

ENGLISH SECOND LANGUAGE HIGHER GRADE

COMPREHENSION EXERCISE : PRE-TEST 1

INSTRUCTIONS

1. Answer all questions.
2. Read the instructions carefully. Spend about 40 minutes on this passage.

Read the passage below, then answer the questions which follow:

DRIVEN BATTY BY BIRDSONG

1. The untidy scrawl filled the white pages of the note-pad. The first word, a frantic **Ahelp!!!@**, had been scribbled by someone clearly in trouble. There was no doubt Keneilwe Mogotsi was fuming when she penned the first exclamation mark. The second showed her anger was mounting, and the third suggested she was at her Wits= end.
2. The reason? The screeching, squawking, twittering and chirping of her neighbour=s birds were driving her up the wall. From 5 am to 5 pm birdsong from budgies, cocktails, cockatoos, finches and parrots affected her nerves and kept her awake. To add insult to injury, the stench and swarms of flies attracted by the birds during summer were unbearable. Complaining to the authorities had not helped and she had already taken the matter to court twice. Now, Keneilwe, a Mmabatho nurse, had had enough. She wrote and invited Mmabatho Mail to her house, and when they arrived, she started

talking like before she had even invited them in. AThe noise is not too bad today because it is cloudy@, she said. Then she laughed. AOr may be they knew you were coming to listen to them. They were like this the other day when the guy from the human rights office came to hear them@.

3. Keneilwe, a widow, bought her home just over a year ago. The neighbour-s birds, kept in cages about six meters from her stoep and bedroom, were a problem from day one, but especially when she is on night duty at the hospital and has to sleep during the day. Sticking cotton wool in her ears does about as much good as throwing a glass of water on a veld fire. The noise creeps into her brain. For months Keneilwe slept with a pillow over her head. She tried throwing gravel on the Corrugated iron sheet next to the cage, but the effect was minimal. The perpetual Din even keeps her family from using the back garden. She has tried to drown the din Loud with loud music, but feels that may disturb other neighbours.
4. Keneilwe-s too wary of the law to do anything drastic. She complained to the municipality shortly after moving into the house. They told her it was a case of disturbing the peace and referred her to the police. But no one else complained and the case was thrown out of court.
5. The neighbour, who is still at loggerheads with Keneilwe and who asked to remain anonymous, said it was the first time in sixteen years anyone had complained about his birds. He knew there-d be a battle from the first time Keneilwe marched over to complain about the birds. But he was not budging. The birds and he were there to stay. The stones and Keneilwe-s verbal abuse were the reason he had sough and interdict.
6. In spite of the interdict Keneilwe was determined to stop the noise. Police were back

on her stoep barely a month after the first court case. A temporary *cease-fire* now exists. But Keneilwe has not given up. She has gone back to the municipality armed with everything she needs to know about the regulations which govern keeping animals. Everyone is talking about human rights these days and this applies to Keneilwe too. Her neighbour may have a right to keep birds, but she has a right to Silence. She has sweated blood to pay for this house. All she wants is a little Peace and quiet.

7. A report by the municipal health inspector said the birds became extremely noisy when they were disturbed. He found the cages were cleaned regularly and the droppings disposed satisfactorily. The council accepted these findings and also ruled that people who wanted to keep birds in future first had to have plans for their cages approved by the council. But the most important regulation is that neighbours within a 100 m radius of the cages must give written permission for the birds to be kept. People such as Keneilwe's neighbour who have birds already have to register them at the municipality.
8. The drama was a first for Mmabatho and the changes are a step in the right direction. The real question is: what is noise?

(Adapted from an article by Egbert de Waal)

COMPREHENSION QUESTIONS

For question 1, 2, 3, 4, 14.2 and 16, write only the symbols of the correct answers.

