

**FURTHER EDUCATION AND TRAINING CERTIFICATE:**

**HAIRDRESSING:SAQA ID 65729 -LEVEL 4- 140**

**CREDITS**

**SAQA: 119465**

**LEARNER WORKBOOK**

**WRITE/PRESENT/SIGN TEXTS FOR A RANGE OF  
COMMUNICATIVE CONTEXTS**

## Learner Information:

Details	Please Complete this Section
Name & Surname:	
Organisation:	K & R HAIR ARTISTRY INSTITUTE
Unit/Dept:	HAIRDRESSING
Facilitator Name:	TSM DEODUTT
Date Started:	
Date of Completion:	

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## OVERVIEW

<b>About the Learner Workbook</b>	This Learner Exercise Workbook has been designed and developed to evaluate learners' level of understanding of the <b>Write/present/sign texts for a range of communicative contexts</b> . It forms part of a series of Learner Workbooks that have been developed for <b>SAQA : 119465 WRITE/PRESENT/SIGN FOR A WIDE RANGE OF CONTEXTS</b>		
<b>Purpose</b>	The purpose of this Learner Exercise Workbook is to evaluate learners understanding on the specific outcomes and/or assessment criteria of the following SAQA Registered Unit Standards:		
<b>US No</b>	<b>US Title</b>	<b>Level</b>	<b>Credits</b>
<b>119465</b>	<b>Write/present/sign texts for a range of communicative contexts</b>	<b>4</b>	<b>5</b>
<b>Context</b>	This assessment represents the Formative Assessment component of the <b>Write/present/sign texts for a range of communicative contexts</b> and should be completed in the classroom/training room.		
<b>Resources</b>	The following are resources needed for this assessment: <ol style="list-style-type: none"> <li>1. Learner Guide; and</li> <li>2. Assessment Preparation.</li> </ol>		
<b>Instructions to Facilitators</b>	Facilitators will be required to: <ul style="list-style-type: none"> <li>• Explain the completion of the workbook to each learner; and</li> <li>• Interview the learner on similar questions, should he/she not be able to write.</li> </ul>		
<b>Instructions to Learners</b>	Learners will be required to: <ul style="list-style-type: none"> <li>• Complete the workbook as per the instructions;</li> <li>• Ensure that all questions are completed;</li> <li>• Ensure that the completion of the workbook is their own work;</li> <li>• Ensure that all annexure are attached to the workbook and clearly referred to;</li> </ul>		
<b>Assessment Time</b>	Learners are required to complete this assessment within the allocated time frame of.... hours.		
<b>Total Mark</b>	This formative assessment carries a total mark of <b>_ points</b> . In order to meet the pass mark, learners are required to achieve a minimum of <b>80%</b> of the total marks.		
<b>Equipment</b>	Learners are required to have the following equipment in order to complete this workbook: <ul style="list-style-type: none"> <li>• Pen and Pencil;</li> <li>• Ruler; and</li> </ul>		

	<ul style="list-style-type: none"><li>• Exam Pad – for additional paper.</li></ul>
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## GENERAL INFORMATION

LEARNER DETAILS		
Learner Full Names		
Learner ID No.:		
Organisation:	K & R HAIR ARTISTRY INSTITUTE	
Unit/Dept:	HAIRDRESSING	
Contact Details:	Telephone /Cell Numbers:	Email Address:
WORKSHOP DETAILS		
Workshop Venue:		
Facilitator Name:	TSM DEODUTT	
Date Started:		
Date Completed:		

## ASSESSMENT PREPARATION CHECKLIST

DESCRIPTION	YES	NO	COMMENTS/CONTINGENCY
This assessment is a formative assessment and it is based on the outlined unit standard/s for the <b>Write/present/sign texts for a range of communicative contexts</b> module.			
Your assessment evidence for <b>Write/present/sign texts for a range of communicative contexts</b> module needs to be submitted on..... (day) of.....(month).....(year) at the following address/place.....			
You will be assessed based on the outlined Unit Standards. The assessment activities are linked to specific outcomes/assessment criteria of the outlined Unit Standards.			
To determine your competence level, the following are the methods to be used for this assessment: 1. .... 2. ....			
To be declared competent on <b>Write/present/sign texts for a range of communicative contexts</b> module (formative assessment), you should have obtained at least 80% of the total mark of this assessment.			
You will be provided with detailed feedback on your performance of this assessment as follows: 1. Written Feedback 2. Verbal Feedback			
Should you be declared “not yet competent” on this assessment, you will be entitled for re-assessment opportunity/ies.			
You will be required to re-submit evidence (only for areas) you were declared not yet competent. A date for re-submission will be agreed with the assessor.			
You will be entitled to lodge an appeal should you not be satisfied with the assessment decision of your assessment.			
You will be required to provide the assessor feedback on assessment procedure – this is to assist in improving the assessment practices.			
Your results of assessment and portfolio of evidence information will not be provided to any person without your written consent.			

