

LIFE ORIENTATION

Grade 9: World of Work

Term 1: Week 8-10

TIME MANAGEMENT



WORKBOOK & CONTENT SUMMARY

This workbook will be needed for the next few lessons, it must be brought to class each lesson so that you can work in it.

Look out for these icons to help you:



Listen and pay attention



Think about it



Write your answers down



Classwork



Reflective activity – use these to think about what you have learnt and how you can use these skills

NAME:



GRADE

and

CLASS



Lesson 1

Date: _____

Fill in the textboxes below with your lesson



What are the **FOUR** Learning Styles?

- ★ _____
- ★ _____
- ★ _____
- ★ _____

Write down the **SIX** Career Categories

- ★ I _____
- ★ E _____
- ★ R _____
- ★ A _____
- ★ C _____
- ★ S _____



Why should you know what your Learning Style is?

- ★ _____
- _____
- _____
- _____

How can knowing your Learning Style help you OPTIMISE how you manage YOUR time?

- ★ _____
- _____
- _____
- _____

What do YOU think Time Management means?

- ★ _____
- _____
- _____
- _____



Time is such a strange concept – its something we sometimes wish we had more of, and sometimes we may feel like we have so much time on our hands.

Time is a used to quantify, measure or compare the duration of events or the intervals between them, and even, sequence events.



Let's look at what one day is made up of:

One day is the equivalent of **24** hours...

Which is **1440** minutes...

And that equates to **86 400** seconds...

It may sound like a lot when we break it down into hours, minutes and seconds doesn't it?

But is it really?



Do you ever feel like there's not enough time in the day?

Why do some achieve more in a day?



How do YOU maximise YOUR time?





We all get the same 24 hours – so why do some people seem to achieve more with their time than others? What kind of activities do they do to get things done easier and how?

The answer to our question:
GOOD TIME MANAGEMENT

Time management is the process of organising and planning how to divide your time between different activities.



Time Management Skills

These skills are all about being able to manage your tasks within a given timeframe to make your time and workload more manageable.

Think about this:



Your class has been given an assignment to do and you have a week to do it.

Student A: thinks “ah I will work on it later when I get to it”. But quickly, the week flies by and now its due tomorrow and they’re scrambling to get things done. They hand in the next day, but they know it is not their best work.

Student B: starts by getting out their diary, looks at their week and figuring when and what to do. They complete the task in a methodical way, and they completed their task well before the time. They were able to spend some time double checking, and were happy when they could hand it in, knowing they did well.



Which Student is more effective and why?





Being in high school, you will have a lot of work to do for multiple subjects and time management skills are something that will count in your favour. Different subjects will have different requirements, so being able to manage your time is crucial. Get it right, and you'll end up working smarter, not harder, to get more done in less time – even when time is tight, and pressures are high. The highest achievers manage their time exceptionally well.

Time Management includes:

- ★ Effective Planning
- ★ Setting goals and objectives

Think back to when you learnt about GOAL SETTING and how that can help us in figuring out where we are going and what we want to achieve.

- ★ Setting deadlines
- ★ Prioritizing activities as per their importance
- ★ Spending the right time on the right activity

Effective Planning

Plan your day well in advance. Prepare a To Do List or a “TASK PLAN”. Jot down the important activities that need to be done in a single day against the time that should be allocated to each activity. High Priority work should come on top followed by those which do not need to be focused on right now, but rather at a later stage. Complete pending tasks one by one. Do not begin fresh work unless you have finished your previous task. Tick the ones you have already completed. Ensure you finish the tasks within the stipulated time frame.

Even though planning our time is important, it is also just as important to have balance and have time to do the other things that you really enjoy. A break can do wonders for our motivation!

Setting Goals and Objectives

Working without goals and targets in any situation would be like a captain of a ship that loses its way in the sea. Yes, you would be lost. Set targets for yourself and make sure they are realistic ones and achievable.

Setting Deadlines

Set deadlines for yourself and strive hard to complete tasks ahead of the deadlines. Do not wait for your teachers or tutors to ask you every time. Learn to take ownership and responsibility of work. One person who can best set the deadlines and timeframes is you. Ask yourself how much time needs to be devoted to a particular task and for how many days. Use a planner to mark the important dates against the set deadlines.

Prioritising Tasks

Prioritize the tasks as per their importance and urgency. Know the difference between important and urgent work. Identify which tasks should be done within a day, which all should be done within a month and so on. Tasks which are most important should be done earlier.



