

# **FORMATIVE ASSESSMENTS WORKBOOK**

## **UNIT STANDARDS 8963 & 8964**

### **Activity 1 (8963 SO1, AC1-7)**

This is an individual activity

Explain scanning


Explain skimming


Explain pre-reading


Explain re-reading


Explain predicting


Explaining sifting


This is a group activity.

Following is an extract from an article about slavery in Africa. Read the extract and then answer the following questions.

*"At the first cracks of gunfire, the villagers of Nyamlell in southern Sudan dropped their hoes and scattered into the bush. Abuk Marou Keer also heard the guns. But the blind Dinka woman could only pull her seven-year-old son and twelve-year-old daughter close. Shaking with fear, they hid in their windowless hut and prayed.*

*Minutes later 300 men on foot, horseback and camels crashed through the fields of maize. Clad in turbans and the long, white robes of the desert, they brandished rifles, pangas and spears. Soon 80 village men lay dead."*

*The invaders were Muslim Arabs from northern Sudan; the victims darker-skinned Dinka tribes people who are Christians or practice native religions*

*"Once the Arabs seized the cattle, they moved from hut to hut gathering grain, blankets, salt – and human booty. Deep in the shadows of one hut, they discovered Abuk. Grabbing the terrified woman by her bead necklace, a militiaman growled, "Now you belong to me!" in all, 282 Dinka, including Abuk's mother, sister and niece were herded up and forced to march north.*

*Two days later Abuk and the rest of the prisoners reached a compound, which she was told would be her "home." Like the other Dinka women and children, she was ordered to carry water, wash clothes and collect firewood for her Arab masters. Abuk had become a slave."*

What happened to the villagers of Nyamlell?


Who did that to them?


Where were they forced to go?


Where did the invaders come from?


Why did the invaders take the villagers with them?


How did the invaders overpower the villagers?


When did it happen – during the day or the night?


How do you know this?


What were the invaders wearing?


Which weapons did they use?


Why couldn't Abuk run away with her children?


How many invaders were there?


What did the invaders take with them when they left the village?


This is an individual activity.

Refer back to the article about slavery and write a summary of the article in your own words. Remember to use headings, sub-headings and paragraphs. Highlight keywords in your summary. Compare your summary with that of the rest of the class.

Write the summary in points form.


Now, paraphrase the following paragraph in your own words. You are welcome to use slang, or to write exactly as you speak.

*"Once the Arabs seized the cattle, they moved from hut to hut gathering grain, blankets, salt – and human booty. Deep in the shadows of one hut, they discovered Abuk. Grabbing the terrified woman by her bead necklace, a militiaman growled, "Now you belong to me!" in all, 282 Dinka, including Abuk's mother, sister and niece were herded up and forced to march north."*


## Explain annotations


## Explain what a flow chart is


Explain what a pie chart is used for


## Explain a bar graph


Explain what a Venn diagram is used for


Develop a time line for the events in the article.

Do a cause and effect exercise using a tree diagram as shown in the learner guide.

This is an individual activity

What is the purpose of a bilingual dictionary?


What is the purpose of an explanatory dictionary?


What is the purpose of a thesaurus?


What is the purpose of an instruction manual?


What is the purpose of an encyclopaedia?


Is the Internet a source of information?


This is a group activity

In a group, discuss how you would go about preparing the following dish:

## Dried bean soup

**1 c dried beans (brown beans such as sugar beans are preferable)**

**1 onion**

**8 c cold water**

**28 g (1 oz.) pork or bacon fat**

**250 g shin (optional)**

**1 T flour**

**1 T butter or margarine**

**1 c milk**

**Salt and pepper**

**1 T lemon juice**

**Toasted croutons**

# Abbreviations

c	cup, containing 250 ml
T	tablespoon, containing 12,5 ml
t	teaspoon, containing 5 ml
lb	pound
A pinch	less than $\frac{1}{2}$ t
l	litre
ml	millilitre
kg	kilogram
g	gram
cm	centimeter
mm	millimeter

On the map, find the corner of Harrison and Commissioner Streets



Following is an example of a form to apply for a banking account. In groups, discuss the form to identify which part of the forms have to be completed for an individual account. Then complete the form

