



English FAL/HL

SELF STUDY GUIDE BOOKLET 2 **×××**
INTEGRATED LANGUAGE LEARNING



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1. Introduction

The declaration of COVID-19 as a global pandemic by the World Health Organisation led to the disruption of effective teaching and learning in many schools in South Africa. The majority of learners in various grades spent less time in class due to the phased-in approach and rotational/ alternate attendance system that was implemented by various provinces. Consequently, the majority of schools were not able to complete all the relevant content designed for specific grades in accordance with the Curriculum and Assessment Policy Statements in most subjects.

As part of mitigating against the impact of COVID-19 on the current Grade 12 class, the Department of Basic Education (DBE) worked in collaboration with subject specialists from various Provincial Education Departments (PEDs) developed this Self-Study Guide. The Study Guide covers those topics, skills and concepts that are located in Grade 12, that are critical to lay the foundation for Grade 12. The main aim is to close the pre-existing content gaps in order to strengthen the mastery of subject knowledge in Grade 12. More importantly, the Study Guide will engender the attitudes in the learners to learning independently while mastering the core cross-cutting concepts.

2. Message to the learner

Congratulations for having reached the last year in high school.

The final year in high school is like a roller coaster ride – lots of excitement, anxiety and a good dose of disorientation. All you need to do during such times is to relax and be prepared for every examination session. One way to help you overcome your challenges is to use this study guide.

Practice tasks and activities in this document are only for integration and application of skills across the subject. They facilitate usage of ideas across the four skills in your curriculum. Literature has been used as basis for integration across these skills, but that does not mean the final examination questions will be structured in fashion they are presented in this guide.

3. How to use this Transactional guide?

This guide **must** be used in conjunction with:

1. Self-Study Guide for Writing Essays and Transactional Texts: English Grades 10-12
2. Mind the Gap Literature Study Guides
3. Mind the Gap Language Study Guide

For detailed samples and notes of specific examination components, the above-mentioned documents will assist you. What you will find here are activities in which the integration method has been used to help you practise the four skills.

The integrated skills are clustered around literature. For example, a text based on prescribed literature is used to assess language, listening, speaking as well as writing.

There are four focus skills in English:

1. Listening and Speaking,
2. Reading and Viewing,
3. Writing and Presenting and
4. Language structures and Conventions.

USEFUL STUDY TIPS

Have all your materials ready before you begin studying a section – pencils, pens, highlighters, paper, glass of water, etc.

Your brain stores information well if the information is arranged in ***colours and pictures***. Try to use these whenever you can.

Break your work up into manageable sections. This will help you to ***focus on key points***. Take short breaks between studying one section and going onto the next.

Stop at the end of each completed section, and ask yourself what you have learnt. You may want to write down summary notes or repeat the section aloud to yourself.

Repetition is the key to remembering information you have to learn. Keep going over the work until you can recall it with ease.

Teach what you are learning to anyone who will listen. It is definitely worth reading your revision notes aloud.

Studying for exams is like exercise, so you must be prepared physically as well as mentally.

Getting enough sleep, eating healthy food and drinking plenty of water are all important things you need to do for your brain.

Be positive. It helps your brain to retain information.

On the day of the examination

| | |
|--------------|--|
| i. | Bring your Identity document (ID) and examination admission letter. Make sure you bring pens that work, sharp pencils, a rubber, a sharpener and a mask. |
| ii. | Arrive at the exam venue at least an hour before starting time to allow for all the processes to take place. |
| iii. | Go to the toilet before entering the exam room. You do not want to waste valuable time going to the toilet during the exam. |
| iv. | Wash your hands or sanitise before entering the exam room. |
| v. | Use the 10 minutes' reading time to read the exam instructions carefully. Remember that you must follow instructions from each section of the paper. |
| vi. | Break each question down to make sure you understand what is being asked. If you do not answer the question properly you will not get any marks for it. Look for the key words in the question to know how to answer it. |
| vii. | Manage your time carefully. Start with the question you think is the easiest. Check how many marks are allocated to each question so you give the right amount of information in your answer. |
| viii. | Remain calm, even if the question seems difficult at first. It will be linked with something you have covered. If you are unable to answer a question, move on and come back if time allows. |
| ix. | Take care to write neatly and legibly so the markers can read your answers. |

4. LONGER TRANSACTIONAL WRITING

4.1 LETTER TO THE EDITOR



4.1.1 Notes

- This letter is written to the editor of a newspaper or a magazine.
- The purpose of the letter is to reflect on or highlight current issues or problems.
- The letter could praise, criticise or inform.

4.1.2 Features

The following aspects of format should be included:

- **Sender's Address:** address of the person writing the letter.
- **Date:** The date is written below the sender's address
- **Recipient's position or name:** in this case it is 'The Editor'
- **Name of the newspaper or magazine**
- **Recipient's address:** The address of the recipient of the letter i.e. the editor
- **Salutation:** Sir/Madam

- **Subject line:** The subject line outlines the main purpose of the letter; it must be written in one line.
- **Content:** The contents of your letter must have three main features.
 - **Introduction:** Introduce yourself and state the purpose of writing the letter
 - **Body:** Provide details of the topic
 - **Conclusion:** Suggest possible solutions. However, remember not to request the editor to solve the problem.
- **Tone and register** should be formal.
- **Suitable ending:** – Yours faithfully or Yours sincerely
- **Signature:** The person writing the letter must sign it
- **Name of the sender:** Your name and surname



Note that the writer can use a pseudonym (e.g. Concerned Citizen or Brakwater Resident) before signing the letter. The writer must, however, write their full name as well.

4.1.3 Points to Remember

- Use EITHER your street OR postal address. (Never use an address that has both.)
- Avoid using slang and colloquial language.
- Use a concise subject line. Do not merely lift the subject line from the question.
- Do not threaten the editor or expect him or her to fix the problem. Please note that the editor is doing you a favour, allowing you to share your views in his/her newspaper. It's not the editor's job to fix the problem.

For more information refer to *Self-Study Guide for Writing essays and Transactional Texts: English Grades 10-12*, Section 4.2.2, Letter to the Editor, pages 71-73