Spending the right time on right activity

Develop the habit of doing the right thing at the right time. Work done at the wrong time is not of much use. It's the same as needing to be somewhere important at a certain time but missing your bus or train because you haven't got the correct information or haven't planned properly. Planning what you're doing and how long things should take is very important.



The advantages of TIME MANAGEMENT:

1. Less stress

If your time is managed well, you will be less stressed and be doing less rushing around to try and get things done. By dedicating time to your tasks, you can complete them properly and have time for yourself, as well as being able to spend time with friends and family. This will help you find balance in all aspects.

2. Time to exercise, sleep and eat properly

By managing your time well, you will have time for other activities and ensure you have a balanced lifestyle. Being on track with things like tasks, homework and exercise will mean you can fit more activities in and still do the things that you enjoy.

3. Improve your marks

By handing things in on time and doing what is required properly, your marks can potentially improve.

4. You won't miss any important deadlines

Planning for what is to come means you will have time to complete things and prevent tasks and jobs piling up and reaching the point where you are scrambling to do everything last minute. Proper planning counts towards being PRO-ACTIVE, thinking ahead and being able to do things on your own terms in a way that suits you best.

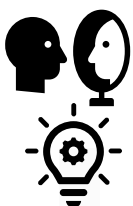
5. Things will be easier for you and in turn keep your relationships with family and your friends healthy.

You won't have to worry about anyone nagging you or checking up on you because you will always have everything under control.

6. Prepare you for life and studies after school

Once you leave school it will be expected that you are able to manage your time, whether it's at college, university, Technikon or alternatively in the workplace – being able to will make things less stressful.

By managing your time well, you have the freedom to be the creator of your own destiny. You get to decide what you get to do and what you decide to say YES to. When you don't manage your time well, your "to do list" will end up dictating your daily activities and then you may feel like you are losing out because you are having to say NO when what you really wanted to say was YES. So, it's important to develop this skill.



How could TIME MANAGEMENT help YOU with organising YOUR time?





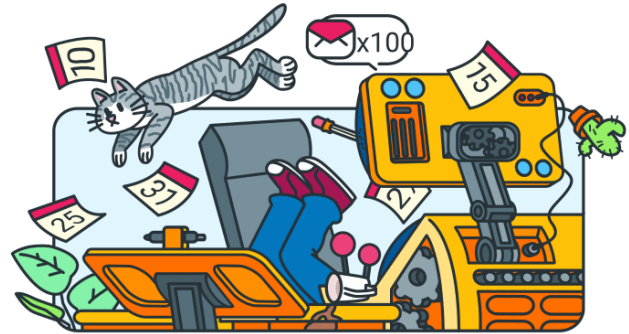
ACTIVITY: TIME MANAGEMENT GONE WRONG

Tim has been falling behind at school and his parents do not understand why. Tim does not have a homework diary so they cannot check what work he has done, but they have noticed that his marks are not good. Tim plays a lot of sports after school and when he's not playing sport he can be found with his friends, playing cards, or watching TV. Tim admits that he prefers doing sport or spending time with his friends.

Tim always forgets that he has projects due and tends to do them the night before or hand them in late. Tim never takes notes during class so when it comes to studying for tests, Tim spends hours going through work in his book, whereas most of his classmates have all the notes written out from class.

Tim also struggles to concentrate during class so when he is studying for a test (usually the night before) he does not remember any of the work or understand it.

Tim does not have a calendar or a timetable to remind him of what lessons he has for the day, so he often wanders around the school trying to figure out where he needs to be. He is usually late for class. Tim tends to lose all the notes and worksheets that he is given in class and does not know how to use a file. His parents and teachers are worried that if he does not improve his marks, he may fail the year.



★ Identify the things that Tim is accountable for and things that prevent him from doing well at school.



★ Make recommendations for Tim so that he can manage his time better.

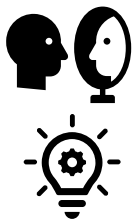


ACCOUNTABILITY



No, we are not magically switching to EMS and Accounting – we are talking about being held accountable for our actions and it's about being responsible for our actions and what happens as a result of them.

Simply put, when you're accountable, you take ownership of what happens because of your choices and actions. You don't blame others or make excuses, and you do what you can to make amends when things go wrong. To be accountable, make sure that you're clear about your roles and responsibilities. It also means that you are aware of what is expected of you. For example, your teachers expect you to come to school prepared and have your workbook at school for your Life Orientation lessons. If you come to school without it, you would have to face the consequences. You must then take responsibility for your actions instead of blaming others. It means you take ownership of your decisions and actions.



