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Formative Assessment

1: Academic Literacy

(HALP1181)

1.1. Maria and Joe are a newly-wed couple. Grocery shopping is one of the many things Maria and Joe enjoy doing together. Before they actually go shopping, they write out a grocery list. They sit down and decide their menu for the week. Once the menu is decided, Maria and Joe list the ingredients they need for their menu. With the list complete, they check their grocery cupboard to see what they already have, and cross it off their shopping list. They then write a new list with only the ingredients they need to buy for their menu. With the list in hand, they head out to their favourite supermarket.

1.2.1. Maria, Joe.

1.2.2. Menu, ingredients.

1.2.3. They, their.

1.2.4. Decided, list, need.

1.2.5. Present tense.

2.1.1. I can decode a text by recognizing punctuation and understanding what its function is and gather vital information and find out the purpose of the article as I read through the articles which can be used in my essay.

2.1.2. I can indicate which information is required, identify necessary information. I can also establish how the information will be used and how to source it properly.

2.1.3. I will be able to construct my essay using my knowledge of computers and Microsoft Word. I will also have to use the internet to gather information for my essay. I will also have to think carefully before choosing specific points of information for my essay.

2.2. Having too much information will lead to a reduction in productivity and you are more likely to make poor decisions. This can also result in being specific and

disregarding the proper information that one is actually looking for. It will also take an extended period of time to determine which information is relevant or not. I will also only contemplate about the initial results show. Too much information could also lead to not using time effectively and single out which information should actually be used.

2.3. By figuring out how the information will be used for example how it will be applied and what is the reason for it. Another way would be to think about the context about what would happen with the information afterwards after application. Another way would be by inventing a personal database. You should keep information safe after you have sourced by storing it. It will also help to combine the new information along with your previous knowledge stored mentally.

3.1 Scanning is when we move our eyes over a large body of text rapidly to find a specific fragment of information that we are looking for. Predicting readies you for the information that you will interact with , it also will link to your previous knowledge to help you better to acknowledge the new information. Skimming is when you look at the text for more information by looking at the text more carefully for example to find main ideas for specific paragraphs.

3.2. Inferring means to understand what the writer or author was actually trying to visualize to the reader by using specific words or sayings. The reader will have to use some of their prior knowledge to understand the meaning behind the words. The reader will also have to understand the validity of information given. Clarifying is finding the literal meaning behind the words and trying to understand the words used in the text and asking if information is valid or invalid.

4.1. University Of Cape Town

4.2. Showing your sources increases the validity of your text by showing how many individuals in the specified field agree with the text. Listing sources also shows that you have done research. If you do not show your source you will be charged with plagiarism. You will also set up your own credibility in the field. The readers of your text will also become more knowledgeable when they look up the source of your text along with showing reliable and accurate work.

4.3. Capital letters, commas, full stops and brackets.

5.1. Descriptive, evaluative, informative and combining.

5.2. To underline or highlight main ideas and supporting ideas using various colours. Indicating which words need a deeper understanding. Marking important points and statistics. Taking down notes next to concepts and ideas to explore more about them to better understand and remember them easier. Adding numbers to points to follow a chronological sequence and arrange information. To find ways to represent links in the context of the text.

6.1.1. – B

6.1.2. – C

6.1.3. – A

6.2. Project proposals give validation to the main idea of the proposal along with the goals and objectives to achieve. Outlines the plan of action and measures that need to take place along with management of task performance which includes resources that are needed to complete the project. It gives the investors an outline of the financial requirements of the project and a detailed time frame for the activities involved to reach the goals. It will also function as an instructional guideline for the process of the project. An informative report transmits proper details on a specified

issue to someone who needs information in order to follow up on progress or to make better decisions. It also gives specific information on events, individuals, outcomes, current situation and activities. Lastly it gives proper knowledge in a detailed way so that it is more understandable.

6.3. Introduction, objective of the investigation, recommendations for further action, methodologies, rationalisation , actions needing to be completed