Formative assessment 1

Choose a sport ,music or movie star; or a politician that you would like to interview. Draw up a list of questions that you would like to ask this person. You have to list at least ten questions. Give the person’s name and indicate whether it will be a formal or informal interview and also where and when the interview will take place.

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Plan to interview one of your fellow group members about the following: (it must be someone you do not know very well)

* Why did he/she enrol for this qualification?
* What are his/her plans for the future?
* Hobbies and interests, such as sport, woodworking, dancing, etc
* Does his/her family support the career choice and form does the support take?

Prepare a list of at least 10 questions. Conduct the interview and note the replies.

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Refer to the examples in the learner guide and discuss the challenges of combating crime in your community. You can use the example provided and just unpack more key issues. Make sure that you use examples that are relevant to your community.

You may do this as a group activity.

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What are the duties of a chairman during a formal meeting?

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What are the duties of a secretary during a formal meeting?

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Discuss the purpose of using signs and symbols in both oral and in written communication.

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Which methods of communication do you use in your place of work to perform your tasks successfully?

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