Give an example of two things that you should be held accountable for and why:





Think about this:



Lebo's father woke up him up for school at 5:45 on Monday morning as he always does. Lebo had only gone to bed at 4:30 that morning after playing video games all night. When he got to school, his Natural Sciences teacher started new work and he could barely concentrate. Many teachers were upset with him. He had forgotten his PHYS ED clothes too. Lebo then lost the money his mom had given him for an English book. Lebo was angry at his teachers, his mom and his dad. He felt that it was everyone else's fault.

Do you think Lebo is right? Why?



What could Lebo have done differently and why?





Being in school, you and only you are responsible for your performance, yes, your teachers are there to guide you, your families are there to help you but – what it all comes down to is you. It's up to you to do your homework and tasks to the best of your ability, to study and prepare as best you can for your tests and assessments.

By practicing time management now in Grade 9 and using the skills that you have learnt, you will be able to cope with the increased workload and responsibility both at school and beyond.



Class Activity:

Answer the following questions in your workbook



Answer the following questions in your workbook

1. State whether the following are TRUE or FALSE, give a reason for your answer:
 - a) Prioritising tasks and allocating a time for the completion thereof is an effective time management strategy. (2)
 - b) If you are accountable, you often miss important deadlines. (2)
2. Answer the following questions by writing the answer next to the question number:
 - a) Provide the term used to describe postponing doing something. (1)
 - b) Give an example to explain the term above. (1)
 - c) What does it mean to summarise something? (2)
 - d) What does it mean to be accountable for one's actions? (2)
3. Study the Madam and Eve cartoon below and answer the questions that follow:

MADAM & EVE

by Stephen Francis & Rico



Taken from <https://twitter.com/madamevecartoon/status/507056289374285825> on 08.04.2018

- a) List TWO benefits of good time management. (2)
 - b) Critically examine how procrastination and poor time management may have been the root of Thandi's poor work ethic. (2 x 2) (4)
 - c) Suggest TWO pieces of advice on how to manage her school work and time better. (2 x 2) (4)
- [20]



Date: _____

The two main benefits with respect to organization and time management is that **organization saves time directly by minimizing the amount of time you need to complete**

your task and making it easier to achieve your task.

If you had two suitcases - the one that was packed and organized would make it easier to find what we needed. We can apply the same logic to time management.



Let's have a look at Sally, she has drawn up a timetable for her week. She has included in the timetable all of her schoolwork (including her homework) and all of her activities (including after school). It is close to the end of the term and assignments are due for her report. Sally likes to be organised, so let's look at what she does:

- Sally has worked out that on a Monday to Thursday she is busy with extracurricular activities until approximately 5 PM.
- She has also scheduled when she is most likely to eat supper.
- From roughly 5:30 to 7:00 PM Sally can do all of her homework.
- After supper she watches TV and helps around the house.
- From 8:00 PM she is free to do some revision if all her assignments are completed.
- Sally has really struggled with Maths this year, so she's decided to dedicate at least 45 minutes per day after supper to doing Maths revision. She has realized that because of the vast amount of work in Maths, she needs to revise as much as she can.
- Sally gets into bed every night at around 9:30 PM and reads her English novel. She likes to keep up to date with what's being read in class so that she does not fall behind.



Have a look at the schedule below that shows what Sally does on a day-to-day basis, using the rest of Sally's observations complete her Timetable for the rest of the week. 

Time	Monday	Tuesday	Wednesday	Thursday	Friday
4:00 PM to 5:00 PM	Dancing	Netball Practice	Dancing	Netball Matches	
5:00 PM to 6:00 PM					
6:00 PM to 7:00 PM					
7:00 PM to 8:00 PM	Eat Supper	Eat Supper	Eat Supper	Eat Supper	Eat Supper
8:00 PM to 9:00 PM					
9:00 PM to 10:00 PM					



How to use time effectively but also efficiently

We often use words like effective and efficient and we talked about '*using our time effectively*' or '*using our time efficiently*'. But what are we talking about? What are we actually saying?

Efficiency and effectiveness are NOT the same thing.

Efficiency is defined as the ability to accomplish something with the least amount of wasted time, money, and effort or competency in performance.

Effectiveness is defined as the degree to which something is successful in producing a desired result, success.

Efficiency would be preparing the food **quickly** for your cat, dog, and hamster. But *effectiveness* is doing the **right** task, preparing the correct food, and then giving each food to the correct pet (dog, cat, hamster). It's not just about getting food to each pet quickly, but about getting the right food to the right pet.



What could YOU do to be more EFFICIENT and EFFECTIVE at school?



