

English

Home Language

CLASS TEXT & STUDY GUIDE

Sue Jordaan, Lindi Clarke & Jeanne Maclay-Mayers

GRADE

10

CAPS

3-in-1



THE
ANSWER
SERIES *Your Key to Exam Success*

*It is to be true
another! for the world,
before us like a land of a
hour, so beautiful, so new,
really neither joy, nor
do nor peace. n*

Grade 10 **English HL** 3-in-1 CAPS

CLASS TEXT & STUDY GUIDE

This easy-to-follow, learner-friendly Grade 10 English Home Language 3-in-1 study guide walks you methodically through the four main skills – Listening & Speaking; Reading & Viewing; Writing & Presenting; Language Structures & Conventions. It provides clear guidance on how to approach assessment tasks, including examples with hints and constructive comments.

Key Features:

- Step-by-step, manageable approach
- Comprehensive notes on each of the 4 skills
- Exercises with answers on each of the skills
- Exam papers and answers

This study guide complements the integrated approach emphasised in the curriculum by offering targeted support for specific sub-skills as well as integrated exercises.



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THIS CLASS TEXT & STUDY GUIDE INCLUDES

- 1 Stimulating Notes on each of the four skills
- 2 Exercises
- 3 Answers

E-book
available 

Plus two *sample* Exam Paper 1s and Memos



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INTRODUCTION TO TRANSACTIONAL WRITING

Transactional writing is writing that is done for a particular purpose: it is functional.

If you learn the **formats** required in transactional writing and focus on the **purpose** of each piece, you will be able to use transactional writing pieces to improve your overall marks for writing.

Transactional writing is also important because, when you have left school, you will use it in your work and in your daily life.

When you write a transactional piece think about its **purpose**, because this will determine the **register** that you will use. Remember that register changes according to who is speaking, and to whom that person is speaking. A speech made by a political figure to the nation will be different from a speech made to honour a friend at his birthday party. A letter of complaint to the manager of a supermarket will be different from a letter to your sister. If you are aware of the purpose of a piece of writing you can make sure that your register and writing style are appropriate.

The table below is a summary of the main differences between a formal and an informal writing style.

FORMAL WRITING STYLE	INFORMAL WRITING STYLE
No contractions (e.g. write 'did not' and 'should have' out in full)	Use of contractions (e.g. 'didn't' and 'should've')
Polite, formal, sometimes academic tone (e.g. 'We are delighted that you are able to attend this function.')	Conversational, informal tone (e.g. 'Thanks for coming.')
Formal register (e.g. 'We request the pleasure of your company at dinner.')	Informal register (e.g. 'Please come for supper.')
No colloquial language, nor slang (e.g. 'Good morning, ladies and gentlemen' and 'satisfactory')	Use of colloquial language (e.g. 'Hi, guys' and 'OK')
Complete, grammatically correct sentences (e.g. 'I am feeling well.')	Includes some grammatically incomplete statements (e.g. 'Feeling good!')
Seldom uses the first person – usually written in the third person (e.g. 'The Grade 10s are unhappy because they ...')	Often uses the first person (e.g. 'We are unhappy because we...')
Uses the passive voice at times (e.g. 'It has been decided...')	Uses the active voice (e.g. 'We have decided...')

Transactional texts are expected to be 180 – 200 words in length. This word count refers to the body of your writing; it does not include, for example, addresses in letters, or headings in reports.

Transactional pieces are assessed out of 25 marks:

- 15 marks are awarded for content, planning and format
- 10 marks are awarded for language, style and editing.

OFFICIAL / FORMAL LETTER (180 – 200 words for the body of the letter)

Official / formal letters are business-like. They are written to someone that the writer does not know about a serious issue.

The register of formal letters is formal (see the table in the previous column). They must not be rude or sarcastic.

Formal letters include:

- the writer's address on the top right-hand corner of the letter and the recipient's address on the left-hand side
- the date under the writer's address
- the recipient's title above his/her address (e.g. 'The Manager') or the person's name, if you know it (e.g. 'Mr J.R. Moyo')
- a salutation (e.g. 'Dear Mr Moyo' or 'Dear Sir/Madam')
- a subject line
- an introductory paragraph
- paragraphs giving further information
- a concluding paragraph
- a valediction (e.g. 'Yours sincerely' if you know the name of the person, and 'Yours faithfully' if you don't)
- the signature of the writer
- the printed name of the writer.



