



GENERAL STUDIES

DATE	SUBJECT	ACTIVITY
INTRO BUSINESS STUDIES		
25 May 2020	Communication	<p style="color: red; text-align: center;">Please find below the answers to last week's activities.</p> <p>Possible examination questions - p.32</p> <p>Question 1: Sipho, an 18-year old voluntary worker, has agreed to deliver a 50-minute lecture on Housing and Township Development to a large group of Grade 9 pupils in an average-sized classroom in one of the local township schools at 14:00 on Friday, 1 December.</p> <p>1.1 Identify FIVE factors that could have a negative effect on the listening comprehension of the pupils. (5)</p> <ul style="list-style-type: none">• The group is too large• It is a Friday afternoon• It is hot (in December)• It is just an average-size classroom• The pupils are 14-15 years of age – can't concentrate for 50 min. <p>1.2 Suggest FIVE steps that Sipho could take to minimise these factors. Comment specifically on the variables of material, speaker and context or situation. (5)</p> <ul style="list-style-type: none">• Break them up into smaller groups• Schedule the lecture for earlier, preferably in the morning• Get a bigger venue• Prepare the listeners by giving them some background• Make the lecture interesting by using audio-visual equipment <p>1.3 What should the Grade 9 teacher advise his/her pupils to do to derive the maximum benefit from Sipho's speech, despite the negative factors mentioned? Take care not to simply suggest a positive change for each of the negative factors identified by you. (5)</p> <ul style="list-style-type: none">• They should listen actively and show interest in the subject• They should do the necessary preparation• Take notes while listening• They should provide feedback in the form of sensible questions• They must try to integrate the new ideas with their existing knowledge

Question 2:

1. Categorise the following statements as either having a NEGATIVE or POSITIVE effect on listening comprehension. Write down only the word 'NEGATIVE' or 'POSITIVE' next to the question number:

- 1.1 Strong biases
Negative
- 1.2 Proper goal-setting
Positive
- 1.3 Isolating main thoughts and supporting details
Positive
- 1.4 Temptation to fake listening
Negative
- 1.5 Making of notes
Positive
- 1.6 Lack of motivation
Negative
- 1.7 Failure to identify and interpret non-verbal language
Negative

- 1.8 Remaining objective
Positive
- 1.9 Interference
Negative
- 1.10 Right emotional setting
Positive

(20)

2. Study the unpunctuated extract:

- 2.1 Use the south-east arrows (rising) to indicate pauses.
- 2.2 Use the north-east arrows (falling) to indicate the end of completed chunks of information.

'as you know companies use databases to store records of names and addresses of customers current stock positions and specifications of goods ordered.'

(5)

as you know companies use databases to store records of names and addresses of customer current stock positions and specifications of goods ordered

Question 3:

1. Study the given list very carefully and then select:

- 1.1 SEVEN factors that will have a negative effect on listening comprehension under the heading NEGATIVE.
- 1.2 THREE factors that will improve listening skills under the heading POSITIVE.

Write down only the relevant letters of your choice, for example A, B, C, et cetera, under the appropriate heading.

- A – strong preconceptions and biases
- B – limited memory span
- C – effective note-taking
- D – cramped conditions
- E – generation gap
- F – active listening
- G – failure to identify and interpret non-verbal language
- H – skilful visual presentation
- I – interference
- J – lack of motivation

(10)

NEGATIVE	POSITIVE
A	C
B	F
D	H
E	
G	
I	
J	

2. A class friend has to deliver a speech. What hints would you give him/her to help capture the attention of the audience? List your hints from 'a' to 'e'. (5)
- Speak loudly and clearly
 - Use audio-visual equipment
 - Choose a topic that will be interesting to classmates
 - Don't speak too fast
 - Use non-verbal language (facial expressions, gestures)

Question 4:

1. Categorise the following statements as either OBSTACLES TO or PRINCIPLES OF effective listening. Write down only the word OBSTACLE or PRINCIPLE next to the correct number.