Sometimes it's more exciting to see our friends and go out, catch up and be on video calls, make a TikTok or look at what's happening on social media. All of these can sometimes be distractions and stop us from using our time effectively and efficiently.

If we practice **time management** and put all these skills to use, then we can stay up to date with schoolwork and still do all the things that we enjoy and things that we find fun.

Things we can do to manage our time effectively and efficiently:

1. Use a notepad or a diary.

Making use of a notepad or a diary as a way to record things that we need to do - can help us to manage our time. It's easier to keep track of things if we know what we are doing. We will also be **less likely to double book** or get our schedules confused.

2. Getting enough sleep.

Ensuring that we get enough sleep is crucial- sleep is what your body uses to rejuvenate and reset to get ready for the next day. Our health and performance will suffer with lack of sleep.

3. Listening and concentrating during class.

Sometimes it can be difficult to concentrate for long periods of time and to stay focused during class. But we have to remember to **actively listen** to what we are being taught. By actively listening we can take in more information.

4. Revision.

It sounds boring but we need to revise and go over what we've done in class. By practicing and going over the work - helps us to **solidify, make sense** of what was taught and (most importantly) **not fall behind**. Thinking back to when we covered GOAL SETTING (Term 1 Week 1), there is a link between the goals we set and how we manage our time. Both are very important and if done together can be very helpful.

5. Organising and planning.

By organising and planning we can use our time **effectively and efficiently**. Knowing what we need to do and when we need to do it - means less panic and last-minute scrambling.

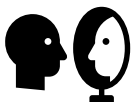
6. Trying to enjoy studying.

The achievement of good results can be very rewarding. When we understand work and get the results that we deserve, it develops a sense of deep satisfaction that we accomplished our goals. Look at studying time as a privilege and something to enjoy rather than as a dreaded task. Tasks can feel draining and boring, but by looking at it as a **steppingstone to something better** - we can enjoy it more.

7. Not procrastinating.

It's so easy to say, "I'll do something later or I'll just watch 30 minutes of TV" and then do my homework. But unfortunately before we know it those 30 minutes have passed, or two hours have passed, and we haven't done our homework.

By establishing good habits, we can set ourselves up for success. It can be useful to come up with **techniques to help avoid procrastinating** – Example: doing one thing you enjoy and then something you may find challenging and then something you enjoy again. Alternating your tasks can help you keep the momentum going.



Which of the 7 strategies above could YOU put in place to assist you in Grade 9?





Let's look at Kelsey's situation:

Kelsey has just been told that she has a Maths test in one week's time. She struggles with Mathematics and must study hard for this test - but it's going to be such a busy week and she doesn't know how to fit everything in. She found out about the test on Monday the 30th of July and the test is on the 6th of August.

Her week is as follows:

- *Monday: Softball practice until 4:30 PM.*
- *Tuesday: Dentist appointment at 3:00 PM, babysit younger brother until 7:00 PM.*
- *Wednesday: Community service for two hours after school until 4:00 PM and then family dinner at 7:00 PM.*
- *Thursday: Softball Tournament which means back at school by 6:00 PM depending on traffic*
- *Friday: Movie date with friends.*
- *Saturday: Help Mum with flower arrangements for function that evening.*
- *Sunday: Friendly softball game with community teams.*

 Draw up a weekly planner for Kelsey to help her organise her time efficiently and effectively.



Read the article below, once you've read through it – decide which tips will be most beneficial for you and what you can apply in your daily activities in the space below.



5 TIME-MANAGEMENT TIPS EVERY TEEN SHOULD KNOW

<https://sossafetymagazine.com/health-and-well-being/5-time-management-tips-every-teen-should-know/>

Accessed 13/12/2021

Life gets busy.

Between your dance class, hockey practice, and piano lesson, there never seems to be enough time to study for that test, finish that assignment, do those chores, and still have time to spend with your friends and do your favourite things.

But there are ways to make sure you won't have to worry about being too busy and still make time for fun. Here are five sure-fire tips to help you manage your time so you can do all the stuff you have to do and have plenty of time left for the stuff you want to do.

Prioritize your activities

You have a lot of responsibilities, and they all need your time. But some tasks are more important than others.

Figure out the most important parts of each day and write them down. Then, make it your priority to do those things before starting on anything else. Prioritizing helps you finish the most important things right away, so you don't find yourself worried or stressed about them at the last minute.

It might seem less fun to get home from school, work, or practice and get started on homework or chores right away. But getting those things out of the way first will free up your time later to do the things you like and keep you from stressing.