3 An example of a formal letter of complaint is given below.

20 Peppercorn Road Bayside Cape Town 2020 20 December 2012	← The sender's address
The Manager Banana Stores P.O. Box 444 Bayside Cape Town 2040	← Date ← Title and address of recipient
Dear Sir/Madam	← Salutation ← Open lines
<u>Poor quality of fresh produce</u>	← Subject line, underlined
On the morning of Monday 20 November, I purchased a variety of fresh fruit and vegetables from your store in Bayside. As the items that I purchased were already packed, it was only when I opened each container that I became aware of the poor quality of each item.	← Introductory paragraph introducing the issue being addressed
The salad ingredients were unable to be used, as the tomatoes were already turning soft and the inside leaves of the lettuce were dry and brown. The fruit was also a disappointment, as the bananas were over-ripe and the apples were dry and floury.	← Open line between each paragraph
I did not return the unsatisfactory purchases to your store last week, as I live some distance away and have a busy schedule. I appreciate the fact that your store is always clean and well stocked, but you do need to ensure that your produce is always fresh.	← One or more paragraphs giving further information
I hope that in future you will remove fruit and vegetables which are of a poor standard and offer your customers produce of quality.	← Concluding paragraph showing how you would like issues to be sorted out
Yours faithfully <i>Mabel Mooney</i> Ms M. Mooney	← Use a polite but firm tone throughout. Do not be rude and do not threaten.

Valediction with signature and printed name (capital 'Y' but a small 'f' in 'Yours faithfully')

Try This!

Exercise 12

Write a formal letter in response to one of the following topics.

- 12.1 You have bought an article of clothing from a fashion store. There is something wrong with the garment and you would like your money back. Write a letter to: The Manager, Fabulous Fashions, P.O. Box 188, Durban, 4000, giving details about the defective garment and requesting a refund.
- 12.2 You live in a flat in the city. Across the road from you is a nightclub from which the sound of music and voices can be heard until the early hours of the morning. People fight in the streets and cars come and go throughout the night. This affects your ability to sleep and to do your school work. Write a letter to: The Manager, The In Scene, 444 Main Street, Johannesburg, 2121, to complain about this situation.



LETTER OF APPLICATION

(180 – 200 words for the body of the letter)

When you apply for a job you normally need to write a **letter of application**. When a letter of application is accompanied by a *curriculum vitae* (see page 72) then it is often called a **covering letter**.

Letters of application could also be required when you are applying for study opportunities, scholarships or bursaries.

Below is an example of a letter of application for a job.

<p>20 Peppercorn Road Bayside Cape Town 2020 20 November 2012</p>	<p>The sender's address</p>
<p>The Personnel Officer Fashion for You P.O. Box 555 Bayside Cape Town 2041</p>	<p>Date</p> <p>Title and address of recipient</p>
<p>Dear Sir/Madam</p>	<p>Salutation – if you know the person who is in charge, you may write that person's name.</p>
<p><u>Application for Position of Shop Assistant</u></p>	<p>Open lines</p> <p>Subject line, underlined</p>
<p>I am responding to the advertisement in the <i>Bayside Bugle</i> on Monday 18 November for a part-time position as a shop assistant at Fashion for You. I am particularly interested in working at the Bayside branch of Fashion for You.</p>	<p>Introductory paragraph stating the purpose of this letter</p>
<p>I am a seventeen-year-old Grade 11 learner. I would like to be employed during the December holidays and thereafter during weekends and public holidays. I would also be available to assist occasionally on afternoons during the week, if there were a need for this. I live in Bayside, so transport will not be a problem.</p>	<p>Open line between each paragraph</p>
<p>I dress fashionably and am well-spoken and enjoy meeting people. I am responsible, honest and hard-working. I am also good at mathematics and learn new skills quickly.</p>	<p>One or more paragraphs giving further information relevant to this application</p>

On completion of my schooling, I hope to study fashion design and would very much appreciate the opportunity to gain experience by working in your Bayside store. If I am fortunate enough to be invited for an interview at Fashion for You, I can be contacted at the above address, or on the following cell phone number : 073 444 3777.

Yours faithfully
Amanda Carstens
Ms A. Carstens

Concluding paragraph, which includes contact details

Use a polite, confident tone.

Do not beg for a job; do not say how wonderful you are!

