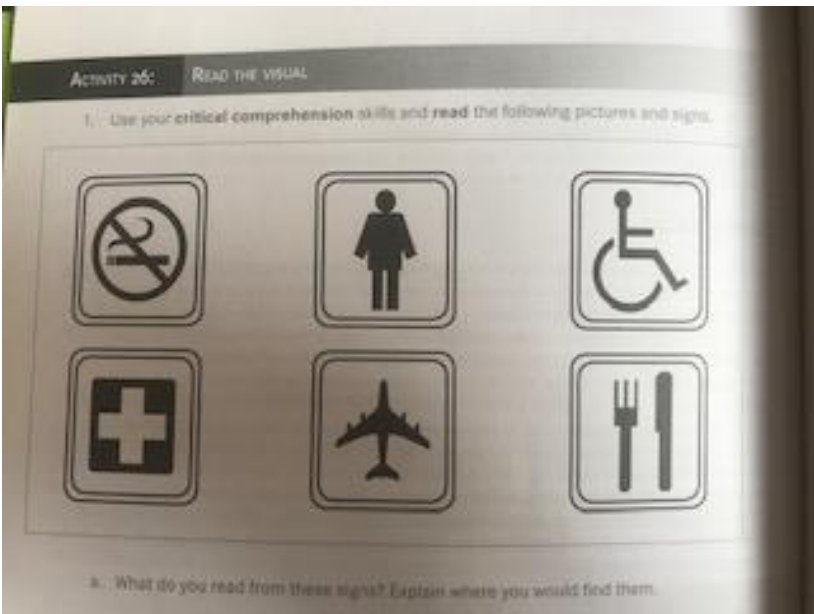




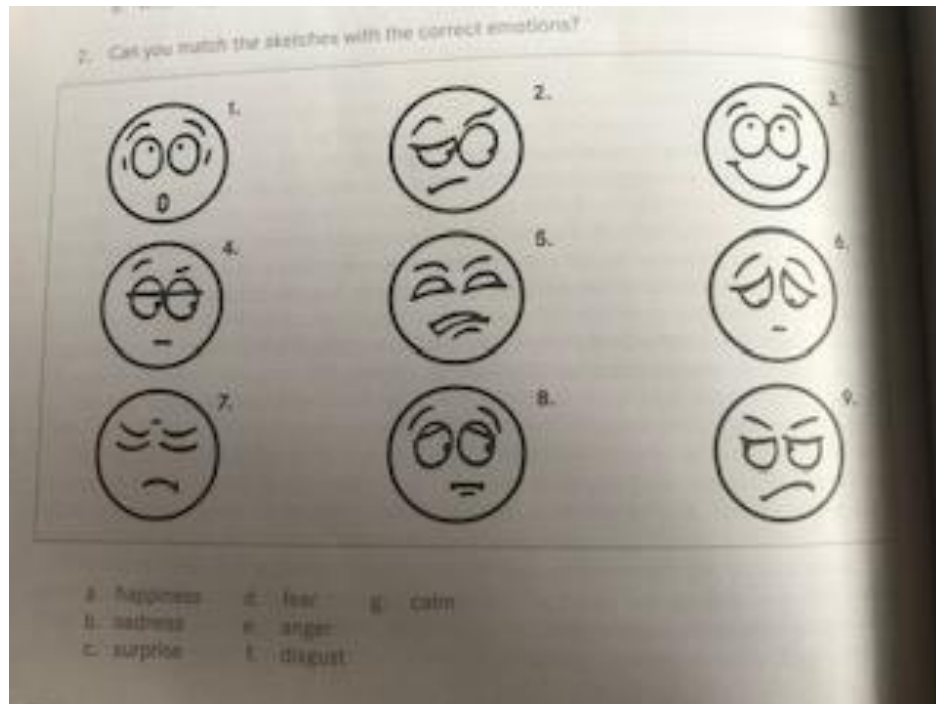
**REPORT 191: GENERAL STUDIES**

DATE	SUBJECT	ACTIVITY
<b>MANAGEMENT ASSISTANT</b>		
<b>INTRO N4</b>		
15 JUNE 2020	<b>COMMUNICATION</b>	<p><b>Chapter 3: Reading and comprehension skills</b></p> <p><b>Skim reading p37</b></p> <ul style="list-style-type: none"> <li>To get a quick impression of what the info is about</li> <li>To get background info</li> <li>Reading quickly without concentrating on detail</li> <li>Ask questions</li> </ul> <p><b>Scanning</b></p> <ul style="list-style-type: none"> <li>To get a specific fact or piece of info</li> </ul> <p><b>Look at the example on p37 – scan the document to see what cellphones/services services are available.</b></p> <p>You are not going to read ALL the info – just which you are looking for.</p> <p><b>Complete activity 1 on p38</b> <b>Complete activity 2 on p39</b></p> <p><b>Complete activity 3 and 4 on p40</b></p>
<b>16 JUNE 2020</b>		<b>PUBLIC HOLIDAY</b>
17 JUNE 2020		<p><b>2. Strategies for effective reading</b></p> <p>Identifying the main idea in a paragraph p41 How?</p> <ul style="list-style-type: none"> <li>Look for the topic</li> <li>Look for the sentence which best summarises the content</li> <li>Give the paragraph a heading</li> <li>Read if something can be added</li> <li>Strip the sentence of all clauses to the key statement</li> <li>Write down facts</li> </ul> <p>Look at the <b>“remember the following”</b> p42</p>

		<p>Identifying support information p42</p> <p>Identifying organisational patterns  <b>Look for “markers” (certain words)</b> p43</p> <p><b>Complete activity 5 on p43</b></p> <p><b>NB!! FACT AND OPINION</b> p43</p> <p>Look at the example on p44</p>
18 JUNE 2020		<p><b>3. Reading graphs and tables (visual literacy)</b></p> <ul style="list-style-type: none"> <li>• Pie chart</li> <li>• Line chart</li> <li>• Car chart</li> <li>• Pictogram graphs</li> <li>• The surface graph</li> </ul> <p><b>Complete activity 4 no 1 p46, no2 47, no 3 48, no4 p50, no5 p51</b></p>