(Read the whole passage before attempting the answers)

1. The tone of the passage is
 - A. Judgmental
 - B. Argumentative
 - C. Solemn
 - D. Conversational(2)

2. Which **THREE** of the following statements are **TRUE** according to the information given in the passage?
 - A. The birds are quieter in the evenings than during the day.
 - B. The court dismissed the case as no one else complained.
 - C. Sticking cotton wool in ears minimises noise.
 - D. Keneilwe is eager to take the law into her own hands.
 - E. Keneilwe's neighbour is compelled to get written permission to keep birds.
 - F. Keneilwe and her neighbour are now the best of friends.(3)

- 3.1 Three exclamation marks are used to indicate that Keneilwe was ...
 - A. Desperate
 - B. Annoyed
 - C. Humiliated
 - D. Irritated(2)

- 3.2 What, according to the passage, does the second and third exclamation marks indicate, number your answer (a) and (b). (4)
4. By using different verbs to describe the sound made by the birds the writer wants to indicate that
- A. The noise is unbearable.
 - B. There is an assortment of birds.
 - C. There are too many birds.
 - D. There are small and big birds. (2)
5. In you OWN words explain what A... at her wits=end@means. (2)
6. A ... maybe they knew you were coming to listen to them@ (paragraph 2).
Who/What are Athey@? (1)
7. Who were the last people Keneilwe invited to her house to help sort out her problem? (1)
8. Quote a simile in paragraph 3 to show that the effects of Keneilwe=s efforts to solve her problem were minimal. (2)
9. Quote **FIVE** consecutive words that suggest to us that Keneilwe=s complaint is unreasonable. (Paragraph 5) (2)
10. Keneilwe=s neighbour prefers to be anonymous whereas Keneilwe does

- not mind being (Supply one word with an opposite meaning.) (2)
11. The phrase "at loggerheads" means (2)
12. Which word in paragraph 5 suggests that Keneilwe's approach was hostile? (2)
- 13.1 State whether the following quotation from the passage is a FACT or and OPINION.
- "Everyone's talking about the human rights these days ..." (Paragraph 6) (1)
- 13.2 Write a brief sentence in support of your answer. (2)
- 14.1 Why is the word "cease-fire" written in inverted commas? (Paragraph 6) (2)
- 14.2 As used in this passage, the word means they ...
- A. Have stopped fighting for a short time.
 - B. Have stopped fighting for good.
 - C. Are no longer throwing rocks at each other.
 - D. Are waiting for the municipality to solve the matter. (2)
15. Quote a two-word metaphor to show that Keneilwe is unlikely to move from that neighbourhood. (Paragraph 6) (2)
16. The writer ends the passage with a question ... (2)

- A. To indicate that noise is complex and therefore affects only people who do not own birds.
- B. To indicate that noise could bring a confrontation between neighbours which could lead to a court case.
- C. To indicate that noise is relative and therefore does not affect all of us in the same way.
- D. To indicate that noise is tolerated differently by various people, therefore problems concerning noise should be handled cautiously. (2)

17. What seems to suggest that Keneilwe has won the battle? (2)

18. Find a word with the same meaning as the following :

- 18.1 Loud noise (paragraph 3)
- 18.2 hardy (paragraph 6)
- 18.3 prohibition (paragraph 5)
- 18.4 angry (paragraph 1)
- 18.5 wrote (paragraph 1)
- 18.6 increasing (paragraph 1) (12)

TOTAL [50]

COMPREHENSION EXERCISES

MEMO

PRE-TEST 1

MARK : 50

TIME : 45 MINUTES

DRIVEN BATTY BY BIRDSONG

- | | | |
|------|--|-----|
| 19. | B | (2) |
| 20. | A, B, E | (3) |
| 3.1 | A | (2) |
| 3.2 | (a) Keneilwe's anger was increasingly/mounting | (2) |
| | (b) She was desperate and did not know what to do / she was at her wits' end. | (2) |
| 4. | B | (2) |
| 5. | She did not know what to do. | (2) |
| 6. | Birds | (1) |
| 7. | Mmabatho Mail | (1) |
| 8. | Sticking cotton wool in her ears does about as much as throwing a glass of water on a veld fire@ | (2) |
| 9. | First time in sixteen years@ | (2) |
| 10. | Known / named | (1) |
| 11. | Disputing / disagreeing | (1) |
| 12. | Marched | (2) |
| 13.1 | Fact | (1) |

