chapter, plus added your own thoughts, make a lesson plan. A sample of a form to prepare your own lesson plan is at the end of Chapter 20. Determine your **AIMS** and **OBJECTIVES** according to what you feel will best help your learners. Include these into your lesson plan.

### **Step 3 Decide on All Your Points**

Now that you have studied the whole chapter, formulated your own thoughts along with your aims and objectives, write down all the points you wish to make on your lesson plan form. Complete all the details of the lesson plan so you have written down everything you want to say in this session on child abuse (or whatever topic you choose).

### **Step 4 Decide on Which Graphic Pictures You Will Use**

On the right margins from Pages 155 to 171 on Child Abuse, you will see little arrows that look like this:



The little arrows on the right margin of the chapter pages correspond with both the small thumbnail pictures in each chapter, plus the BIG full-sized pictures in Volume 2 book. These little arrows give you the reference of a graphic picture you can use to help you have visual impact using pictures in teaching your subject. You will notice that the first little arrow in Chapter 16 in the margin says:



That means that in Chapter 24, Volume 2 of the manual there is a section referenced “**SEXU.**” Volume 2 of the pictures is a larger version of the miniature pictures at the end of each chapter in Volume 1. This helps you to recognise the picture that goes with the lesson. Now go to “**SEXU 15**” in Volume 2 of the manual, Chapter 24. On almost every page of Volume 1, there is a little arrow in the right margin of the text with a reference number in it. This means that you will find the graphic picture that goes with that particular point of teaching in Volume 2 with that number on it. All the pictures for all lessons are in Chapter 24, Volume 2. The miniature pictures will help you to recognise them. This will enable you to teach using pictures in Volume 2 to illustrate your point.

### **Step 5      *How to Use the Graphics***

In your teaching, as you come to each point in your lesson plan, you can utilize the graphic picture to help the learners visualize your point. The graphic pictures that you will use for your teaching lesson should be “copied” and used in the following ways:

- a) **Use it like a flip chart.** You can either put plastic over the page and just hold it in front of you as you speak, or, you can purchase an A4 size plastic page binder where you will insert all of the pictures in the proper sequence. If you do use each picture sheet as a flip chart, you will do well to protect with laminate or plastic so that you can use it over and over. Photocopying from the original in this manual is better than taking out your original picture. It would be too easy to damage your original.
- b) **Use it as an overhead transparency.** For those that have an overhead projector available, the graphic pictures will work well. Take out the original from this manual and photocopy it on to a clear transparency. Always return your original picture to this manual so it won't get damaged. When teaching, project the transparency at the point indicated by the arrow and according to your lesson plan.
- c) **Use it on your computer with a power point program.** A CD is provided for those who have this equipment. The Power Point pictures in Volume 2 are on your CD in colour and arranged in folders in the same sequence as the REAP chapters in Volume 1. You will need Power Point on your computer. You will then sequence your slides on your computer to match what you will be verbally teaching. You then click on each slide as you want to use it. The CD is formatted in the sequence of each chapter in Volume 1. The pictures in Volume 2 are black/white hard copies of the same.

## **Step 6      Using the Forms in This Manual**

To make your teaching session easier, we have provided for you, samples of various forms that can be used for effectiveness. These forms are found at the end of Chapter 20. Select the form that goes with your lesson, take it from this manual and photocopy it for your use. By not using your original and returning it to your manual, you can use these “helps” over and over again.

## **Step 7      Pledge to Purity**

This certificate is a sample pledge form (found at the end of Chapter 10) that can be used when speaking to youth, high school students, and young unmarried adults. While teaching on sexuality and morality, you will want to challenge the learners to make right choices about their life-style. To reinforce the best choice of saying NO to sex outside of marriage, this form is suggested. Photocopy and enlarge this form so there is one for each young person. At the end of your teaching session with the young people, challenge each one to make a commitment to sexual purity by completing the certificate. Once they have completed their own certificate, the young people will cherish and keep that vow until the day of their marriage. This is an excellent way to help young people stick to their commitment by having their own personal **pledge to purity certificate**.