19 JUNE 2020	<p><b>4.4 Visual literacy (continue)</b></p> <div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <p>Use your critical comprehension skills and read the following pictures and signs.</p> <p>What do you read from these signs? Explain where you would find them,</p> </div> 	

Can you match the sketches with the correct emotions?

- A. Happiness
- B. Sadness
- C. Surprise
- D. Fear
- E. Anger
- F. Disgust
- G. Calm



Study the following cartoons and answer the questions.

**SPANG-CHALLENGE!**  
 An assignment browser through magazines, brochures, advertising material and newspapers to  
 captions and/or photographs that match each of these emotions.

3. Study the following cartoons and answer the questions.

a. Who and what event or happening is the cartoonist ridiculing?  
 b. Which technique does he/she use to do this?  
 c. The other character, not the little old lady, is portrayed as who?  
 d. What supports this portrayal? Mention the verbal clues and non-verbal symbolism you pick up.

e. What is the cartoonist implying about television?  
 f. What do these three men represent?  
 g. Whom does the cartoonist blame for bad television?  
 h. How does the cartoonist feel about the television viewer? (How do we know that?) (Which visual clues do we get?)

**CARTOON 1**

- a. Who and what event or happening is the cartoonist ridiculing?
- b. Which technique does he/she use to do this?
- c. The other character, not the little old lady, is portrayed as who?
- d. What supports this portrayal? Mention the verbal clues and non-verbal symbolism you pick up

**CARTOON 2**

- e. What is the cartoonist implying about television?
- f. What do these three men represent?
- g. Whom does the cartoonist blame for bad television?
- h. How does the cartoonist feel about television viewer? (Which visual clues do we get?)