# Your Bank

Your Bank Limited, Reg No 1999/00789/09

## 1. INDIVIDUAL/SOLE TRADER CLIENT RECORD

### 1. INDIVIDUAL/SOLE TRADER CLIENT RECORD

#### 1.1 PERSONAL DETAILS OF APPLICANT

Surname											
Full first names						Initials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Title (specify)											
Date of birth					Gender	Male	Female				
ID type	01 ID Book	02 Passport	ID/Passport No		<input type="checkbox"/>						
Marital Status	1. Married	2. Single	3. Other	4. Divorced	5. Separated	6. Widowed					
If married, state whether	1 Antenuptial Contract (with accrual)										
	2 Antenuptial Contract (without accrual)										
3 Community of Property											
5 Other (specify)											
In which language do you require correspondence?	English			Afrikaans							
Home language (specify)											
Type of business (for sole trader only)				OFFICE USE	Client type			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			SIC Code			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
			Occupation code			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Financial year end (sole trader only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								

#### 1.2 ADDRESS DETAILS

Business address										
	Suburb		City/Town		Postcode	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Residential address										
	Suburb		City/Town		Postcode	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

#### 1.3 TELEPHONE DETAILS

Telephone	(W)	Dialling code		Number						
	(H)	Dialling code		Number						
Fax	(W)	Dialling code		Number						
	(H)	Dialling code		Number						
Cell phone										
Email address										
Internet website										

#### 1.4 EMPLOYMENT DETAILS

Occupation (individual)										
-------------------------	--	--	--	--	--	--	--	--	--	--

Occupational status	1 Full time employed		2 Professional self-employed		3 Non-professional self-employed			4 Housewife	
	5 Student	6 Unemployed	7 Part time empld	8 Temporarily employe	9 Scholar			10 Pension	
Employment sector	Agriculture	Catering & entertainment		Civil service	Construction		Education	Finance	Health
	Security		Selling	Transportation		Welfare	Armed forces		Media
	Industry		Legal profession		Nature Resources		Science/Computing	Other	
Occupation level	Senior management		Management		Supervisor	Skilled worker		Semi-skilled worker	
	Unskilled worker			Junior position					

## **1.5 ADDITIONAL CLIENT INFORMATION**

Monthly income (specify)					Number of dependants						
Residential status		Owner	Tenant	Boarder	Rented flat	Caravan/informal settlement			Living with parents		
Ever declared insolvent	Yes	No	Tax number								

Explain the procedures that are followed in the classroom on the first day of training.

In groups, discuss the rules of the game Boggle regarding forming of words.

This is an individual activity.

Find out how to change a plug for an electrical appliance such as a kettle and demonstrate the procedure to the group.


Read the following text and then follow the instructions below.

### **CHECK YOUR ATTITUDE**

A positive, enthusiastic attitude makes all the difference. If you allow yourself to get down-hearted you will convey this frame of mind to your colleagues and employees. One of the problems with a negative attitude is that it destroys action. People who have failed spend so much time negatively analysing their business, that they take no action. Winners do not have time for this. They simply carry on with the tasks that have to be done.

Associate with successful people. Meet with other business people who feel excited about what they are doing. Enthusiasm is a wonderful thing. It is contagious. Just think of how quickly a crowd at a soccer match or other sport gathering can become enthusiastic. As a leader, you have to set an example for everyone in your business. If you are confident, have a positive attitude and act as though you are a winner, you will find that you are surrounded by other high performers.

### **Checklist: how do you match up?**

Do you:

1. Project an attitude of success
2. Have confidence in what you do
3. Encourage yourself all the time that you are doing the right thing
4. Associate with other successful and positive people – the winners of this world
5. Know what you are doing
6. Work at building up relationships and providing your customers with complete satisfaction.

Which reading strategy did you use when you read the above text?


Did the author make use of headings, sub-headings and numbers or bullets? Give an example of each one you can identify.


## **Activity 2 (8963 SO2, AC1-4)**

Identify at least two examples of explicitly stated facts in the article about slavery.


Identify at least three examples of implicitly stated points in the article about slavery.


In a group, find the equivalent in your mother tongue of at least three of the expressions named in the learner guide. State them in English.


In a group, quote at least three other expressions from your mother tongue. State them in English and also explain what they mean.


Summarise the article about slavery as a mind map

Explain role play

Explain simulation

Identify jargon or technical words used in a specific industry, such as the transport or retail industry. Identify at least 3 words.

### **Activity 3 (8963 SO3, AC1-6)**

**Look at the cover page of the following novel, that tells you at a glance what the story is about. The novel is called "THEY'RE ALL MY CHILDREN". Answer the following questions:**

Who wrote the book?


What do you think the book is about? A mother writing about her children, a grandmother writing about her children and grandchildren, a teacher writing about the schoolchildren she taught or someone saving war orphans?


Why do you think so?


There are two clues in this cover page that helps you identify what the story is about. What are they?


What do you think of the page layout?