Valediction with signature and printed name (capital 'Y' but a small 'f' in Yours faithfully)



If your application letter is going to act as a covering letter for a curriculum vitae (CV) then mention that your CV is attached: 'Please find my CV attached.'

Try This! Exercise 13

- Write a letter of application in response to one of the following topics.
- 13.1 A tour group from your school is going on a cultural tour overseas. You are very interested in art, dancing, theatre and music and hope to study the arts when you leave school. There are only a few places available for the tour and you are very keen to be selected for it. Write a letter to the principal of your school requesting that you be considered for a place on the tour. Your letter should be addressed to: The Principal, Eagle Heights High School, P.O. Box 744, Pretoria, 4444.
 - 13.2 You would like to assist at a charitable organisation that cares for either babies or abandoned animals during the school holidays. You are willing to work for free because you care about the organisation's work and you would like experience for your future studies. Write a letter to the manager of the charity of your choice. You must make up a suitable name for the organisation, as well as an address.

CURRICULUM VITAE

(180 – 200 words)

A 'curriculum vitae' (CV) literally means the 'course of a life' in Latin. It is a summary of someone's life and is used by people to apply for jobs. Some people make the mistake of writing very long CVs. It is better to try to keep the information to one or two pages.

A CV is written in point form and must provide information under the following headings:

- Personal details:
 - Name
 - Date of birth
 - Place of birth
 - Identity number
 - Physical address
 - Telephone number
 - Health
 - Driver's Licence
- Education
- Previous employment/experience
- Hobbies and interests
- Contactable referees
- Attached references.



*A CV should be accompanied by a **covering letter**, which states why you are sending your CV. In many cases this covering letter is a letter of application (see page 71), but in other cases it may be shorter.*

An example of a CV is attached below.

**CURRICULUM VITAE
OF JULIUS PHILEMON RADEBE**

PERSONAL DETAILS:

Name: Julius Philemon Radebe
Date of birth: 16 July 1988
Place of birth: Durban, KwaZulu Natal
Identity number: 1607885594431
Physical address: 3 Mountain Heights, Mondeor, Durban, 9188, KwaZulu Natal
Telephone number: 082 417 2287
Health: Excellent
Driver's Licence: South African Code 3 licence

EDUCATION:

- Advanced Public Relations Diploma – EDUACT College, Pietermaritzburg (2009)
- Public Relations Diploma – EDUACT College, Pietermaritzburg (2008)

If typing your CV, put the term 'curriculum vitae' in italics. Otherwise underline it.

Also put your name at the top of the page.

Begin with your most recent qualification and work backwards.

- Senior Certificate – Riverview High School, Pietermaritzberg (2006)
– with English Home Language, IsiZulu, Mathematics, Geography, History, Physical Science



PREVIOUS EMPLOYMENT/EXPERIENCE:

- 2010 – Current employment: Customer Relations Officer
King Shaka International Airport, Durban
- 2009 – Customer Care Representative
Nobel Holdings, Pietermaritzburg
- 2006 – 2009: Information Clerk, Pietermaritzburg Municipality (part-time position)

HOBBIES AND INTERESTS:

- Soccer (selected for Pietermaritzburg District Team in 2008 and 2009)
- Running (Spartan Athletics Club)
- Environmental awareness (City Council Representative for Mondeor)
- Weekend community service projects in rural areas (Member of Outlands Community Service Projects)

CONTACTABLE REFERENCES:

- Mr C.S. Nobel (Managing Director, Nobel Holdings)
Tel: 031 444 7878
- Mrs R. Pillay (Senior Assistant, Pietermaritzburg Municipality)
Tel: 031 987 6543

ATTACHED REFERENCES:

- Ms J. Strydom (Principal, Riverview High School)
- Rev. P. Dube (Co-ordinator, Outlands Community Service Projects)

Begin with your most recent employment and work backwards. Give the year(s) when you held each job and state what your position was.

Give the name, position and telephone number of each person who can be contacted to give information about you.

Copies of references written by someone who recommends you can be attached.

Try This!

Exercise 14

Write a *curriculum vitae* in response to one of the following topics.

- 14.1 Create a suitable CV for someone who wants to be employed as a waiter in a fancy restaurant.
- 14.2 Create the CV that you would like to be your own when you are 30 years old.