13.2	Keneilwe's neighbour has the right to keep birds and she also has the right to silence	(2)
14.1	It is not a real or true cease-fire in the correct sense of the word because there is no war.	(2)
14.2	A	(2)
15.	ASweated blood@	(2)
16.	C	(2)
17.	Keneilwe's neighbour and others who have birds will have to register them / People who want to keep birds will first have to have their plans for cages approved by the council.	(2)
18.1	din	(2)
18.2	barely	(2)
18.3	interdict	(2)
18.4	fuming	(2)
18.5	penned	(2)
18.6	mounting	(2)
	Total	[50]

ENGLISH SECOND LANGUAGE HIGHER GRADE

COMPREHENSION EXERCISE : PRE-TEST 2

INSTRUCTIONS

1. Answer all the questions.
2. Read the instructions carefully. Spend about 40 minutes on this passage.

Read the passage below, then answer the questions which follow.

RITUALS - SPECIAL FAMILY TIME

1. What makes for a happy family life apart from obvious ingredients like lots of love, tolerance and consideration? What distinguishes happy families from the rest?
2. Rituals. What are rituals? Anne Cawood, counsellor in Cape Town, says they include all those practices that bond family members and give each family its unique flavour. Dr Steve Wolin, an American psychiatrist and author, divides family rituals into the following categories: holidays and ceremonies - including Easter, for instance, traditions - including ways of celebrating birthdays and holidays; and routines - bedtimes, mealtimes and day-to-day happenings that provide security and continuity.
3. The main benefit of rituals is to keep families strong and healthy. Those families that end in divorce lack the structures healthy families have. It does not matter what form the rituals take : merely having them makes every family member feel more secure and part of a close-knit group. While the majority of families do celebrate religious holidays and family milestones, in the chaos of our daily lives we tend to overlook those small

gestures which provide the foundation for a happy family.

4. There are many rituals that families could adopt. Meal preparation can be used as a valuable *together@time* as well as a good opportunity to teach different skills which are educational in their own right. If preparing the family meal together is out of the question, then try to arrange that you eat together at least four times a week (and more if possible). Shared meals are real anchor in otherwise hectic and diverse schedules. Sparing children from having to pitch in to help with the chores is not necessarily the best thing parents can do for them. While errands and chores take time, they also build a sense of responsibility and accomplishment. Obviously, if older children are swamped with a heavy load at school, they should not be expected to do the laundry or cook family meals, but children can all contribute in small ways to the running of the household.
5. Reading to children makes them feel special and secure: especially if they can do the selecting. Even babies and toddlers can follow while you read and will look forward to snuggling close and listening to the rhythm and expression of your voice. Reading can also be a real ice-breaker; especially for step families who are still struggling to form a bond.
6. Expression of affection are different for each family. However, you choose to show affection, it is essential to express it every day (or even three times a day if the mood is right). If you are going through a stressful or distracted time, be careful not to withdraw affection from your children. It is better to tell them that you are going through a tough patch - you do not have to pretend to be invincible - and reassure them they are as loved as ever, and you will come through it together closer than before.
7. The way your family expresses its religious beliefs and spirituality will depend on the

values you and your partner uphold. There are many traditional ways in which to express religious values: grace at meals, prayers at bedtime or church on Sundays. You can also include how to treat others and the respect and compassion we should show people. You may choose to adapt other rituals as a way of expressing your values.

8. Whether it is a walk on the beach, supper at a local steak house, or a week's getaway in the mountains, they are something to plan in advance and they pull the family together for a longer period. While a family's budget will define to what they do, it is important for parents to realise that a big budget is not essential to create a strong sense of family. The fact that your family puts its muscle behind a communal activity is what really counts.