BOOK CHOICE

# THEY'RE ALL MY CHILDREN

BY LOUANNE JOHNSON



The next piece of writing is called: "Notes from all over".

## NOTES FROM ALL OVER

### GALAPAGOS ISLANDS

TRADITION has it that visitors to these 18 Pacific islands leave unstamped, addressed postcards in a barrel at Post Office Bay, to await pickup by other tourists who hand-deliver them when they return home. Some cards in the barrel date from the late 1960s, when tourists started visiting the Galapagos, which straddle the equator 900 kilometres west of Ecuador.

The self-perpetuating post office was set up by whalers in the late 1700s as a way to get news to and from friends and family. In the early days, a tortoise shell resting on a boulder served as the postbox. By the early 1900s, a barrel had taken the place of the shell. The tradition persisted even after the Ecuadorian government established a post office on Floreana, the largest island, in 1957.

The barrel has been replaced numerous times, but not the weather-worn rocks where sailors long ago carved their names. Today's tourists can easily affix an Ecuadorian stamp on their postcards and hand them to a ship's purser. But using the barrel is more exotic.

— Jennifer Merin, AP



### SOUTH AFRICA

TO A BLACK-MARKET botanist, the single most valuable status symbol is the South African cycad *Encephalartos woodii*, a thick-stemmed plant resembling a palm. The



few that exist are practically doomed to extinction because they're all male. As a result, keepers of one such South African cycad fitted their specimen with two silicon microchips before shipping it to London for the Chelsea Flower Show. The South African government has required border-crossing cycads from certain provinces to be fitted with the plant-tracking, thief-thwarting chips since the technology became available more than a year ago. Of course, stationing low-tech bodyguards round the plant doesn't hurt, either.

— Carla Koehl and Lucy Howard in *Newsweek*

### THE PHILIPPINES

PRESIDENT Fidel Ramos has allocated about R450 000 to provide television cables to some northern areas of his country. He said he was concerned about population growth in the area. Television, he said, would enable people there "to do something else in the hours of darkness."

— Universal Press Syndicate

PAPER SCULPTURE: SALLY VITSKI

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Note how titles, subtitles and visual aids are used to highlight main points and helps you to decide whether to read the article or simply skim until you get to something that interests you.

Which part of the written piece would you read first?


Why?


Below is the first page of a magazine article about slavery. Answer the following questions about this page:

**A**T THE FIRST cracks of gunfire, the villagers of Nyamlell in southern Sudan dropped their hoes and scattered into the bush. Abuk Marou Keer also heard the guns. But the blind Dinka woman could only pull her seven-year-old son and 12-year-old daughter close. Shaking with fear, they hid in their windowless hut and prayed.

Minutes later 300 men on foot, horseback and camels crashed through the fields of maize. Clad in turbans and the long, white robes of the desert, they brandished rifles, pangas and spears. Soon 80 village men lay dead.

The invaders were Muslim Arabs from northern Sudan; the victims, darker-skinned Dinka tribespeople who are Christians or practise native religions.

Once the Arabs seized the cattle, they moved from hut to hut gathering grain, blankets, salt — and human booty. Deep in the shadows of one hut, they discovered Abuk. Grabbing the terrified woman by her bead necklace, a militiaman growled. "Now you belong to me!" In all, 282 Dinka, including Abuk's mother, sister and niece, were herded up and forced to march north.

After an hour the ragged column stopped. When three men tried to escape, militiamen shot two and slit the throat of the third with a panga. Then Abuk listened in horror as women were pulled screaming into the undergrowth. Soon she was taken too. After a third man had forced himself on her, Abuk passed out. When she came to, she was pushed back into the procession — only to find that her children had been taken from her.

Two days later Abuk and the rest of the prisoners reached a compound, which she was told would be her "home." Like the other Dinka women and children, she was ordered to carry water, wash clothes and collect firewood for her Arab masters. Abuk had become a slave.

SLAVERY has returned in Sudan, Africa's largest country. Behind the cloak of a brutal civil war, tens of

Thousands of men, women and children are being taken into bondage. Who will speak out for them?

## **Slavery's Shameful Return to Africa**

BY BRIAN EADS

Who wrote the article?

Which techniques are used to catch your attention and encourage you to read further?

To which continent did slavery return, according to the author?


Why do you think so?


Who is being taken prisoner?

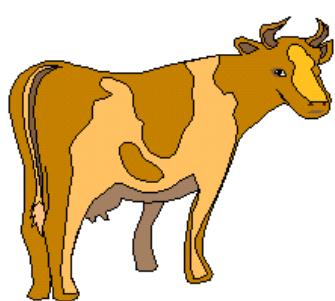

## **Activity 4 (8963 SO4, AC1-2)**

In a group, find the equivalent in your mother tongue (home language) of at least three of the expressions mentioned in the learner guide.


