

## Module 7

# Healthy relationships @ home and @ work

### 1. Relationships

#### Group Activity 1 p.169

#### Relationships

Students should work in groups of 3-4.

1. Summary of each heading:

#### *1. Respect for others begins with you*

- First respect yourself
- Believe in yourself
- Take care of your appearance
- Take care of your home, office, car
- Learn to say “no”

#### *2. Be positive*

- Avoid people who complain non-stop
- If you often have negative thoughts, get a hobby
- You feel better when you do something for someone else

#### *3. You control yourself, not others*

- Stay calm when someone attacks you
- Things get worse if you fight back
- Listen and do not interrupt the person
- Accept that you cannot control what others think, feel or believe

#### *4. Late again?*

- Time is always an issue
- Coming late is no excuse
- It shows you are disorganised
- Plan that you arrive on time

#### *5. Lay off the gossip*

- Gossip usually follows after the phrase “Have you heard?”
- Ask if the story is fact or fiction
- Keep news to yourself
- Gossip can often take on its own life
- Don't be interested in gossip
- It's the biggest compliment when people discuss their problem/s with you

**6. Stop feeling guilty**

- Don't feel guilty about others' problems
- Consider the situation objectively
- If you were not responsible for the problem, stop feeling guilty

**7. Look them in the eye**

- Look people in the eye when you speak to them
- Practise this if you are shy
- Looking at people when you talk to them shows you are listening and interested

**8. Intuition – your best friend**

- Everyone has a sixth sense
- Trust that feeling
- It can warn you against people
- It can also teach you to “hear” even if the person doesn't say a word

**9. Laughter – medicine for the soul**

- Laughing is fun and good for you
- Laugh out loud
- Never underestimate the power of a smile
- Smile when you answer the phone or the person behind you in the queue
- It will make everybody feel better

**10. Show them you care**

- Show you care through words and actions rather than expensive gifts
- Usually appreciation and encouraging words mean the most
- Remember people's birthdays
- A simple hug is proof that you care

2. Students have to make a list of the three that they are most guilty of, e.g. you gossip, are often late and don't show others you care.
  - 2.1 They must compare their list with the rest of their group and draw up a final list that shows what the group is most guilty of.
  - 2.2 They have to discuss practical ways of how to improve relationships.
3. Students have to dramatise and role play any one of the three situations based on difficult scenarios at work. They are welcome to fill in extra details. It is important that they understand the situation and that they practise together. They have to work from a script that they have written together.
  - 3.1 You, Amos, Chris and Boeta.
  - 3.2 You, a fellow machinist and an older colleague.
  - 3.3 Basil, Jan Botha and the supervisor.

### Challenge

The rhyme scheme of Friendly Obstacles on p. 37 is ababcc; dedeff.

(Rhyming) ‘couplets’ are two lines that rhyme.

Often a poem is written in couplets – this means the stanzas contain two lines only. When these lines rhyme, they are called rhyming couplets.

### Self Activity 2 p.173

#### Poem – I chose a path

1. Yes, but you realise that only once you have read the poem. The poet made a choice and chose a life that he is proud of.
2. It is a positive poem. Students may quote any eight words from the poem, e.g.: “I love Jabulani for reasons I can’t deny”
3. Jabulani is tall, dark and handsome. He has brown eyes and a smile. He waves at himself in the mirror and is a lively fellow.
4. He smiles at himself and he waves at himself which shows that he is happy and has a positive attitude/approach to life.
5. There is quite a lot of repetition in the poem.
- 5.1 Accept any example, e.g. “reflection in the mirror”, “Jabulani” and “He chose a life”
- 5.2 It is effective because it stresses/emphasises the positive in the poem.
6. Five times.
- 6.1 Yes, it is a positive sign if you like your own name.
- 6.2 If you are happy with your name, you are often happy with yourself – your name is part of your identity.
- 6.3 Yes or No plus any reason.
7. Jabulani chose not to use alcohol and drugs, not to be promiscuous and not to do crime. He chose to educate himself, to bring smiles to sad faces (to cheer up unhappy people), to sing joyful songs to unhappy people and to bring humour to sad people.
8. **A.** **B.**
- 8.1 oozing h. leaking out slowly
- 8.2 passion f. strong barely controllable emotion
- 8.3 cherish i. protect; hold dear; tend lovingly
- 8.4 fellow g. man or boy
- 8.5 deny j. declare untrue
- 8.6 promiscuity d. having frequent and diverse sexual relationships
- 8.7 tool c. any instrument used to carry out a specific function
- 8.8 chants a. songs
- 8.9 agony b. extreme suffering or struggle
- 8.10 humour e. amusement or comedy
9. “I love it for I shall never part ways with Jabulani”
10. No
11. There is no rhyme scheme; it is free verse.