(Adapt from an article by Karen du Plessis, in Fair Lady, December 28, 1994)

COMPREHENSION QUESTION

For questions 1, 2, 3, 4, 7, 8 and 14, write only the symbols of the correct answers.

READING FOR GENERAL UNDERSTANDING

(Read the whole passage before attempting the answers)

1. Which statement best summarises the passage?
 - A. Families must make time to go for holidays twice a year.
 - B. Special family times must be spent with your children.
 - C. Special times spent by families together help to cement their relationships
 - D. Rituals kept by families are the only sure way to curb divorce. (3)

2. Which THREE of the following statements are TRUE according to the information given in the passage?
 - A. Every family that does not have rituals end in divorce.
 - B. Housework is not part of rituals.
 - C. Children whose families have rituals seems to have stability and serenity.
 - D. High school children should not be expected to do chores.
 - E. Shared meals might encourage family unity.
 - F. Children love and enjoy reading. (9)

3. The purpose of this article is to
- A. Persuade readers to practice rituals.
 - B. Inform readers about family rituals.
 - C. Educate readers on how to budget for rituals
 - D. Describe families that have adopted rituals. (3)

READING FOR DETAIL

4. Rituals have to do with
- A. Meals
 - B. Religion
 - C. Occasions
 - D. Practices (3)
5. Quote two advantages (3 consecutive words in each case) of the family preparing meals together. (4)
6. A especially if they can do the selecting@. What is (are) being selected?(2)
7. AReading can also be an ice-breaker.@ This statement does not have a ... meaning.
- A. Figurative
 - B. Literature
 - C. Metaphoric
 - D. Idiomatic (2)

8. Ice-breaker in this passage means and
- A. Opportunity to get close to someone
 - B. Opportunity to speak to someone
 - C. Opportunity to shower someone with love
 - D. Opportunity to be very confident and reliable (2)

9.1 How many categories of rituals are mentioned in the passage? (2)

9.2 Name them. (6)

10. What is the function of the colon (:) in paragraph 7? (2)

11. Select the best paraphrase of the following sentence:

Rituals bond family members and give each family its unique flavour

- A. Rituals unite family members as well as step families into units of character.
- B. Rituals not only unite family members but also give every family a special character of its own.
- C. Rituals can be a source of pleasure and unity for every family member.
- D. Rituals give each member of a family a special way of sharing love, affection and activities. (2)

12.1 Is the following statement a Fact or Opinion?

- AThe passage does not appear in its original form@ (2)
- 12.2 Quote one word to support your answer. (2)
13. For each of the words below, find a word with the same meaning.
- 13.1 too strong to be defeated (paragraph 6)
- 13.2 pity for the suffering of others (paragraph 7)
- 13.3 the only one of its type (paragraph 2) (2)
- TOTAL [50]**

COMPREHENSION EXERCISE

MEMO

PRE-TEST 2

MARKS : 50

TIME : 45 MINUTES

RITUALS - SPECIAL FAMILY TIMES

1. C (3)
2. C, E, F (9)
3. A (3)
4. D (3)
- 5.1 AValuable together time@ (2)
- 5.2 ATeach different skills@ (2)
6. Reading (2)
7. B (2)
8. A (2)
- 9.1 Three (2)
- 9.2 (a) holidays and ceremonies (2)
(b) traditions (2)
(c) routines (2)
10. It is used to introduce a list of examples of how religious values can be expressed. (2)
11. B (2)
- 12.1 Fact (2)
- 12.2 Aadapted@ (2)
- 13.1 invincible (2)
- 13.2 compassion (2)

13.3 unique
TOTAL

(2)

[50]

