## Workplace Assignments

### Activity 1: Work Sample

1. Look for a controversial article in a newspaper or magazine. The article must have visual or graphic representations. Read through the article and then do the following:
2. Underline unfamiliar words and explain what you think they mean. What method did you use to identify the words that were unfamiliar?
3. Explain the purpose of the visual representations in the article
4. What do you think the author’s attitudes, beliefs and intentions are?
5. What is the purpose of the article and who is the audience?
6. Does the author express his views directly or indirectly?
7. Explain how the author uses the following structures and features to influence readers: the choice of words, language usage, symbols, pictures and tone
8. Do you think the author left some information out (omission)?
9. You have to quote from the article to motivate all your replies.
10. Attach a copy of the article to your assessment.

### Activity 2: Written Assessment

1. Following is an extract from an article about slavery in Africa. Highlight the main ideas and summarise the article
2. List the facts, ideas and opinions that the author states clearly (explicit)
3. Give an example of a fact, idea or opinion that the author does not state clearly (implicit)

*“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.”*

### Activity 3: Research

1. Search for articles in newspapers and/or magazines that contain the following: (you may also use examples of text at work for this activity)

* Borrowed Words
* Acronym
* Abbreviations
* Neologisms
* Colloquialism
* Slang
* Dialect
* Jargon
* Complex and technical terms
* Legalisms
* Ambiguous Words

1. Highlight the words and explain their meanings. Attach copies of the article(s).
2. Identify at least two examples of jargon used at your place of work. Quote the word as well as the explanation.

### Activity 4: Research

1. Search newspapers, magazines, books, or even the Internet for text containing

* Bias
* Humour
* Sarcasm
* Irony
* Satire
* Hyperbole
* Generalisations
* Stereotyping
* Figurative Expressions
* Repetition

1. Quote from the text to explain why you think the text falls under the above categories.
2. Attach copies of the text to your assessment

### Activity 5: Work Sample

You have to write a memo relating to work. This could be anything related to work, as long as it is your own work. Your supervisor must sign the memo to confirm that it is your work. Attach a copy of the memo to your assessment