**Self Activity 3**                      **p. 175**  
**Assessment Activity: Poem – Dancing boy**

- 1.1 The poem is written in the form of a  
 B. dialogue (1)
- 1.2 The boy used to be at the  
 C. roadside (1)
- 1.3 The boy used to earn his money by  
 C. dancing (1)
- 1.4 The boy does not earn his money this way anymore because  
 D. an irritated man threw money at him and asked him to stop (1)
- 1.5 When the boy told his father what had happened, his father was  
 C. concerned (1)
- 1.6 What figure of speech is used in ‘Great piles of paper money’ in stanza 4?  
 C. simile (1)
- 1.7 The man used to watch the boy dancing and he used to give him money. (1)
- 1.8 “remember” (1)
- 1.9 It is to show respect for the man. (1)
- 1.10 Yes, he gave him money.  
 “I remember you stopped in your car  
 And when I had finished dancing  
 Gave money to me.” (3)
- 1.11 Accept any reason that makes sense, e.g. perhaps the man felt guilty that he had so much more than this poor boy who danced for tips from onlookers. He did not want to see the boy again. He therefore gave him lots of money and asked him not to dance there any more. (2)
- 1.12 Accept any reason that makes sense, e.g. the father realised that the man wanted to get rid of the boy by giving him so much money and therefore he also told his son not to dance there again. (2)
- 1.13 Accept Yes or No plus any reason that makes sense, e.g. Yes, if someone pays you (he does not have to) and asks you not to come back, then you must obey it or No, the boy used to always dance there and he should not stop just because one person paid him a lot (bribed him) and had asked him to leave. (3)
- 1.14 Yes, it is significant because it spells out/stresses the fact that it was the white people who stopped and paid the boy, who was obviously not white. (2)
- 1.15 It is easy to read the poem. Quotation marks would have made it too formal. (2)
- 1.16 Yes or No plus a reason. (2) [25]

<b>RATING CODE</b>	<b>RATING</b>	<b>MARK OUT OF 25</b>
7	Outstanding (can do this exceptionally well)	20-25
6	Meritorious (can do this very well)	18-19
5	Substantial (can do this well)	15-17
4	Adequate (can do this)	13-14
3	Moderate (can do some of this)	10-12
2	Elementary (have difficulty with this)	7-9
1	Not achieved (need help with this)	0-6

## Group Activity 4 p.179

### Discussion of types of meetings

Students have work in pairs. Let them make notes of what they discuss. You can later give them the answers, as well as examples to help them understand the different types of meetings.

- **Committee meetings:** This is when the members of a committee meet, e.g. the chairperson, secretary, treasurer, etc.
- **Department meetings:** This can be any department, e.g. the financial department or marketing department of a company.
- **Board meetings:** Any company normally has a board of directors and they hold board meetings.
- **Management meetings:** Management normally consists of the manager and other seniors in management positions at any organisation – management meets without the other staff members.
- **Project meetings:** This is when certain people serve on a project that has to be completed, e.g. the housing or feeding project of a large company.
- **Ad hoc meetings:** An ad hoc committee is responsible for a certain task, e.g. to find out how stocktaking is done at other companies – the ad hoc committee meets and once their task has been completed, the committee dissolves.

### Challenge

Adjourn means to take a break or to stop a meeting before all the matters that appear on the agenda have been finalised, e.g. to adjourn for tea. The meeting carries on afterwards.

## Group Activity 5 p.182

### Agenda

Students have to work in pairs and sort out the jumbled up items on the agenda. They may look at a correct example, but make sure they *understand* how to draw an agenda.