FORMAL LETTER TO THE PRESS

(180 – 200 words for the body of the letter)

A **formal letter** to the press is written in response to an issue that is in the news. Letters to the press allow readers to enter into debate and to express their own views on topics about which they feel strongly.

<p>60 Retief Crescent Summerstrand Port Elizabeth 6019 20 December 2012</p> <p>The Editor <i>The Evening Standard</i> P.O. 555 Port Elizabeth 6001</p> <p>Dear Sir/Madam</p> <p><u>Cartoon about abuse of women distasteful</u></p> <p>I was deeply shocked by the cartoon on page 4 of your newspaper on Sunday, 11 November. The cartoon was headed 'House of Cardboard' and showed a group of women attempting to hide in a house that was quite obviously too weak to protect them.</p> <p>South Africa has a terrible reputation as a country where women are at risk of being hurt by brutes who do not respect them and who take advantage of the fact that they are physically stronger than most women. This is a problem that our government is trying to address. It is a very serious matter and one which should not be treated as a joke by newspapers such as your own.</p> <p>I encourage my teenage children to read the newspaper and to keep up to date with what is happening in the world. Young people need positive influences and should be directed in ways that will help them to grow up into caring, moral adults. Cartoons such as the one published in your newspaper can have only a negative influence.</p>	<p>The sender's address</p> <p>Date</p> <p>Title and address of recipient</p> <p>Salutation – which doesn't need to use 'Dear'.</p> <p>Open lines</p> <p>Subject line, underlined</p> <p>Introductory paragraph giving details about the issue you are addressing</p> <p>Open line between each paragraph</p> <p>One or more paragraphs explaining the writer's point of view</p>
---	---

I trust that you will be more careful in future regarding what you select for publication in your newspaper.

Yours faithfully
Shocked
JONATHON SMITH

Concluding paragraph firmly stating the writer's future expectations

While being formal in tone the letter can also contain emotive words such as 'hurt by brutes'.

Valediction with a signature and printed name, or with a pseudonym and printed name

Try This! Exercise 15

- Write a letter to the press in response to one of the following topics.
- 15.1 Your local newspaper has featured articles about bribery in some areas of South African life. Write a letter to the press expressing your views about this topic. Use the address for *The Evening Standard* used in the example of a letter to the press in the previous column.
 - 15.2 You are an animal lover who has been upset by some photographs of abused animals on the front page of the newspaper. Write a letter to the editor of *The Evening Standard* expressing your shock and horror. Use the address for *The Evening Standard* used in the example of a letter to the press in the previous column.
 - 15.3 There was an article about the suburb in which you live in *The Evening Standard*. The article described your suburb as 'unattractive and dull.' Write a letter to the editor in defence of your suburb. Use the address for *The Evening Standard* used in the example of a letter to the press in the previous column.



FRIENDLY / INFORMAL LETTER

(180 – 200 words for the body of the letter)

Informal letters are written to someone you know, often to someone you know very well, and they therefore use an informal register (see the table on page 69). However, if you are writing to a teacher, for example, you will be less informal than if you are writing to a close friend.



Source: Ildar Sagdejev (Specious)

Be sensible when you write informal letters for school purposes. If you want to get the best mark you can don't overdo the use of slang and don't use swear words.



Source: HiraV

An example of an informal letter of thanks is given in the next column.

87 Chartwell Mansions
Bingley Street
Fairview
Johannesburg
7898
1 October 2012

Dear Michael

It was so good to see you last Saturday. Having you at my birthday party made my day. I realised again how much I've missed you and how much I love being with you.

I opened my presents on Sunday and was blown away by your fantastic gift. After all this time you remembered my favourite author – I didn't even know that he had written a new book. Do you remember how we used to read his other books at the same time and race to finish reading first? After that we had all of those conversations about who we liked most in each book and whether each book was better than the one before. I can't wait to start reading this new one! I'll think of you each time I pick it up.

After all the excitement of looking forward to my birthday and planning my party it'll be hard to get back to school and to start working again. The fun times seem to pass so quickly.

We must keep in touch and not let such a long time pass before we see each other again. Good luck with your exams.

With love
Jessica

The sender's address

Date

Open lines

The salutation, in most cases using the recipient's first name (unless it is a person much older than the writer of the letter)

Open lines between each paragraph

Paragraphs written in an informal style

An informal valediction using the sender's first name

Try This!

Exercise 16

Write a friendly letter in response to one of the following topics.