APPENDIX E

ENGLISH SECOND LANGUAGE HIGHER GRADE
COMPREHENSION EXERCISE : POST-TEST 1

INSTRUCTIONS

1. Answer all questions.
2. Read the instructions below, then answer the questions which follow:

HOW TO ACE MATRIC

1. Every year over half a million South African matriculants write the Senior Certificate Examination (SCE), better known as matric. Clearing the exam hurdle could be regarded as a right of passage to adulthood, because the results are used by technikons and universities in admitting students.
2. When assessments for provisional university entrance are made, a prospective student's overall high school academic achievement is taken into account. But good SCE results are the ultimate determining factor for admission to courses where numbers are limited.
3. No wonder that the university-bound teenagers look for different ways to improve their marks. One method is commercial coaching. Universal Study Methods Centres offer help in preparing for the exams, but their courses take time and money. The full Study Methods course costs about R4 350 for four days of tuition and materials for homework. Still, the organisation guarantees that after completing the course you will

remember at least 85 per cent of what you have learnt conceivably enough to earn you an A.

4. A cheaper option can be found in business-sponsored schools promoted by major newspapers. They offer up to 30 hours of Saturday-morning tuition throughout the year to thousands of matric candidates in Johannesburg, Durban and Cape Town at a cost R 280 a year. This includes the registration fee and the cost of four subjects. A 1994 study of 2 500 black matric pupils who attended Star schools in Johannesburg found that they improved their pass rate by more than 20 per cent.
5. But you may not need expensive outside help. For one thing, many schools offer some form of exam preparation, some even giving free tuition after school and during June and September holidays. For another, help is also available on television via SABC 3's Learning Channel. Aired each weekday from 10:30 am to noon. In October and November, the previous year's matric exam papers are dealt with in detail by expert teachers, and pupils are invited to phone in their questions and problems on the toll-free line 0800 111 576.
6. In order to qualify for a Senior Certificate a candidate must achieve pass marks in at least five subjects. More than 118 subjects are covered - 28 of them languages - and most subjects can be taken on either higher or standard grade. A pass mark on the higher grade is 40 per cent, while on the standard grade it is 33.3 per cent. For those who just fail to make the grade, there is opportunity to try again through supplementary exams in March the following year.
7. To boost your chances for university entrance, education experts recommend that the five subjects you pass include two languages. Maths and Science - all on the higher

grade. And, as universities have either English or Afrikaans as the medium of instruction, many suggest that you pass one or both of these languages.

8. The more you practice writing the final exam, the greater your chance of doing well. It is estimated that pupils' results may bounce up 15 to 20 per cent in the finals, simply because of familiarity. Building a large vocabulary is the most important thing to boost your verbal score. Make a habit of reading challenging publications and books. When you meet an unfamiliar word, look it up and enter the definition in a personal vocabulary list, then learn to use the word correctly.
9. Ultimately, of course, your success depends on years of dedication, diligence, focus and strong family support, as well as a foundation of challenging courses taken throughout the school years. But knowing and following these tips can definitely increase your marks - and pay off when that all important letter of acceptance from your chosen university or technikon is posted.

(Adapted from an article by Leoni Benghiat : Reader's Digest, July 1996)

COMPREHENSION QUESTIONS

The questions that follow are based on : HOW TO ACE MATRIC.

Answer in your OWN WORDS unless otherwise instructed. For question 1, give ONLY the symbol of the correct answer.

- 1 By writing this article, the author intends to the audience.

A Warn
B Threaten
C Advise
D Convince (2)

2. For each of the following statements say whether it is TRUE or FALSE and quote briefly from the passage in support of your answer.
 - 2.1 A student's overall high school academic achievement determines admission to courses where numbers are limited. (3)

 - 2.2 Business-sponsored schools are more expensive than the Universal Study Methods Centres. (3)

 - 2.3 Passing the matric examination is a gateway to adulthood. (3)