In a group, quote at least three other expressions from your mother tongue. Explain what they mean in English.

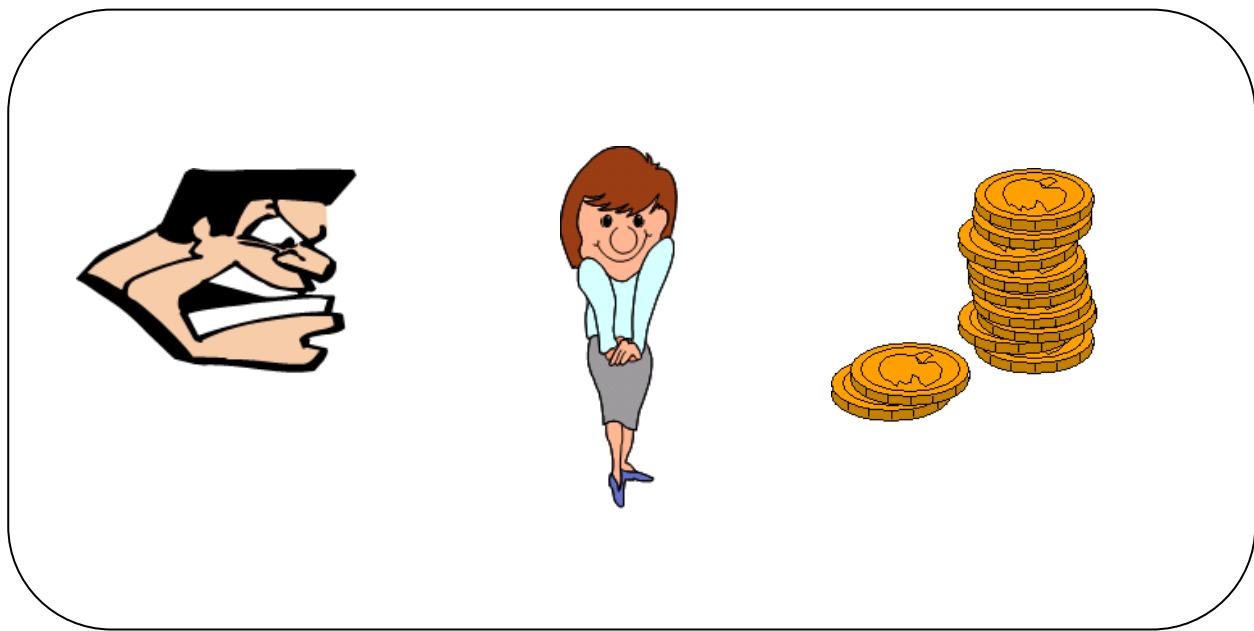

In a group, give three examples of generalisations.


What do you think of when you look at the following pictures? Write down your observations.  
Also write down why you think so.





In a group, discuss the following scene and answer the questions:



What do you think is happening in the scene?


Why do you think so?


In a group, discuss the following scene and answer the questions:

What do you think of when you look at the scene below?


Why do you think so?




I put three pictures of the previous exercise together. How does your feeling about what is happening differ from the previous pictures.


In a group, discuss the following scene and answer the questions:

What do you think is happening in the scene below?


Why do you think so?




I put two pictures of the previous exercise together. How does your feeling about the picture differ from the previous pictures?


**Look at the advertisements on the following pages and answer the following questions about them:**

What is being advertised?


What was the first thing you noticed?


How did they make use of font types and sizes to make key points stand out?


Is the layout of the page done in a way that is interesting and gets your attention?


Was it easy to understand the message?


WE ARE THE ONLY TEAM  
THAT CAN GUARANTEE YOU

MICHAEL  
KORS

PHASER INFERNO

# SEARCH AND ENJOY

MIKE PALMER OF WORST, ENGLAND, IS RUNNING THE ALPHABET. HE WILL RUN IN 26 DIFFERENT LOCATIONS AROUND THE WORLD,  
EACH BEGINNING WITH A LETTER OF THE ALPHABET. AND OF COURSE HE'S RUNNING THEM IN ALPHABETICAL ORDER. FIRST STOP:  
ANTIGUA. LAST STOP: ZAKHIDAH.

In a group, give three examples of stereotyping.


In a group, give at least three examples of figurative expressions.


In a group, think of more examples of repetition.


In a group, add some captions to the following picture:




What was your most painful experience as a result of bias? You must also state whether the bias was due to cultural differences, religious beliefs, racist or sexist beliefs, due to discrimination or due to peer pressure.