- 16.1 You have received a hand-knitted garment as a present from your aunt. The garment is so badly made that you cannot tell what it is! Write a letter of thanks to your aunt. Use your own or a made-up address on your letter.
- 16.2 You have had an argument with a friend. Write a letter to your friend explaining your point of view and requesting that you reconcile. Use your own or a made-up address on your letter.
- 16.3 You will be celebrating your birthday at home next Saturday. Write a letter to your difficult neighbour, Mrs Peasbody, explaining the situation and warning her that there may be noise and activity on your property on Saturday night. Use your own or a made-up address on your letter.

INFORMAL LETTER TO THE PRESS

(180 – 200 words for the body of the letter)

Informal letters to the press address an issue and the editor in a chatty and often humorous manner.

An example of an informal letter to the press is given below.



17 Annabelle Lane
Observatory
7925
4 November 2012

The Editor
The Observatory News
111 Station Road
Observatory
7925

Sir/Madam

They're doing it again! It's election time and all of the political parties are out there telling us about how they're going to build houses for everyone, lay on running water and electricity, build more schools and hospitals, fix the potholes ... We wish!

They made the same promises last time and nothing happened, so why should we believe them this time? But then what do we expect? What politician is going to promise NOT to build houses and fix potholes?

Crime goes on; schools don't work properly; workers go on strike; members of the police take bribes – it seems to get worse instead of better.

Open lines

As this is an informal letter, contractions are used. Exclamation marks add to the writer's chatty, excited tone

Note the use of rhetorical questions. The writer does not expect an answer to these questions.

Open lines between each paragraph

In my opinion no political party is going to make the difference that we so badly need. I feel that it's time for us ordinary citizens to do what each of can do to make our country better. Treat other people in the way that you would like them to treat you; obey the law; pick up your own litter; do the work that you are paid to do.

The writer ends with an emotional, informal appeal.

Come on, South Africans! We can do it!

Keep Hoping

JOHN HOPE

Use a pen name and a real name in the valediction.



These days, letters to the editor will often be sent by email rather than post.

Try This! Exercise 17

Write an informal letter to the press in response to one of the following topics.

- 17.1 Elections for councillors are being held where you live. Encourage everyone in your area to vote.
- 17.2 There is a great deal of litter in the area where you live. Write about this problem and possible solutions for it.
- 17.3 Your neighbourhood came together for a street party which was a great success. Write about this party and encourage other neighbourhoods to follow your example.



OBITUARY

(180 – 200 words)

An **obituary** is a public notice written in response to someone's death. It often includes a short positive biography. The style of an obituary is formal and respectful.

An obituary must include details about the person's life and not just concentrate on his/her death. A sympathy message to the family and lines from a poem or other source can be included.

An example of an obituary is given below.

OBITUARY: JANE SMITH

Jane Smith (41) of Linden, Johannesburg, passed away on 7 August 2012 owing to a tragic motor accident.

She was born in Cape Town on 20 June 1970 to Roger and Mary Smith. Jane graduated from school in Cape Town and went on to study teaching at the University of Cape Town. She then moved to Johannesburg when she had completed her studies.

Jane was a passionate and inspirational teacher of English and an enthusiastic netball and athletics coach. Jane often said that she had so many children at school that she did not need to have children of her own.

Jane always put other people's needs before her own. She spent many days of each school holiday assisting at the Meadows Community Centre.

She is survived by her mother Mary, of Cape Town, and her sister Victoria van Rensburg, of Bathurst.

In lieu of flowers, the family is requesting that donations are made out to the Meadows Community Centre.

Jane's funeral will be held on Friday at 2.30pm at St. Joseph's Church, Linden.

Use the third-person voice.

The first paragraph contains name, age, residence, cause of death and date of death of the deceased.

The second paragraph gives date and place of birth, and details of the deceased's education.

Then one or more paragraphs give details of the deceased's achievements and anecdotes about his/her life.

A paragraph near the end of the obituary gives details of the members of the deceased's family who have outlived her.

The last paragraph should give information about the funeral.

Try This!

Exercise 18

Look up the details of a well-known and successful person who passed away in the last few years. Write an obituary using these details.

If you wish you can write on one of the people shown below.



Steve Jobs

Source: Matt Buchanan



Michael Jackson

Source: Zoran Veselinovic

AGENDA AND MINUTES OF A MEETING

(180 – 200 words combined, minus the headings)

The agenda and minutes of a meeting are neutral and factual. They are meant to communicate information accurately.