Learner's Declaration			
I.....herewith declare that I am ready for the assessment, that we have reviewed the assessment preparation and plan, I understand the assessment process and I am happy that the assessment will be conducted in a fair manner.			
Learner Signature:	Date:	Facilitator Signature:	Date:

# Learning Unit 1 Write/present/sign texts for a range of communicative contexts

**UNIT STANDARD NUMBER** : 119465  
**LEVEL ON THE NQF** : 3  
**CREDITS** : 5  
**FIELD** : Communication Studies and Language  
**SUB FIELD** : Language

**PURPOSE:**

The purpose of the unit standard requires learners to follow a process in writing texts and reports required in business. It is intended to promote clear, unambiguous communication in plain language and to improve the quality of written reports and other texts that are specific to a business environment, require a particular format and may include specified legislated requirements. The unit standard enables learners to recognise and effectively use textual conventions and features specific to business texts.

**LEARNING ASSUMED TO BE IN PLACE:**

- It is assumed that learners are competent in Communication at NQF Level 3 or equivalent.



## SESSION 1.

### Write/sign for a specified audience and purpose.

#### Learning Outcomes

- The purpose for writing/signing, the target audience and the context are clear in relation to the learning task or activity.
- The text-type, style, and register selected are appropriate to audience, purpose and context.
- Language appropriate to socio-cultural sensitivities is selected and used in an appropriate manner without compromising own values or arguments.
- Writing/signing is well-structured and conveys its message clearly.
- Critical thinking skills are used as strategies for planning.
- Writing/signing reflects a clear point of view with sound reasons and facts to support arguments and logical development of a clearly articulated premise.
- Research skills are evident in the way data and information relevant to the context is identified, located, selected and synthesised for inclusion in the final text.

#### Activity 1 (15)

***Describe FORMS OF WRITTEN COMMUNICATION which you can write for a specified audience and purpose..***

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## SESSION 2.

**Use language structures and features to produce coherent and cohesive texts for a wide range of contexts.**

### **Learning Outcomes**

- Meaning is clearly expressed through the use of a range of sentence structures, lengths and types.
- The use of paragraph conventions and links between paragraphs in texts, promotes coherence and cohesion in writing/signing. Their use is explained with reference to logical progression, cause and effect and/or contrast
- The overall structure of a piece of writing/signing is controlled and the conclusion is clearly formulated.

### *Activity 2 (15)*

*Describe use of language structures and features to produce coherent and cohesive texts for a wide range of contexts.*

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[illegible]

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**SESSION 3.**  
**Draft own writing/signing and edit to improve clarity and correctness.**

**Learning Outcomes**

- Writing/signing produced is appropriate to audience, purpose and context. Corrections are an improvement on the original.
- Control of grammar, diction/clarity of sign, sentence and paragraph structure is checked and adapted for consistency.
- Logical sequencing of ideas and overall unity are achieved through redrafting.
- There is clear evidence that major grammatical and linguistic errors are edited out in redrafts.
- Inappropriate or potentially offensive language is identified and adapted/removed.
- Experimentation with different layouts and options for presentation is appropriate to the nature and purpose of the task.

**Activity 3 (20)**

*Write a short passage using one of the topic below*

- 1. My Experiences at the Labour Centre**
- 2. Unemployment in South Africa**
- 3. Facilities for Physically Disabled People at the Labour Centre.**

**NB. choose a topic THAT YOU HAVE access to a good source of information on that topic.**

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## SELF-ASSESSMENT

The learner must make use of the following self-evaluation checklist to rate himself against the learning outcomes of this particular training module in establishing the level of mastery of the information.

1. Not able to comply
2. Reasonable compliance (Not acceptable for final evaluation)
3. Able to comply fully

LEARNING OUTCOMES		1	2	3
1				
2				
3				
4				

\_\_\_\_\_  
**Learner Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Facilitators' Signature**

\_\_\_\_\_  
**Date**

## ASSESSMENT FEEDBACK REPORT

### FACILITATOR FEEDBACK & REMARKS

### ASSESSMENT JUDGEMENT

Learner's Total Mark: Requirements met ☐ Requirements not met ☐

Action/s required:

By when:

### LEARNER FEEDBACK & COMMENTS

### DECLARATION BY THE FACILITATOR

I ..... (Facilitator) hereby certify that I have examined the learner workbook and I am satisfied with the evidence provided by the learner.

DECLARATION BY LEARNER	
<p>I, .....declare that I am satisfied that the feedback given to me by the Facilitator was relevant, sufficient and done in a constructive manner. I accept the assessment judgment and have no further questions relating to this particular assessment event.</p>	
<b>Learner</b>	<b>Date</b>

DECLARATION BY THE ASSESSOR	
<p>I ..... (Assessor) hereby certify that I have examined the learner workbook and I am satisfied with the Facilitator Judgment of this assessment.</p>	
<b>Assessor</b>	<b>Date</b>