- Limited attention and memory span of audience
Obstacle
- Temptation to fake listening
Obstacle
- Solid advance preparation
Principle
- Ability to remain objective
Principle
- Ability to isolate main thoughts and supporting ideas
Principle
- Failure to identify and interpret non-verbal language
Obstacle
- Fatigue
Obstacle
- Asking questions while listening
Principle
- Making notes
Principle
- Correct emotional and physical setting
Principle

(10)

Question 5:

1. Study the following extract very carefully and write down ONE main idea and FOUR closely related thoughts as sub-ideas. Remember to indent the subordinate ideas.

'AIDS has become one of the most serious health threats and one of the most feared human diseases of the twentieth century. Since there is still no known cure for AIDS, forecasts of its consequences with regard to human suffering, population growth and monetary implications have assumed immense importance.'

(5)

- Main Idea: AIDS
Closely related thoughts: 1) Serious health threat
2) Most feared human disease
3) No cure for AIDS
4) Consequences on humans immense

(5)

2. Study the following extract very carefully and tabulate the information as follows:
2.1 Subject/Topic
2.2 Introductory phrase
2.3 List markers
2.4 List reasons

there are three main reasons why drugs are given to human beings and animals first of all they are used to treat various infections and diseases secondly they are given to prevent certain illnesses from developing or breaking out and spreading on a large scale and thirdly they are used to diagnose certain illnesses.

(4)

Subject/Topic	Introductory phrase	List markers	List reasons
Drugs given to humans and animals	There are three main reasons	First of all	To treat various infections and diseases
		Secondly	To prevent certain illnesses
		Thirdly	Used to diagnose certain illnesses

3. Joy, a qualified nurse, has agreed to deliver a one-hour lecture on AIDS to a large group of Grade 8 pupils and their teachers at a local township school.

- 3.1 Identify TWO factors which could have a negative effect on the listening comprehension of the pupils.

(2)

- a) A one-hour lecture is too lengthy for Grade 8 pupils
b) The group is too large

- 3.2 Suggest TWO steps that Joy could take to minimise this effect.

(2)

- a) Divide the Grade 8 pupils into smaller groups
b) Shorten the lecture

- 3.3 What advice could the Grade 8 teacher give his/her pupils to ensure that they derive maximum benefit from Joy's speech?

(4)

- a) Tell them to listen actively and show interest
b) Prepare them for the lecture by giving them some background information

		<p><u>Module 3: Reading and comprehension skills</u></p> <p>Skim reading p36 Scanning p36 – how do you scan? p37</p>												
25 May 2020		<p>Complete activity 1 p38 021 633 2416 Unit E 27 Prime Park Mocke Road Activity 2 p39 Rescue someone from difficulty Activity 3 p40 Do this exercise by scanning the text - DO NOT read the whole text word for word Activity 4 p40 220 volts – You do the same in this activity – ONLY look for numbers. DO NOT read the whole text</p>												
26 May 2020		<p>Strategies for effective reading Identify the main idea in the paragraph p41. Specifically look at different ways of identifying the main idea (bottom of p41.) Select the main idea from the following possibilities on p42 This activity will help you with mind mapping</p>												
27 May 2020		<p>Identify supporting information Write down all the facts contained in the paragraph in point form Identify organisational patterns Complete activity 5 on p43 Activity 5 – Skills activity (p.43) Study the following extract very carefully and tabulate the information as follows:</p> <ul style="list-style-type: none"> • Subject/topic • Marker word(s) • Cause/effect introduced by markers <p><i>The invention of the printing press resulted in larger numbers of books being printed every year this then resulted in a set way of spelling each word until then many different spellings had been used for one word in consequence printers are now all following the same method of spelling.</i></p> <table border="1"> <thead> <tr> <th>Topic</th> <th>Marker</th> <th>Cause/effect</th> </tr> </thead> <tbody> <tr> <td>Invention of the printing press</td> <td>Resulted</td> <td>Large number of books being printed</td> </tr> <tr> <td></td> <td>Resulted</td> <td>A set way of spelling each word</td> </tr> <tr> <td></td> <td>In consequence</td> <td>Printers now following the same method of spelling</td> </tr> </tbody> </table>	Topic	Marker	Cause/effect	Invention of the printing press	Resulted	Large number of books being printed		Resulted	A set way of spelling each word		In consequence	Printers now following the same method of spelling
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28 May 2020		<p>Reading graphs and tables Pie chart p44 Line chart p44 Bar chart p45 Pictogram graphs p45 The surface graph p45</p> <p>You should be able to read data from these charts</p>												