Give one example of each of the following biases:

Cultural


Religious


Peer pressure


Racial discrimination


Discrimination due to your gender


Discrimination due to age


In the article about slavery, the slave traders discriminate against the Dinka tribe. At least two forms of discrimination are mentioned. Identify them.


Following is a quote from a book called *My Family and Other Animals*, by Gerald Durrell. The book contains short stories about his family's move from England to Greece, in the time before the second world war. They took their dog, called Roger, with them. Gerald had two older brothers, Larry and Leslie.

*"That dog's been a nuisance all the way from England," said Larry. "I had hoped to give an impression of gracious majesty, and this is what happens ... we arrive in town like a troupe of medieval tumblers."*

"Don't keep on, dear," Mother said soothingly, straightening her hat: "we'll soon be at the hotel." So our cab clopped and jingled its way into the town, while we sat on the horsehair seats and tried to muster the appearance of gracious majesty Larry required. Roger, wrapped in Leslie's powerful grasp, lolled his head over the side of the vehicle and rolled his eyes as though at his last gasp. Then we rattled past an alley-way in which four scruffy mongrels were lying in the sun. Roger stiffened, glared at them and let forth a torrent of deep barks. The mongrels were immediately galvanized into activity, and they sped after the cab, yapping vociferously. Our pose was irretrievable shattered, for it took two people to restrain the raving Roger, while the rest of us leaned out of the cab and made wild gestures with magazines and books at the pursuing horde. This only had the effect of exciting them still further, and at each alley-way we passed their numbers increased, until by the time we were rolling down the main thoroughfare of the town there were some twenty-four dogs swirling about our wheels, almost hysterical with anger.

This is an example of humour. Did you find the piece funny? Motivate your answer.

In a group, analyse the written piece about Jacob Zuma's supporters. How many short sentences are used in the article?

How many short sentences are used in the article?

How many long sentences?


Give one example of a complex sentence


Give one example of a compound sentence.


**I**t is a sad reflection on South African society, and a grim warning as to how long a road we still have to travel, that supporters of Jacob Zuma demonstrating outside the Johannesburg High Court on Tuesday burnt photographs of the complainant while chanting "burn the bitch".

It is even sadder that this Neanderthal demonstration, not only of gross misogyny, but also of contempt for the rule of law, came on the eve of International Women's Day – celebrated since 1911 to mark the emancipation of women.

The Zuma trial has brought into sharp focus the appalling rape situation in South Africa. Last year, about 55 000 rapes were reported in this country – but because only one in nine rapes are estimated to be reported, the real rape figure is thought to be closer to 495 000. Equally shocking is that only about 5% of those cases that get to the trial stage, end in convictions.

In this context, it takes tremendous courage for a rape victim firstly to lay charges against her rapist – particularly when he is known to her – and secondly to take the charges to the trial stage, with all its concomitant trauma.

This makes it all the more important that the Criminal Law Bill, which rewrites the law on sexual offences and significantly limits the victimisation of those brave enough to lay rape charges, be fast-tracked through Parliament this session, even if it is a flawed piece of legislation because of its fuzziness on issues of male rape and sodomy.

It is commendable that both the ANC's National Working Committee and the Friends of Jacob Zuma Trust have condemned the burning of images of Zuma's rape accuser, and the vulgar labelling of her as a "bitch". But Zuma himself has been silent – even as his defence team appears to have adopted the strategy of branding his accuser as perhaps having invited his attentions through her dress and actions.

Zuma has comported himself outside the court as a struggle hero and as a victim, not as an accused. He has the constitutional right to be regarded as innocent until found guilty. But surely some expression of disapproval regarding the behaviour of his supporters is called for?



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**PRETORIA NEWS**

## Put a stop to behaviour of Zuma minions

Extract from the Pretoria News of 9 March 2006.

Analyse the article on the following page called: Spectre of AIDS at Mandela Nuptials.

How many short sentences are used in the article?


How many long sentences?


Give one example of a complex sentence


Give one example of a compound sentence.


# Spectre of Aids at Mandela nuptials

CHARLES MOLELE

AIDS brought former President Nelson Mandela's grandson and his wife to the altar.

Mandla Mandela and his wife Thando hosted high-profile guests, including President Thabo Mbeki, and hundreds of villagers when they tied the knot at one of a series of colourful wedding ceremonies during a two-day celebration at the Mandela homestead at Qunu in the Eastern Cape last weekend.

Speaking at his reception, Mandla, clutching his weeping 27-year-old bride's hand, told the 800 guests that Aids had killed both his and his wife's parents.

