

## Module 2

### It's OK to fail and things may go wrong in my life

#### Self Activity 1 p.33

##### Narrative description

It is important that students write in the *past tense*, are *not vague*, use a lot of *detail* and use *chronological order*.

#### Group Activity 2 p.34

##### Narrative description

Let the students divide into 5 groups with each group working on the texts.

1. Text 1: It's good to fail – **magazine article**  
Text 2: How tragedy changed Nojekwa's life focus – **newspaper article**  
Text 3: With Everest summit 150m away, I had to turn back – **newspaper article**  
Text 4: Nobody said it was going to be easy – **letter to a magazine**  
Text 5: Friendly obstacles – **poem**
2. The theme is: we learn more during hard times and when things are tough than in times of success and when everything goes well.
3. Only the main points need to be written down – they may be in bulleted format. One person in the group has to report back to the class.

##### Text 1: It's good to fail

1. If you want to be a winner you have to master failure.
2. We all want to be a success.
3. Most of us are conditioned to see failure as something wrong/a big negative.
4. You have no concept of what you can achieve until you fail.
5. Never think of yourself as a loser.
6. There's no such thing as failure – it's success in another form.

##### Text 2: How tragedy changed Nojekwa's life focus

- Thembela Nojekwa was bitter and angry when he lost the ability to walk.
- This former mathematics teacher was struck by a stray bullet in 1996.
- He discovered that family therapy was needed for the physically disabled to recover fully.
- In 2001 he started using beads to help families to cope with tragedy.
- Today he runs a training facility for able and disabled people.
- Red Door has helped him to manufacture beads and to train people.
- His accident opened his eyes to new things.

**Text 3: With Everest summit 150m away, I had to turn back**

- On 15 May 2006 Ronnie Muhl and his climbing party left the advanced base camp to summit Mount Everest.
- The weather was fine.
- They reached camp 3 and then climbed to the ridge at 8 600m.
- On the second step Ronnie noticed that the front valve of his oxygen mask had broken.
- The guide with a spare mask was ahead of him and out of earshot.
- Ronnie climbed to just under 8 700m and saw the weather was changing around the summit.
- Some of the climbers were already descending but others were turning around as the wind was picking up.
- With less than 150m from the summit Ronnie turned around.
- It was one of the wisest decisions he has ever made as he would have died had he continued.

**Text 4: Nobody said it was going to be easy**

- E. Modibane feels sorry for people who victimise themselves and blame their lives on their circumstances.
- He was raised by an alcoholic father who abused them.
- His father died when he was 18 and he had to fend for himself.
- He applied for student loans and studies two courses at a time.
- According to him the only failure is the one who fails and never tries again.

**Text 5: Friendly obstacles**

- Every hill, every stone, all the blood, sweat and grime, storms and heat made me strong.
- All the heartaches and tears, anguish and pain, gloomy days, fruitless years and hopes that lived in vain made me strong.

**Challenge:**

Possible gestures/signs a speaker can use when saying the following:

1. “No, ladies and gentlemen, the grass is not always greener on the other side!”  
**Shake the head to show “no” and point with the finger to the “other side”.**
2. “So when he entered the room, he noticed this long snake next to the couch.”  
**Indicate, with hands wide apart, the “long snake”.**
3. “Come here,” I called her, but I don’t think she heard me.  
**Indicate with one hand the sign that shows “come here”.**
4. “My talk is on canaries and as you know a canary is a small little bird.”  
**Indicate with the thumb and index finger how small the canary is.**

**Self Activity 3            p.43****Assessment Activity: Interpreting non-verbal messages**

Students must write down what they can find out about the people by looking at their clothes, expressions, body posture, gestures, etc. Accept any answer that makes sense, starting, clockwise, with the lady with the shopping bags in both hands.

- **Lady with shopping bags**

She looks very happy. She is smiling. She looks confident. It seems that she is enjoying herself. Her clothes look comfortable and fashionable.

- **Boy with arms in the air**

The boy looks happy. He is young and has a missing front tooth. He has the South African flag painted on his face. He is being lifted up by someone. He must be enjoying it. He has a broad smile. His arms are in the air. Perhaps he is a supporter/spectator at a match.