29
May
2020

Complete 4. Exercise in reading and comprehension skills and answer the questions on p47 (1. A balancing act)

- 1.1 List FIVE pointers on how to get the most out of your day. (5)
- Reality check
 - The do-it-now principle
 - Routine
 - A place for everything
 - Reward yourself
- 1.2 Indicate whether the following statements are TRUE or FALSE, and quote from the passage to prove your answer in each case.
- a. Unfinished business will decrease our stress levels and supply us with energy.
False – “... letting unfinished business lurk around at the back of our minds increases our stress levels ...”
- b. Procrastination will always catch up with you.
True – “Procrastination always has a way of catching up with us.”
- c. Living spontaneously is the best.
False – “Living spontaneously is one thing but the balancing act can succeed only if we protect our free time ...”

d. Lying on a bed is ideal for doing homework.
False – “...you give your reluctant body the wrong message when you stretch it out in a comfortable pose.”

e. You must take some time off for yourself. (10)
True – “Remember to take some time off for yourself.”

1.3 Find synonyms in the passage for the following words:

a. accidental
accidental – unintended

b. passionate
passionate – enthusiastic

c. freely
freely – spontaneously

d. unwilling
unwilling – reluctant

e. complete (5)
complete – accomplish

1.4 Why do we often feel that our lives are not our own?
That other people’s plans are taking our lives over? (3)
It is because we agree to things and allow our time to be taken up by events and commitments that we felt enthusiastic about when we made them, but now we don’t feel thrilled with them anymore.

1.5 What will happen to you if you let unfinished business lurk around at the back of your mind? (2)
You will increase your stress levels.
Your energy will be drained.

1.6 How can we start to take charge of our lives? (1)
By organising your life into some kind of a routine.

1.7 It is important to be well-organised. Discuss this statement. (4)
Yes. You must organise your space. Have a set place for doing your homework. Keep your space neat and tidy. Have a place for all your bits and pieces so that you don’t have to look for them all over. Find yourself a desk or table to work on where you can pay full attention with body and mind.

Total: 30

Complete 2. Big dreams. Baby steps p47 and answer the questions on p 48

- 2.1 Is it possible for you to have everything you want?
How should you go about achieving it? (2)
Yes, by following a few guidelines for goal-setting.
- 2.2 List FOUR guidelines for goal-setting and shortly discuss each of them by giving only the main ideas. (8)
- KNOW YOURSELF: make sure that you are doing what you want to do and not what other people expect you to do.
 - DREAM BIG: The bigger your dreams, the more you will accomplish.
 - DRAW UP AN ACTION PLAN: Set clearly defined goals, and you will reach them easily.
 - PRIORITISE: if things happen to interfere with the plans you have made, don't be put off. See obstacles as challenges to try a new plan.
- 2.3 Indicate whether the following statements are TRUE or FALSE and quote from the passage to prove your answer in each case.
- a. People do not usually go along with something if it is not what they want.
False – “It is easier than you think to go along with something without first making sure that it's really what you want.”
- b. To have awesome plans means you will never achieve them.
False – “...having them means that you are moving in the right direction.”
- c. Long-term goals must be clearly defined and measurable.
True – “You have more chance of success if your long-term and immediate goals are clearly defined, easily measured and relevant to you.”
- d. In life, a lot of distractions will come your way.
True – “Life is not simple. Demands, deadlines and distractions come our way constantly ...”
- e. Arrange items in order of importance on a list. (10)
True – “Look at the items on each list and arrange them in order of importance.”

Total: 20