"My parents, Makgatho and Joyce Zondi Mandela, died of Aids," said Mandla. "But I also want to tell you that my wife Thando's parents died of the disease as well."

Mandla told the guests that he met Thando at a difficult time in her life.

The couple met five years ago in Johannesburg. In 2002, her 55-year old mother, Yolisa Mabunu, died of Aids-related complications. Two years later her 56-year old father, Mpumelelo Mabunu, also died of the disease.

"In both cases I was there to support

and comfort her," he said.

The two-day event included a formal wedding ceremony on Saturday, followed by a traditional function for hundreds of local villagers on Sunday.

Traffic on the N2, which passes the homestead's gates, came to a halt as motorists tried to catch a glimpse of the couple or Nelson Mandela.

Thando, who had chosen her three sisters as her bridesmaids, wore a flowing white gown created by Johannesburg designer Andre Croucamp.

Mandla was flanked by his close friend, Craig Moffat, and his three brothers — Andile, Ndaba and Mbuso.

The guests were treated to a meal by Mthatha chef Allen Paul, who prepared a variety of seafood dishes, including crayfish, calamari and prawns. Beef Stroganoff and a spit braai of pork, lamb and chicken were also on the menu.

The couple are expected to find time in their busy schedules to escape on a honeymoon only during the Easter holidays.

Mandla is studying politics at Rhodes University in Grahamstown, and Thando works at South African Airways as a service quality auditor.

## **Activity 5 (8964 SO1, AC1-2)**

On the following pages you will find copies of an article called Good Neighbours? From the Clicks Clubcard magazine of October 2005.

Do the following:

1. Identify the style of writing.
2. Identify the structures and features of text that was used.
3. Do the visual aids add to your understanding of the article?
4. How are sentence lengths varied to capture and hold your attention? Use any paragraph as an example.
5. Does the author's paragraphs flow logically?
6. How does the author link paragraphs? Use the first and second paragraphs as an example.
7. Do the paragraphs vary in length? Motivate your answer.
8. Where do you think the author collected information and data from?
9. Summarise the text, using headings, sub headings, numbers and/or bullets. Make sure that you simplify the text (write/sign in plain. Clear language)