Create a schedule

Each day, you have certain things you must do, like go to school, help with chores, or do homework.

Then there are the things you do a few times a week, like going to volleyball practice, working at your part-time job, or tutoring a younger student.

It all seems like a lot but, before you start each day, you can make a list of things you have to do and estimate how much time each task or activity will take. Do everything you can to schedule the most important things earlier in the day.

If you have a big test to study for, schedule your study time for as soon as you get home. Decide how much time you want to spend and write it into your schedule. For example, you could decide to spend one-hour studying before setting the table for dinner. If you write that into your schedule, you're more likely to get it done and feel good when it's out of the way. Plus, it'll mean you have time to do the stuff you want to do later.

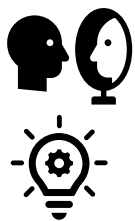
Avoid distractions

Now that you have a schedule, you can get to work. Unfortunately, when you have homework to do, nothing is more tempting than texting, SnapChat, and Netflix.

Find a place to work that's quiet and where people won't distract you. It's easy to fall into a conversation with friends when studying in the school library or cafeteria, but you might find it helpful to have a study buddy who will keep you on track to work hard. Choose that person carefully or pick a place that keeps you away from distractions.

Make sure your phone, iPod, or tablet is on silent, then stick it somewhere that you won't be able to see it. If you're at home, this could be in another room, under your pillow, or somewhere behind you. If you're at school or somewhere public, hide it in a safe place, like inside of your locker or book bag. Not being able to see or hear your phone will help keep you from being distracted by it.

When you need to use a computer for homework, make sure you keep your school-related tabs open and nothing else. Keeping your favourite apps and Websites closed is a great way to focus on the work you must do and get it done more quickly, which will give you more time for fun stuff later.



Which TWO tips from the article could be most beneficial for YOU?