- **Man with curly hair and open mouth**

It looks as if the man has just scored a goal. He is screaming. He must be very happy with himself. One can see the determination in his expression. He must be excited, delighted and ecstatic. The muscles on his face and neck are pulling. His windswept hair shows that he must be running.

- **Man behind his desk**

This man looks exhausted, frustrated and very tired. He’s leaning back in his chair with his eyes closed and both hands crossed over his face. He must be sitting in his office and the reason for his being in such a state must be because of all the piles of paperwork on his desk. It looks in a terrible mess.

- **Man with Basuto hat**

This man could be dressed in traditional clothes. He is wearing a Basuto hat and it

looks as if he is covered by a Basuto blanket. His broad smile shows that he is very happy and confident. He looks straight at the camera and although he is wearing glasses, one can see the joy in his eyes. It looks as if he is at a function – with people in the background.

- **Crying lady**

The crying lady looks very sad. Her head is tilted to one side and she is wiping her tears with her right hand. Her eyes are closed and she is leaning on a man who seems to be comforting her. He is holding her and has his left hand on her shoulder.

<b>Rating</b>	<b>Rating code</b>
Has outstanding command of language and excellent insight into the interpretation of non-verbal communication skills.	<b>7</b>
Has very good command of language and very good insight into the interpretation of non-verbal communication skills.	<b>6</b>
Has good command of language and good insight into the interpretation of non-verbal communication skills.	<b>5</b>
Has satisfactory command of language and has some insight into the interpretation of non-verbal communication skills.	<b>4</b>
Meets the language requirements but has little insight into the interpretation of non-verbal communication skills.	<b>3</b>
Partially meets the minimum language requirements and hardly has any insight into the interpretation of non-verbal communication skills.	<b>2</b>
Very little effort/struggle to present anything logical. No insight/almost no insight into the interpretation of non-verbal communication skills.	<b>1</b>

<b>RATING CODE</b>	<b>RATING</b>	<b>MARK OUT OF 10</b>
7	Outstanding (can do this exceptionally well)	8-10
6	Meritorious (can do this very well)	7
5	Substantial (can do this well)	6
4	Adequate (can do this)	5
3	Moderate (can do some of this)	4
2	Elementary (have difficulty with this)	3
1	Not achieved (need help with this)	0-2

**Self Activity 4 p.43**

**Assessment Activity: Speech on narrative description**

Students have to deliver a speech on their narrative description in Self Activity 1. They have to use some of the non-verbal aspects as well as the speaking techniques. They should have good logical structuring (introduction, body and conclusion), but they do not need to use illustrative aids. They have to apply peer assessment.

**Peer assessment of speech on narrative description: Module 2 Self Activity 4**

**Student:** \_\_\_\_\_ **Class:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mark:** \_\_\_\_\_ **%:** \_\_\_\_\_

**Signed: Facilitator** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signed: Moderator** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signed: Student** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>RATING CODE</b>	<b>RATING</b>	<b>MARK OUT OF 10</b>
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<b>CRITERIA</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
1. Introduction tells the audience what the description is about and ideas follow in a logical order.							
2. Body of the speech focuses on the topic.							
3. Conclusion is effective.							
4. Speaker is confident, well-prepared and uses correct grammar.							
5. Non-verbal ways of communication are used appropriately, e.g. volume, pronunciation, tempo, stress and emphasis, eye contact and body language.							

<b>For this presentation the student</b>	<b>Rating</b>	<b>Comment</b>
Has outstanding command of language, insight into the topic, excellent logical structuring and non-verbal communication skills.	<b>7</b>	
Has very good command of language, shows good insight into the topic, good logical structuring and non-verbal skills.	<b>6</b>	
Has good command of language, shows insight into the topic, logical structuring and non-verbal skills.	<b>5</b>	
Has performed satisfactorily and has applied some logical structuring, but not very good non-verbal skills.	<b>4</b>	
Meets the requirements but has little insight into the topic and needs to improve the logical structuring and non-verbal communication.	<b>3</b>	
Only partially meets the minimum requirements and needs a lot of support. The non-verbal skills are also lacking.	<b>2</b>	
Makes very little effort and has put forward an illogical argument that is very difficult to follow. The non-verbal skills are very poor.	<b>1</b>	

**Self Activity 5            p.46**

**Assessment Activity: Circular**

Accept all circulars with correct information. This letter serves as an example only.