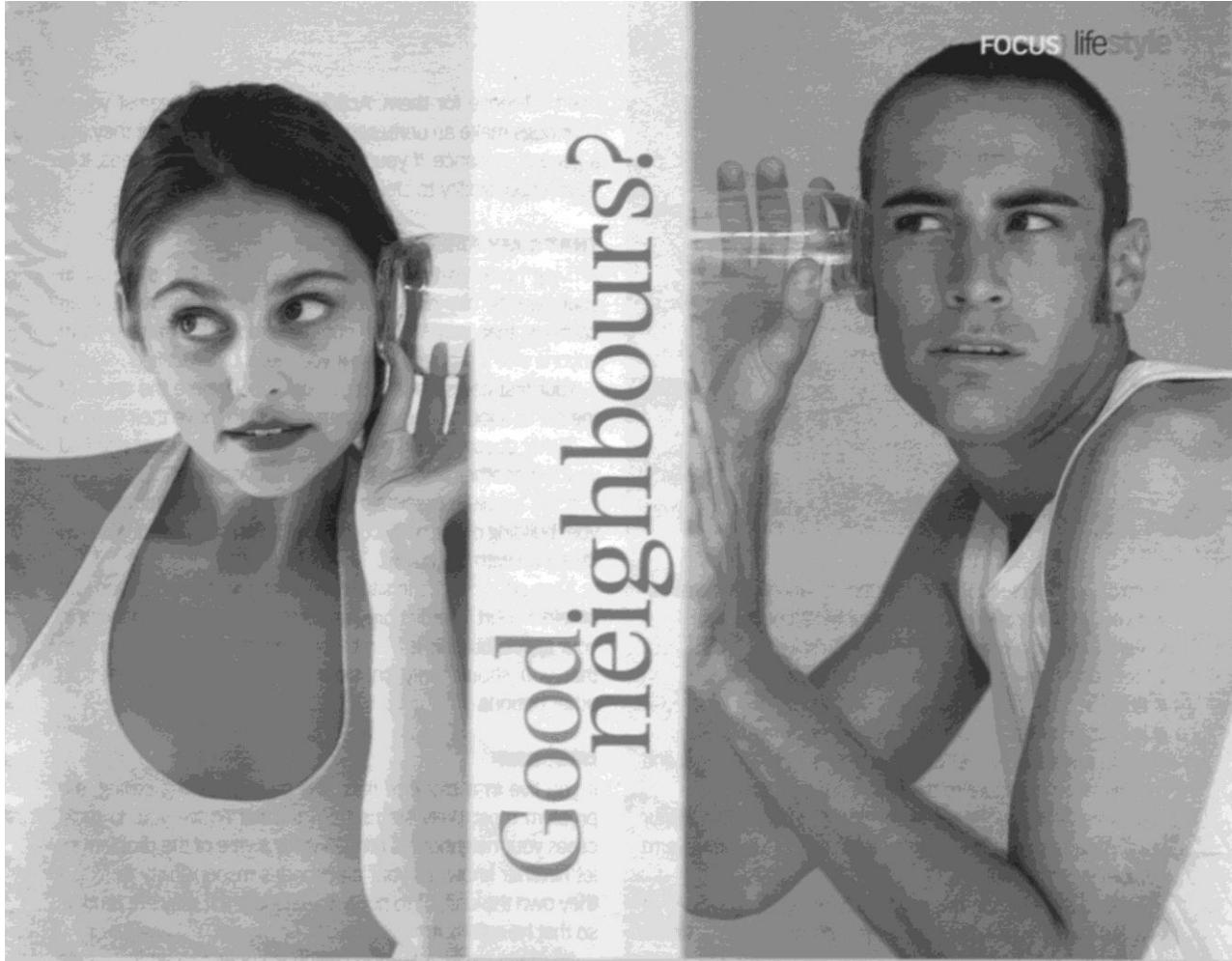
## **Activity 6 (8964 SO 2, AC 1-7)**

Refer back to the article called Good Neighbours? From the Clicks Clubcard magazine of October 2005. Paraphrase this article. Ensure that you use language structures and features as well as text structures and features. Vary the sentence length, vary the length of the paragraphs, pay attention to your first and last paragraph and make sure that your paragraphs follow each other logically. Pay attention to signing, NMF's and handshapes when you to this assessment. Also make sure that you do not use offensive or discriminatory language.

## **Activity 7 (8964 SO3, AC 1-2)**

Check your summary for the following:

- Excessive use of jargon, insensitive choice of words/signs, (gender; rank; hierarchies in familiar settings or organisations; family; sports; wealth) offensive or incorrect register – remove if present
- Complex wording/signing of ideas – simplify if present



FOCUS lifestyle

# Good neighbours?

From grand to grotty – neighbours are an inevitable aspect of most of our lives.

**Marina Green** takes a look at the good and the bad.

'Good fences make good neighbours,' declares the English proverb. In South Africa we have perhaps taken things to an extreme, especially in more affluent areas, where six-foot concrete walls topped with spikes, razor wire and/or electric fencing seem to be the norm – a rather serious deterrent for neighbours who may be tempted to pop their heads over the wall! But while we may sometimes be depriving ourselves of neighbourly camaraderie, there's more than a couple of people who'll tell you about their neighbours from hell.

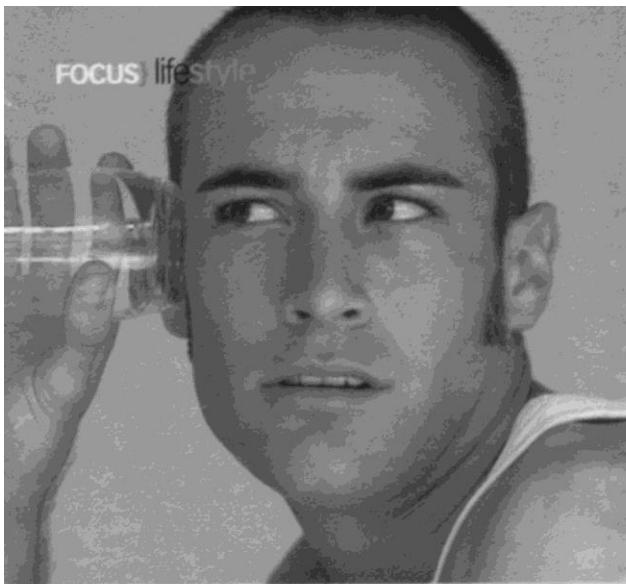
#### WHEN NOISE ANNOYS

Neighbourhood noise from animals, alarms, machines and parties can make you irritable and disrupt your sleep. This is a particularly common problem in flats because you are sharing walls and communal areas with virtual strangers. Allan Spicer, a managing agent at Pears Property Management in Cape Town, points out that modern flats are

not as well sound-proofed as older units – the walls allow sound to travel far better.