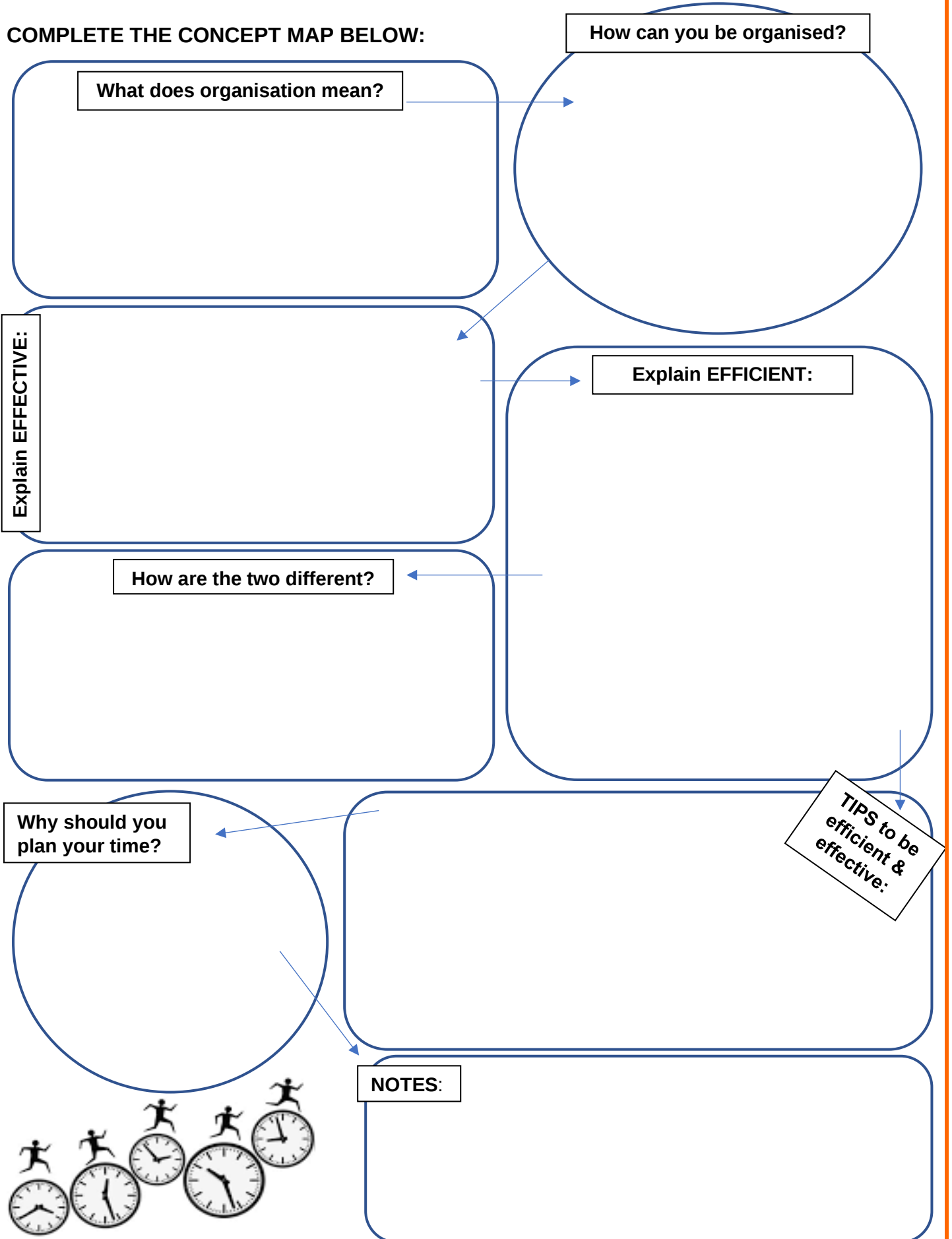


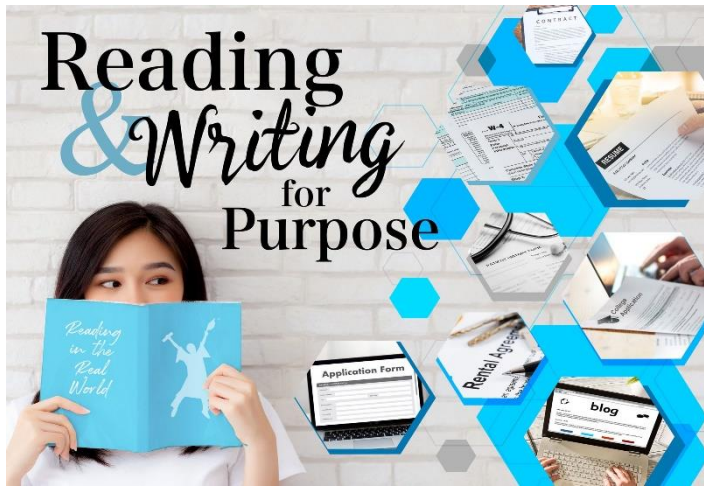
Why did you choose those TWO tips?





COMPLETE THE CONCEPT MAP BELOW:





Lesson 3

Date: _____



Reading and writing for different purposes

What is the first thing you think when you hear reading and writing?



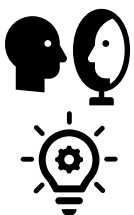
Reading and writing is about more than just schoolwork, in fact we can read and write for a variety of purposes. It's more than just studying or reading a paragraph or a case study. It's more than just writing an essay or completing a task.

At its core, **reading** is a process of making sense of symbols and letters to form words and sentences that we can understand. It is more than that however, we can read for information, relaxation or to learn. It allows us to gather information independently and not have to rely on others. Reading a menu lets us see what we can buy from the tuckshop and what the prices are instead of having to ask about each item.



Let's look at each one separately:

- When we read for information it's a way of looking things up, of accessing information to find something out, we can read a text, read instructions, a letter, or a brochure.
- Reading for relaxation could be reading a book, to read about sporting or cultural heroes, discovering new hobbies or pastimes, or maybe even a comic or graphic novel. A lot of people use reading to escape from current situations and to explore something new or different from a world of their own.
- Reading for learning can be endless and open all kinds of avenues of knowledge, it does not just have to be for schoolwork. In addition to learning it also improves our vocabulary and comprehension. It can be worth so much more to us and be very beneficial.



Do you like to read for a reason other than schoolwork? What do you read? Or if you don't, what would you like to read about?



Writing is the process of using symbols (letters of the alphabet, punctuation, and spaces) to communicate thoughts and ideas in a *readable* form.

Like reading, writing can also be done for different reasons. Think about how often we write something down, maybe you are making a list, writing notes, giving instructions, or completing a school assignment. Writing is a type of communication and a very important skill.

Writing is used in the workplace, in academics for personal reasons, and for record keeping.



Keeping a journal

A journal is a type of record but it's a record of personal experiences that we take the time to write down. It's a little bit more detailed than a diary, it gives more details and more descriptions of events. Some people may use a notebook, other people an exercise book and some people use blank journals and write all kinds of different things. Journals are deeply personal and it's often something that is unique to a person. Sometimes diaries can be for historical or political reasons, and other times just a case of clearing one's mind and getting things on paper.