**RED DOOR**

**Tel: 021-362 6621/4/5**

**Makaza Shoprite Centre  
c/o Lansdowne & Cekeka Street  
KHAYELITSHA  
7784**

4 May 20..

Dear Entrepreneur

**WORKSHOP ON 27 AND 28 MAY 20..**

A workshop will be held at the Khayelitsha office on Friday 27 May and Saturday 28 May 20.. for all entrepreneurs who have received funding from Red Door. You are welcome to attend.

The theme of the workshop is "Why it is important to crawl before you walk in business". The workshop starts on Friday at 17:00. It will end at 21:00. On Saturday it runs from 09:00 – 15:00. There will be two guest speakers and we will be working in groups.

Supper will be provided on Friday and lunch on Saturday. Tea and coffee will be served on both days. The cost for the workshop is R200 per person.

I hope that it will be possible for you to attend. If you can come, register before 25 May by telephoning Kim at the above-mentioned number.

I am proud to inform you that a new Red Door office will open in Ottery on 1 July. The manager will be Faizel Lucas. Please take note of the contact details:

55 Dew Avenue

OTTERY

7800

Tel: 021 – 865 3216

Fax: 021 – 865 3215

Warm wishes

*D. Apollis*

DENVER APOLLIS

MANAGER

<b>RATING CODE</b>	<b>RATING</b>	<b>MARK OUT OF 20</b>
7	Outstanding (can do this exceptionally well)	16-20
6	Meritorious (can do this very well)	14-15
5	Substantial (can do this well)	12-13
4	Adequate (can do this)	10-11
3	Moderate (can do some of this)	8-9
2	Elementary (have difficulty with this)	6-7
1	Not achieved (need help with this)	0-5

A circular is normally marked out of 20. We recommend the following:

Layout: 4 (-1 per error)

Language: 8 (-½ per error)

Content: 8 (-½ or -1 per detail omitted – see below)

1. Open with a contact sentence. **1 mark**
2. Give all the information regarding the workshop:
  - Dates
  - Theme
  - Costs
  - Times
  - Meals
  - Where to register     **½ mark each = 3**
3. Give full contact details regarding the new Red Door office. **2 marks**
4. Give the name of the new manager. **1 mark**
5. End with goodwill. **1 mark**

### **Self Activity 6        p.50**

#### **Assessment Activity: Letter of invitation**

1. Students can make up their own addresses but it is important that they have the core notes correct.

**SHARP FET COLLEGE**

**Tel: 0531-785 3450**

**Fax: 0531-785 3451**

[sharpfet@mweb.com](mailto:sharpfet@mweb.com)

**34 Dream Lane**

**KIMBERLEY**

**8300**

3 April 20..

Mr Denver Apollis

Manager

Red Door

Makaza Shoprite Centre

c/o Lansdowne Road and Cekeka Street

**KHAYELITSHA**

7784

Dear Mr Apollis

**INVITATION AS GUEST SPEAKER**

Our college is hosting its annual entrepreneurial festival on Friday 30 April 20.. . We normally have great fun with competitions, games, stalls, guest speakers, etc. We would be very grateful if you could please address our NCV students for 20 minutes. You may choose your own topic.

If it is possible for you to address us, I will meet you in the foyer at 18:45. You will deliver your speech in the college hall at 19:00. We expect about 200 students and lecturers. Please let us know how much your appearance fee is. We would also appreciate it if you send us your CV.

Please confirm in writing before 18 April if you can come. We sincerely hope that you will be able to accept. We look forward to hearing from you.

Yours faithfully

*M. Owen*

**MICHAEL OWEN**

**SECRETARY OF FESTIVAL COMMITTEE**

RATING CODE	RATING	MARK OUT OF 20
7	Outstanding (can do this exceptionally well)	16-20
6	Meritorious (can do this very well)	14-15
5	Substantial (can do this well)	12-13
4	Adequate (can do this)	10-11
3	Moderate (can do some of this)	8-9
2	Elementary (have difficulty with this)	6-7
1	Not achieved (need help with this)	0-5

A letter of invitation is normally marked out of 20. We recommend the following:

Layout: 4 (-1 per error)

Language: 8 (-½ per error)

Content: 8 (-1 per detail omitted)

**This activity can be marked strictly as all the details are supplied. It is important that the students get the core notes right.**

2. **Letter declining an invitation.** Students can make up their own letter, as long as they give a reason for declining the invitation and suggesting another speaker.