AGENDA OF A MEETING

The **agenda** is a list of what will be discussed at a meeting.

An example of an agenda is given below.

Agenda of the meeting of the Students' Representative Council:
2 September 2011, 1pm, in the School Boardroom

Activities:

1. Welcome
2. Approval of minutes of previous meeting
3. Introduction of new awards policy
4. Arrangements for end-of-year dance
5. Grade 8 uniform inspection
6. Health and safety policy
7. General

- The heading of an agenda states the name of the meeting; the date and time on which it will be held, and the venue in which it will be held.*
- The items to be discussed are given in list form.*
- If the meeting is a recurring one, approval of the minutes of the last meeting takes place after the welcome, and issues arising from the last meeting are then dealt with.*
- An agenda ends with the item called 'General', which is an opportunity for those at the meeting to raise additional points.*

MINUTES OF A MEETING

The **minutes** of a meeting are a record of what happened at the meeting. They are based on notes taken during the meeting, and are kept so that reference to them can be made to check on what was discussed or decided upon at a previous meeting.

The minutes do not need to reflect everything that was said in the meeting. They must focus on the decision that was taken regarding each of the items on the agenda.



Minutes of the meeting of the Students' Representative Council:
2 September 2011, 1pm, in the School Boardroom

Present:
Mrs H Ryan (HR) – Chair
Jack Jones (JJ)
Connie Moyo (CM)
Siva Naidoo (SN)
Francis Walsh (FW)

Apologies:
Joshua Prinsloo (JP)

1. HR welcomed members to the meeting.
2. JJ asked that the closing time for the dance should be added to the previous minutes. This was accepted and the previous minutes were approved.
3. SN explained the new awards policy and will present this policy to the school on Friday 9 September.
4. HR suggested that Mrs Sithole should be the teacher in charge of the dance, which was agreed on unanimously. HR will set up a meeting with Mrs Sithole.
5. FW offered to organise the Grade 8 uniform inspection. He will ask JP to help him.
6. HR will circulate copies of the updated Health and Safety Policy in preparation for discussion at next week's meeting.
7. General:
FW reported that the Grade 10s feel that they have too many tests each week. HR will raise this issue with the principal.

The meeting closed at 4:35 pm.

- The heading states the name of the meeting, the date and time on which it was held, and the venue in which it was held.*
- Under the heading 'Present' are the names of those who attended the meeting; under the heading 'Apologies' are the names of those who excused themselves; and under the heading 'Absent' are the names of anyone who did not arrive for the meeting and did not offer an excuse.*
- The minutes follow the order of the agenda.*
- In numbered points, the minutes record what was discussed and the decisions that were made.*
- If action is to take place on any item the name of the person responsible for this is mentioned.*
- Minutes are written in the past tense. A formal register and a concise and objective style is used.*
- Some recorders of minutes use the initials of each person at the meeting instead of writing their full names each time.*

Try This!

Exercise 19

Write the agenda and minutes for the meeting of your school film society.

FORMAL REPORT

(180 – 200 words)

Like the minutes of a meeting, a report gives exact information about something which has happened, or which is being investigated. A report of a crime, or a motorcar accident, will give details about where the incident happened, when it happened, who was involved, and how the accident took place. A report into an issue, such as the amount of homework given to Grade 10 learners at a particular school, will investigate the situation and make findings.

A **formal report** must be objective. Emotional language should be avoided. Technical language may be necessary.

An example of a formal investigative report is given below.

<p>Report into the amount of homework allocated to Grade 10 learners at Riverview High School</p> <p>For attention: Mrs Mckenzie (Principal)</p> <p>Terms of reference: As requested by the principal, this report investigates the amount of homework being allocated to Grade 10 learners.</p> <p>Introduction: The Grade 10 SRC representatives approached the school's executive regarding the amount of homework that they receive each day, including weekends. Grade 10s are expected to do what amounts to 3 – 4 hours of homework each evening, and approximately 8 hours of homework each weekend.</p> <p>Method of investigation: The teachers of Grade 10 classes submitted lists of the homework that they have given to the learners in their subjects over the last 4 weeks to the school executive. The Grade 10 SRC representatives confirmed that this information is accurate.</p> <p>Findings: The number of homework hours expected by each subject teacher per week, including weekends:</p> <ul style="list-style-type: none"> • Home language: 2 hours • First Additional Language: 2 hours • Mathematics: 5 hours • Health Sciences: 3 hours • Physical Science: 4 hours • History: 7 hours • Geography: 8 hours 	<p><i>Title</i></p> <p><i>Headings</i></p> <p><i>Use the third-person voice.</i></p> <p><i>The introduction gives the background and aim of the report.</i></p> <p><i>Situations that are ongoing will be reported on in the present tense.</i></p> <p><i>Events that are past will use the past tense.</i></p> <p><i>The method-of-investigation section explains how the investigation is being conducted.</i></p> <p><i>The facts that are found out are given in the findings section.</i></p>
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Conclusion:

Those learners who study History and Geography have an excessive work load.

Recommendations:

The language teachers should increase homework time to 3 hours per week.

Mathematics should retain 5 hours per week, as daily practice is needed.

All other subjects should ensure that homework does not take longer than 2 hours per week.

References: Bulbulia, J.C. 2009. 'Homework in the Senior School Phase' In *New Educational Journal*, Vol. 19.

10 April 2012

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Isla Lewis

The conclusion must be based on the findings.

The recommendations should be based on the findings and the conclusion.

References and appendices (additional, relevant information on separate pages) can be included.

Sign and date your report.

Try This!

Exercise 20

Write a formal report in response to one of the following topics.

- 20.1 You have been asked to inspect the classrooms and facilities for sport at your school to see what is still needed. Write a report as a result of your inspection.
- 20.2 A Grade 8 learner at your school has complained that he/she is being bullied by a group of learners in a higher grade. Investigate the complaint and write a report about it.
- 20.3 The principal of your school is considering changing the leadership structures for senior learners. Investigate the present structures within your school and write a report as a result of your investigation.



INFORMAL REPORT

(180 – 200 words)

The **informal report** needs a main heading, it needs to be addressed to someone specific, and it needs to be signed and dated.

The information needs to be structured under appropriate sub-headings. However, these are not pre-determined; you should choose sub-headings that are appropriate to the subject of your report.

**REPORT ON THE GR 10 CAMP
AT THE ACACIA CENTRE AT RUSTENDAL**

For the attention of the principal, Mrs Jackson

Dates: 2-4 December 2011

Dormitories and bathrooms:
The dormitories were spacious and had historic charm as they were inside the old mission station building. The bathrooms were clean.

Kitchen and dining area:
The kitchen was rather small, though well equipped. The dining area was large enough for the whole grade to eat at the same time.

Recreation facilities:
The main hall had been double-booked by the administrators of the centre for the Saturday night, so we had to perform our plays in the dining hall.

Security:
Bacon and fizzy drinks were stolen from the kitchen on the Friday night, although they were in a fridge with a locked padlock. This suggests that the staff at the centre could have been involved, or that the thief has a key to the dining hall and the fridge.

Recommendations:
It is not recommended that the Acacia Centre be used for future camps. Although the facilities and location are lovely, the administrators at the centre are badly organised and cannot prevent theft occurring at the centre.


Signed: G.H. Marais

Date: 10 December 2011

← *Main heading*

← *Show who your report is for.*

← *Sub-headings*



← *Sign and date your report.*

Try This!

Exercise 21

Your school is considering introducing ballroom dancing as an extracurricular activity. You have been asked to find out whether the learners would like this addition to the after-school schedule, and whether they would have time to do more than they are already doing. Write an informal report summarizing your investigations and findings for the school principal.

REVIEW

(180 – 200 words)

A **review** of a film, play, book or restaurant gives the writer's opinion about the merit of the piece of work being reviewed. The reviewer is usually an expert in the field and his/her point of view is intended to help others decide whether or not they are interested in watching, buying or visiting whatever is being reviewed. Whilst the reviewer must not spoil someone else's own experience, he/she must give an indication of what can be expected.

Many reviewers try to be fair, but because a review is a personal response, it tends to be subjective. Some reviewers become famous for being cutting or amusing.

A review should cover certain points. For example, a **review of a book** should include:

- the name of the book, author and publisher, and the price of the book
- information on the setting, theme, genre, characters, plot and style
- suggestions regarding who will like the book
- the reviewer's assessment of the book's worth and quality.