The best way to approach pretty much any neighbourly dispute, is to try and resolve matters informally and amicably. Politely explain to your neighbour what the noise is and how it is troubling you. If your neighbour persists in making a noise, or you don't want to approach them in person, put your concerns in writing. An excellent template letter is available on the UK-based Neighbours from Hell website ([www.nfh.org.uk](http://www.nfh.org.uk)). A letter helps you to list your complaints and it serves as proof that you have brought the matter to the attention of your neighbour if the matter lands up going to a higher authority. If that doesn't work, lodge a complaint with a higher authority. If you live in a complex, sectional-title unit or block of flats, approaching the body corporate is probably your best course of action.

IMAGE: GALLO IMAGES/GETTY IMAGES.COM



## How to be a good neighbour

- Introduce yourself to your neighbours when you move in.
  - If you are planning a party, let your neighbours know.
  - Park in your own parking area and make sure that your visitors don't park in other people's bays or driveways.
  - Position noisy appliances away from common walls.
  - Keep the pavement outside your home neat and tidy.
  - Try to restrict noise activities such as hanging pictures and moving heavy furniture to daytime working hours.
  - Make sure someone with a key can be contacted if your burglar alarm goes off while you are away, or that the alarm company can reset it.
  - Make sure you are aware of the rules and regulations of your building or complex regarding renovations, pets, noise, visitors and security.
  - Don't repeatedly honk your hooter late at night. If you absolutely have to hoot, one short hoot should do.
  - If you have children, understand that many of your neighbours don't. If you don't have children, understand that your neighbours' children have a right to be there, and that they are, after all, children.
  - If a neighbour complains, try to see things from their perspective. Try not to escalate problems with a confrontational approach.
  - Respect your neighbours' right to peace and enjoyment of their own property. Ask yourself if you are treating your neighbour the way that you would like to be treated.

## PETS OR PESTS?

As a pet owner the onus is on you to find out about the rules and regulations regarding keeping pets in your area. It is your responsibility to make sure that dogs are contained within your property, or under your control if you take them out of it. Check with your local authority what the by-laws are regarding the number of animals you are permitted to keep and if you

need a license for them. Action can be taken against you if your dogs make an unreasonable amount of noise or they are a general nuisance. If your dog defecates in public areas, it is your responsibility to clean up after it.

**THAT'S MY PARKING SPOT!**

Arriving home to find that someone has parked their car in your parking bay or your driveway is highly annoying. Allan cautions that you 'should not be tempted to tamper with anyone else's property, even if you feel totally justified'.

Your first course of action, if you know where the driver of the car is, should be to ask them politely to move their vehicle.

'If that doesn't work, then leave a note on their car and find yourself another place to park,' Allan advises.

If the problem persists, report it to the managing agent of your building or the body corporate (if you live in a flat), who will take it up with the culprit.

Allan adds that if the situation gets serious enough you can obtain a court interdict preventing that person from parking in your space, but this is a time-consuming and expensive route that you should only consider when you have exhausted other options.

DRIP, DRIP

If you live in a block of flats and have a leaking ceiling, the problem most likely stems from the flat above you. In most cases your neighbour is probably not aware of the problem so let him/her know. It's your neighbour's responsibility to fix it if they own the unit, or to notify their landlord if they are renting, so that he can fix it.

'In many cases a leaking ceiling is subject to an insurance claim covered by building insurance. This can extend to damage done to your property as a result of the leak,' explains Allan.

## I WANT A FIREPLACE!

If you would like to do renovations to your property, go through the proper channels. In a flat, you have to have your plans approved by the body corporate to make sure that the building operations do not contravene the standards of the building and that your neighbours are inconvenienced as little as possible.

In a house, you need to submit your plans to the council for approval. 

## Useful contacts

Department of Provincial and Local government, [www.dplg.gov.za](http://www.dplg.gov.za)  
© (012) 334-0600, [www.dplg.gov.za](http://www.dplg.gov.za)  
City of Cape Town, © (021) 400-1111, [www.capetown.gov.za](http://www.capetown.gov.za)  
eThekweni Municipality, © (031) 311-2294/2287,  
[www.durban.gov.za](http://www.durban.gov.za)  
City of Johannesburg, © (011) 375-5555, [www.joburg.org.za](http://www.joburg.org.za)

## **Activity 8 (8964 SO4, AC 1-6)**

Paraphrase this article. Ensure that you use language structures and features as well as text structures and features. Vary the sentence length, vary the length of the paragraphs, pay attention to your first and last paragraph and make sure that your paragraphs follow each other logically. Pay attention to signing, NMF's and handshapes when you to this assessment.

Also make sure that you do not use offensive or discriminatory language.