**RED DOOR**

**Tel: 021-362 6621/4/5**

**Makaza Shoprite Centre  
c/o Lansdowne & Cekeka Street  
KHAYELITSHA  
7784**

9 April 20..

Mr Michael Owen  
Secretary of Festival Committee  
SHARP FET COLLEGE  
34 Dream Avenue  
KIMBERLEY  
8300

Dear Mr Owen

**INVITATION AS GUEST SPEAKER**

Thank you for the invitation to be a guest speaker at your college's annual entrepreneurial festival on Friday 30 April 20.. . Unfortunately I cannot accept the invitation as I am involved in a seminar hosted by Red Door on that day.

You are welcome to invite me to your college on another occasion. I hope I will then be able to help you.

If you still need a guest speaker I suggest you ask Mr Thembela Nojekwa, a successful entrepreneur who was assisted by Red Door. This former mathematics teacher is confined to a wheelchair after he was struck by a stray bullet. He is an excellent speaker and you can contact him on 082 786 4546.

Once again, thank you for the invitation. I wish you success with your festival.

Yours sincerely

*D. Apollis*

DENVER APOLLIS

**Self Activity 7            p.52**

**Passive voice**

1.     The meeting **was closed** at 16:00 by the chairperson.
2.     A new marketing manager **has been appointed** by Mr Radebe.
3.     All queries **will be handled** by reception.
4.     Your suggestions for the end-of-the-year function **must be put** in the box.
5.     The action minutes **have already been written** by Jabu.

**Active voice**

6.     **You** can give Lisa your applications for leave. / **You** can give your applications for leave to Lisa.
7.     **Staff** should meet **deadlines**.
8.     **S/he** has chosen a venue for the conference. / **We/they** have chosen a venue for the conference.
9.     **Mr Sisulu** handed in his resignation yesterday.
10.    **They** have approved (the) funding for the building project.

**Self Activity 8            p.52**

**Correct placement of adverbs**

1.     We **often** go to Durban in the summer.  
       **Often** we go to Durban in the summer.
2.     I **never** want to see her again.
3.     **Sometimes** it is cold in Bloemfontein in the winter.  
       It is **sometimes** cold in Bloemfontein in the winter.
4.     In many countries, trains **always** arrive on time.
5.     **Usually** shops don't close before 17:00.  
       Shops **usually** don't close before 17:00.

**Self Activity 9            p.55**

**Reported speech**

1.     **Helga said/remarked** to Hagar **that he had** brought **her** a box of chocolates all the way from England. **She added that** it **was** such a pretty box.
2.     **Helga exclaimed that** it **was** completely empty inside.
3.     **Helga asked Hagar** where the chocolates **were**.
4.     **Hagar explained/replied that** it **had been** such a long trip home.

### Self Activity 10 p.55

#### Direct/reported speech

1. **Mr Radebe told/informed** Ms Smart that the part **they had** ordered for **her** car **had** arrived **that** day.
2. “Ms Smart, would **you** like a quote before **we** start the repair work?” **asked/enquired Mr Radebe.**
3. **Ms Smart thanked Mr Radebe / him** and **replied that she’d** appreciate that.
4. **Zoliswe said that she** would like to make an appointment for a manicure and a facial with Busi on Friday morning.
5. “**I am** looking for male and female models,” **said** the manager of Step Out Modelling Agency.

### Self Activity 11 p.56

#### Past tense

Remind the students to make any necessary changes.

1. Yesterday I **ordered** stationery for the office.
2. Yesterday we **signed** the attendance at the staff meeting.
3. Yesterday I **went** to discuss a problem with a colleague.
4. Yesterday I **was** not afraid of the thunder and lightning.

Using past tenses to join sentences with conjunctions to show which action happened first or which action is continuous.

5. When I **have edited** my writing, I **have improved** it.
6. Musi **went** to college where he **learnt** new skills.

Use one past perfect verb and one past simple.

7. When the college choir **won** the competition, they **had practised** hard.
8. The manager **wrote** a letter to the client after s/he **had asked** for more information.
9. After they **had watched** the film, they **went** home by taxi.