The Diary of Anne Frank for example was a record of a young girl who hid in an attic to avoid being captured in World War Two. This is what we would consider being historical.

Summarising

A summary gives us an overview of a larger text and can be very helpful when organising revision notes. There are many ways to summarise and which way you prefer - depends on your learning style. Most importantly: a summary is short and to the point and must make sense. It contains the main points or focal points.

Summarising however is a skill and like any skill it takes time to practice. Once you know how to do it, it will become second nature.

Different ways we can summarise:

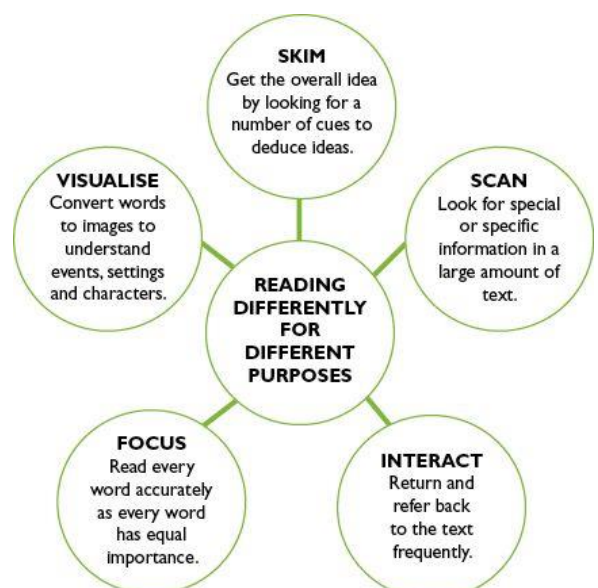
- Bullet points or short sentences
- Mnemonics
- Mind maps
- Keywords
- Tables



Benefits of improving reading and writing skills.

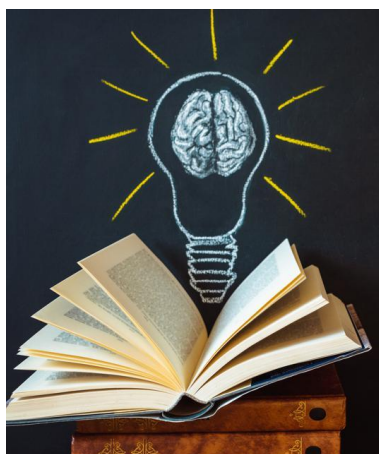
As you've learned reading and writing are both very important skills and there are things we can do to improve them.

Reading can help in all aspects of our lives and if we read efficiently we can absorb information easily and increase our understanding. Good **writing skills** help us to be able to communicate our ideas and knowledge effectively, as well as being able to get your point across in an exam or an assessment.



Suggestions to improve reading skills:

- By practicing every day, reading speed and accuracy will increase. The more you read the better you will become.
- You can test yourself after reading a chapter or an extract and see how much you remember.
- By practicing, reading speeds can also increase. This will mean you are able to read more in a shorter space of time.
- Reading conditions are also important. Things like good lighting and few distractions can make the process easier.



Suggestions to improve writing skills:

- Making use of a dictionary, can help to understand words that you are not sure of, and ultimately increase your vocabulary. In a textbook, you will often find a glossary for this purpose.
- Practicing your writing as much as you can (especially if writing in a second language) will also help to strengthen your skills. Practicing longer paragraph style answers - can also help you in expressing yourself.
- Paying attention to spelling, grammar, punctuation, and sentence structure - it is important to reread your work once you've finished to make sure that everything makes sense.
- Comprehension is important. You need to be able to understand the information that you've read so that you can answer questions correctly. Plagiarism should always be avoided.
- Memorizing can also help. Using your learning style can help you to remember things more effectively.
- Things like handwriting speed and neatness (which are the mechanics of writing) are also important. Correct posture and pencil grip is important.

WRITING

Journals

Messages

Study Notes

Instructions

Summarising:

Bullet Points

Memories

Tables + Pictographs

Mindmaps

Keywords

READING

For **INFORMATION**

Meaning of words

Public Info

Labels

For **LEISURE**

Books and Novels for enjoyment

Graphic Novels

Interests

For **LEARNING**

Instructions

World News

Studying



JOURNALING FOR TEENAGERS:

You might already know that journaling is a great outlet. It's recommended for anyone, from children to adults, who wants to relax, become more grateful, and get to know themselves better. If you have a teenager who is struggling with stress, strong emotions, or other similar issues, encourage them to start writing in a journal. Here's a list of five benefits that they can experience from doing this.