### AGENDA

1. Opening and welcome
2. Attendance register
3. Apologies
4. Minutes of previous meeting
5. Matters arising
  - 5.1 Rust repairs
  - 5.2 Longer lunch hour

6. New business
- 6.1 Buff and polish service
- 6.2 Safety in the workplace
- 6.3 Feedback from Cosatu representative
- 6.4 Spray painting quotes
7. General
8. Date of next meeting
9. Closure

**Note: p.186**

Example 1 is correct because it gives more details than Example 2. It says where and when the course will be held, as well as what interested staff should do.

**Group Activity 6 p.189**

**Meeting terminology**

The students have to work in groups of 3-4. It's important that they give reasons.

1. **True.** That is part of the secretary's duties.
2. **False.** The minutes have to be 100% accurate.
3. **True.** Members should check that the minutes are correct before the meeting.
4. **False.** The minutes are signed after they have been approved.
5. **False.** All that information is important and has to be included in the minutes.
6. **True.** It is important as one can always refer back to what was decided.
7. **True.** It is important as one can always refer back to why it was rejected.
8. **True.** That is part of meeting procedure.
9. **False.** The minutes are written in the past tense.
10. **False.** A seconder is a person who supports a proposal.

**Group Activity 7 p.189**

**Assessment Activity: Meeting presentation and class discussion**

1. **Presentation:** Let the students sit in a big group or in a few smaller groups and practise how to open and close the meeting. They should know that this is an assessment activity; therefore they will assess each other. They should take turns to act as chairperson. They will need your guidance in the beginning. Perhaps you can let one of the leaders in the class start by being the chairperson. The person can start by greeting the "members" and ask them to settle down as the meeting is

about to start. It is important that the chairperson inspires confidence and takes control of the meeting. They must also practise closing the meeting and thanking everybody for attending the meeting.

2. Class discussion: Cape Argus article from Cape Argus, 27 May 2005.

Students have to participate in the discussions.

- A “weekly meeting” is a meeting that is held once a week – normally it is held at the same time every week, e.g. on a Monday at 10:00.
- Yes or No with reasons.
- Attendance register.
- Students should share any controversies regarding the minutes of meetings that they know about, or about meetings in general or issues/problems/incidents at any club or association.

Rating code	Rating	Mark out of 10
7	Outstanding (worked exceptionally well together)	8-10
6	Meritorious (worked very well together)	7
5	Substantial (worked well together)	6
4	Adequate (worked well together sometimes)	5
3	Moderate (hardly worked well together)	4
2	Elementary (reached consensus once or twice)	3
1	Not achieved (never reached consensus)	0-2

Criteria	Yes	No	Comment
1. We demonstrated respect for each other and spoke politely to each other.			
2. We listened to each other and were open to learn from each other.			
3. We motivated our viewpoints.			
4. We took turns to act as chairperson and practiced to open and close a meeting.			
5. We discussed the topics from all perspectives.			

**Self Activity 8 p.192**

**Assessment Activity: Notice, agenda and action minutes**

- 8.1 This is a staff meeting/a general meeting – perhaps they meet every month.
- 8.2 The notice and agenda.

## MEGA DISTRIBUTORS

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**1600**

1 June 20..

Dear Colleague

### NOTICE OF STAFF MEETING

Please take note that a meeting will be held in the auditorium on Thursday 14 June 20.. at 17:00.

Yours faithfully

*N. Pickford*

**N. PICKFORD**

**MANAGER**

### AGENDA

1. Attendance register
2. Apologies
3. Opening and welcome
4. Minutes of previous meeting
5. Matters arising
6. New business
  - 6.1 Staff uniforms
  - 6.2 Sales targets
  - 6.3 Application for special leave
  - 6.4 Security gate
7. General
8. Date of next meeting
9. Closure



<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

<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. Planned the notice and agenda by making a rough sketch and writing down a few ideas. Have proof of these.							
2. Used the appropriate format and layout for a notice and agenda.							
3. Used the appropriate register, style and language.							
4. Achieved the purpose of this task.							
5. Used correct grammar – the notice and agenda were edited.							