FILM REVIEW

A **review of a film (or play)** will include:

- the name of the film
- the name of the director
- the names of each actor and actress in brackets the first time each character is mentioned
- information about the plot, the setting, the characters and the theme/s or mood
- an opinion on the quality of acting or directing
- the type of viewer who will like the film
- the reviewer's overall assessment of the film's worth.

A play review will also give information about where the play is being performed, and on what dates.



An example of a film review is given below.

<p>HARRY POTTER AND THE DEATHLY HALLOWS: PART 1 IS WAY DARK AND PRETTY TERRIFIC</p> <p>Luke Y. Thompson</p> <p>Former boy wizard Harry (Daniel Radcliffe), now fully grown, appears in his darkest movie to date (thematically and literally). He and Ron (Rupert Grint) and Hermione (Emma Watson) scour a ravaged countryside searching for parts of Lord Voldemort's (Ralph Fiennes') soul.</p> <p>Big-budget sequels to kids' movies don't get much grimmer than this one, which begins with torture and a scary snake, features the deaths of major characters, constantly reminds us that others are being massacred, and generally has our heroes feeling hopeless about 90 percent of the time.</p> <p>Leaving the confines of the Hogwarts magic school, Harry, Ron and Hermione warp back and forth across barren landscapes. Voldemort's hot on their trail, which he demonstrates by unleashing destruction anytime the trio ventures near friends or heavily populated events.</p> <p>Director David Yates, who has become steadily better at these films since a shaky start on <i>Order of the Phoenix</i>, never lets us forget that we are seeing a world at war, albeit a magical one ... and the good guys are losing.</p> <p>If you're a fan, it's everything you've wanted. If not, be aware that this isn't the movie to get started with.</p>	<p><i>Title with the name of the film and the reviewer's overall opinion of it, separated by a colon</i></p> <p><i>Names of main characters, with the names of the actors and actresses given in brackets</i></p> <p><i>Comments about the mood</i></p> <p><i>Plot information</i></p> <p><i>Setting information</i></p> <p><i>Name of director</i></p> <p><i>Comments about the quality of the directing</i></p> <p><i>General advice about whether to go and see it</i></p>
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Source: Adapted from: Thompson, L.Y. 'Movie Review: Harry Potter and the Deathly Hallows: Part 1 Is Way Dark and Pretty Terrific' In *Movie Reviews*, [online] http://www.msnbc.msn.com/id/42852700/ns/world_news



RESTAURANT REVIEW

A restaurant review should include:

- a catchy heading that suggests whether the review will be positive or negative
- the name of the restaurant and information on the type of food served
- the address
- the setting and atmosphere
- information about the price and quality of the food
- information about the quality of the service
- the reviewer's recommendation (or not) of the restaurant.

An example of a restaurant review is given below.

<p>TIME FOR A TREAT AT TREATS <i>by Jessica Greedie</i></p> <p>It is not by chance that Treats, designed for young consumers, is near three schools in Bayside. It is open between 7:00 a.m. and 6:30 p.m. from Mondays to Fridays.</p> <p>The usual breakfast fare – bacon, eggs, tomatoes and sausages – is available, as well as hamburgers and chips and a variety of toasted sandwiches. Those with more money and time to spend may choose lamb chops or roast chicken. A range of desserts is also available each day. Treats is not licensed to sell alcoholic beverages, but it does offer all sorts of cold drinks, coffees and milkshakes.</p> <p>The cheeseburgers are meaty and moist. The lamb chops are cooked to perfection and accompanied by creamy mashed potato and fresh vegetables. Delicious chocolate mousse and filter coffee complete one's meal.</p> <p>My only concerns are that the service is slow – this could be a problem for students on a tight schedule – and that the décor is rather bleak. The unadorned walls and white plastic tables and chairs are uninviting. These small problems could, however, be easily put right by the management of Treats who serve affordable meals of generous proportions.</p> <p>Find Treats at: 20 First Avenue, Bayside Tel: 021 447 9988</p>	<p><i>A catchy heading with the name of the restaurant suggesting the review will be positive</i></p> <p><i>Information on the type of food served</i></p> <p><i>Information about the price of the food</i></p> <p><i>Information about the quality of the food</i></p> <p><i>Information about the quality of the service</i></p> <p><i>Information on setting and atmosphere</i></p> <p><i>Balanced summary of good and bad points</i></p> <p><i>Address</i></p>
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Try This!

Exercise 22

Write a review on a film you have watched recently or a restaurant that you have eaten at.