1. Journaling Helps Reduce Stress Levels

Journaling is a great way to relieve stress. Today's teens are under more stress than some adults; not only do they have school and extracurricular activities, but many of them also have part-time jobs, volunteer obligations, and a host of personal difficulties, including family issues and friend drama. Taking some time each day to write in a journal can help a teen keep his or her stress levels manageable.

There are a few ways this happens.

First, journaling requires the person to stop what they are doing and focus on what is happening at that moment. Putting down their smartphone and forgetting about schoolwork or personal issues is a break that all people need from time to time.

Second, journaling allows teens to write down their many thoughts, effectively getting them out of their head and making room for new ones. If you've ever felt less overwhelmed once you wrote down everything you needed to, you understand this phenomenon.

2. Journaling Can Raise a Teen's Knowledge of Self

Busy teens often go from activity to activity without taking a lot of time for self-reflection along the way. They might feel pressured by peers and family members to follow the same belief system and to accept the status quo. Only when a teen sits down, puts away the constant pull of electronics, and puts pen to paper do they really have the time to reflect and write down their thoughts.

When teens go back and re-read what they've written, they might be surprised at how much insight that had at that particular point in time.

3. Journaling Can Help Teens Process Strong Emotions

There's no doubt about it: Adolescence is rife with strong emotions. It can be difficult for teenagers to handle and process these emotions, and sometimes they lead to mental health issues such as depression or anxiety. Taking some time to write down what they're feeling and processing those feelings can help your teen get through difficult feelings.

4. Journaling Can Raise a Teen's Grades

Although you might not realize it, any writing practice can raise a person's vocabulary, syntax, spelling, and general language usage. This can, in turn, lead to better grades. If your teen doesn't like English class, journaling might be just what the doctor, or, more accurately, teacher, ordered.

Spelling and punctuation don't count when someone is writing in a private journal, of course, but teens might begin to make the effort to make his or her thoughts clearer to look back on later. Also, as they learn grammar rules in school, they might unwittingly practice them when writing in their journal.

5. Journaling Can Help a Teen Solve Problems

While thinking through problems can help you learn to solve them, there are some issues that really require the right side of the brain to solve well. This is because the right side of the brain is associated with creativity. Writing in a journal can help unleash that creativity, and this different way of thinking about events and situations can lead to problem-solving prowess.

Doodling, drawing, and other creative pursuits can have the same effect.



Answer the following questions in your workbook

1. Study the following scenarios and state the reading or writing technique that is the best applicable:
 - a) A personal record of events, experiences, and reflections kept on a regular basis.
 - b) Reading specific sections of work in order to understand the content, and to recall it at a later date, or apply it to solve a problem.
 - c) Reading lightly over something to understand the main points. (3 x 1) (3)
2. Explain the importance of:
 - a) reading effectively. (2)
 - b) writing effectively. (2)
3. Evaluate the positive influence that journaling can have on teenagers. (2 x 2) (4)
4. Read the case study about Sovuya and answer the following questions.

She is normally shy and reserved, but 17-year-old Sovuya Jack, a Grade 11 pupil at Nqweba Secondary School in Graaff-Reinet, beat her peers from eight schools when she was crowned Eastern Cape National Library Week winner last week. Sovuya faced stiff competition from her peers, but she excelled in summarising and reviewing former president Nelson Mandela's autobiography, Long Walk To Freedom. "I cried tears of joy when they announced me as the winner. It felt good to know that my review of the book was the best," said Sovuya. "It was a lot of work and took a long time because I had to summarise the book before reviewing it".

Her isiXhosa teacher, Nombeko Sontlaba, described Sovuya as a pupil who normally keeps to herself in class. "I am so proud of Sovuya. She is normally shy and reserved but she has become more accountable and learnt to open up and address a crowd with confidence," she said.

Adapted from <http://www.dispatchlive.co.za/news/school-news/2018/03/28/teen-scoops-top-prize-at-library-week>

- a) State ONE purpose for writing. (1)
 - b) For what purpose did Sovuya read Mandela's A Long Walk to Freedom? (1)
 - c) Distinguish between scanning a text and skimming a text. (2)
 - d) Recommend ONE strategy Sovuya may have used to summarise the book. (1)
- [16]**

Reflection

Wednesday

Complete the reflection below now that you have covered this section. Use key words and short sentences to answer the questions.



What have I learnt?

What stood out for me was:

What skills can I apply?

How well have I worked, and can I improve?
Did the lesson help to be more accountable

What do I need help with?