8.3 Minutes of a meeting; using the core notes.

**MINUTES OF A STAFF MEETING OF MEGA DISTRIBUTORS THAT WAS HELD IN THE AUDITORIUM ON THURSDAY 14 JUNE 20.. AT 17:00.**

**1. Attendance register**

The chairperson, Mr Pickford, the secretary, Les Bam, and these 8 members were present: Simon Locke, Grace Mataba, Deon Clarke, Margo Norton, Miriam Twalo, Ashley Olivier, Dean Martin, and Tom Tobela. (Students must make up their own names, but it is important that they use the names already given in the core notes.)

**2. Apologies**

Brendan Butler; Sophie Otto

**3. Opening and welcome**

Mr Pickford opened the meeting and welcomed the members.

**4. Minutes of previous meeting**

The minutes of the previous meeting were taken as read, approved and signed.

Proposer: Simon Locke      Seconder: Grace Mataba

**5. Matters arising**

Nothing

**6. New business**

**6.1 Staff uniforms**

Mr Pickford reminded the staff that the staff uniform was optional and that they should wear it correctly. They should not mix the uniform with own clothes as it looked untidy. The new corporate ties and scarves cost R100 and were available from the secretary from 18 June 20.. .

**6.2 Sales targets**

Mr Pickford congratulated the sales manager, Deon Clarke and the sales team on meeting their target. Deon Clarke was one of the best salespersons in the country. He may win a trip to Greece and will know in September. As from July there will be only two sales targets per year and not three. Mr Pickford will give Deon Clarke more details after the meeting

**6.3 Application for special leave**

Mr Pickford announced that, as from today, there was a new form for special leave which had to be filled out in duplicate. The completed forms must reach him at least 2 days before they want leave. No one will be granted leave unless they have applied in advance.

<b>ACTION</b>	<b>DUE DATE</b>
<b>LB</b>	<b>18/06/20..</b>
<b>NP</b>	
<b>NP</b>	<b>14/06/20..</b>

**6.4 Bursary fund**

**MN**

**15/07/20..**

MOTION “that bursary fund is allocated to best all-rounder and not best academic achiever.” Proposer: Margo Norton  
Secunder: Miriam Twalo

According to Margo Norton academic achievers drop out of their studies more often than all-rounders.

This has happened twice in the last four years. She said that the bursary committee should look at academic, sporting, artistic and social achievement.

The motion was discussed and accepted. Ms Norton was to compile a new questionnaire for the November applicants which she would show the staff at the next staff meeting.

**6.5 Security gate**

**NP**

**20/06/20..**

Mr Pickford asked the staff to please report the rusted burglar bars to him by 16 June 20.. .

Burglars had tried twice last week to jump over the gate and were caught by the security officers.

He had ordered Treligate to put higher spikes on the gate which will be done by 20 June 20.. .

(Students can make up their own date – as long as it makes sense.)

**7. General**

Mr Pickford reminded the staff that smoking in the building was unacceptable. They should ensure that visitors obey this rule.

**8. Date of next meeting**

The next staff meeting will be on 15 July 20.. . (Students can make up their own date as long as it is about one month after this meeting.)

**9. Closure**

The chairman closed the meeting at 18:15. (Students can make up their own time.)

**APPROVED AT:** .....  
**CHAIRPERSON:** .....  
**SECRETARY:** .....  
**DATE:** .....

<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

<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. Used the appropriate format and layout for a notice and agenda.							
2. Core notes were properly linked up and new details were added.							
3. Used the appropriate register, style and language.							
4. Achieved the purpose of this task.							
5. Used the correct grammar – the minutes were edited.							

**Group Activity 9 p.194**

**Meeting terminology**

Students have to work in pairs.

**Column A**

**Column B**

- |                |  |
|----------------|--|
| 1. treasurer   | e. person who is responsible for the finances of a club/society                              |
| 2. secretary   | j. person who is responsible for the administration and correspondence of a club/association |
| 3. agenda      | g. list of business to be discussed at a meeting   |
| 4. minutes     | h. official report of the decisions of a meeting   |
| 5. chairperson | i. person who is the leader of the meeting   |
| 6. motion      | d. a formal proposal   |
| 7. closing     | a. to end the meeting  |
| 8. notice      | b. venue, day, date and time of a meeting  |
| 9. register    | c. list of all the members present   |
| 10. seconder   | f. person who supports a proposal  |