3. Explain the phrase 'University-bound' teenagers (paragraph 3) (2)

4. What different ways can be used by students to improve their marks? State THREE main ways. (6)

5. In your opinion, what makes Maths and Science so important that they they boost one-s chances for University entrance? (2)
6. Why do many suggest that the two languages that a student has to pass at higher grade level should include English or Afrikaans or both languages? (2)
7. What does SCE Stand for? (2)
8. Quote one word in paragraph 1 that seems to imply that writing the matric examination is not child-s play? (2)
9. Which statement indicates that the tips given by the author are not the only means to candidates- favourable outcome in exams? (2)
10. State, and prove by quoting from the passage, whether the following statements are facts or opinion:
 - 10.1 Matric students who attend business-sponsored schools improve their pass rate by more than 20 per cent (paragraph 4) (3)
 - 10.2 One has to pass five subjects including two languages, Maths and Science. (3)
 - 10.3 The passage does not appear in its original form. (3)

11. Quote from the passage to show that possessing knowledge is not the only thing that matters. (2)
12. Give a word with the same meaning as the following:
- 12.1 tuition (paragraph 5) (2)
- 12.2 bounce (paragraph 8) (2)
- 12.3 prospective (paragraph 2) (2)
- 12.4 achievement (paragraph 2) (2)
- 12.5 option (paragraph 4) (2)
- TOTAL [50]**

COMPREHENSION EXERCISE

MEMO

POST-TEST 1

MARKS : 50

TIME : 45 MINUTES

HOW TO ACE MATRIC

1. D (3)

- 2.1 False - Good SCE results are the ultimate determining factor for admission to courses where numbers are limited@ (3)

- 2.2 False - AA cheaper option can be found in business-sponsored schools@ (3)

- 2.3 True - A Clearing the examination hurdle could be regarded as a right of passage to adulthood@ (3)

- 3 Teenagers who are certain or determined to go to university. (2)

- 4 (a) Commercial coaching (2)
(b) Tuition by business-sponsored schools (2)
(c) Some form of examination preparation programmes offered by some schools (2)

5. Many of the courses that are offered by the universities require some

- knowledge of mathematics and science. (2)
6. Because many of the universities have either English or Afrikaans as the medium of instruction. (2)
7. Senior Certificate Examination. (2)
8. AHurdle@ (2)
9. Ultimately, your success depends on years of dedication, diligence, focus and strong family support and a foundation of challenging courses taken throughout the school years. (2)
- 10.1 Fact - AA 1994 study of 2500 black matric pupils who attended Star schools in Johannesburg showed that their pass rate increased by more than 20 per cent.@ (2)
- 10.2 Opinion - AEducation experts recommended@this means it is a recommendation and not a fact. (2)
- 10.3 Fact - AAdapted from an article by Leoni Benghiat ...@ (2)
11. AStrong family support@ (2)
- 12.1 Teaching (2)
- 12.2 Move / increase (2)

12.3 Expected / hoped for (2)

12.4 Accomplishment (2)

12.5 Choice (2)

TOTAL [50]

ENGLISH SECOND LANGUAGE HIGHER GRADE

COMPREHENSION EXERCISE : POST TEST 2

INSTRUCTIONS

1. Answer all questions.
2. Read the instructions carefully. Spend about 40 minutes on this passage.

Read the passage below, then answer the questions which follow.

WHEN TO MIND YOUR OWN BUSINESS

By Dianne Hales

1. At a family dinner, your six-year old nephew stuffs berries up his nose, while his three-year old brother slips creamed onions into your jacket pocket. Your brother and sister-in-law seem to be bringing up a bunch of barbarians. Should you set them straight?
2. Two colleagues are vying for a promotion. One a hotshot recently recruited from a rival company - is pulling out all the stops and massaging sales projections to make himself look good. The other, a veteran in the firm whom you consider better qualified, is playing it cool - too cool, you fear. Should you offer some advice? While on holiday, you hear a couple arguing about how to find a tourist attraction. You know the way. Should you offer directions?

Sooner or later even the meekest among us feels an urge to meddle. However, I've learnt the hard way that words of wisdom are sometimes unwelcome. Many people do

not want advice - even when they ask for it@, says psychologist David Waters, director of the Family Stress Clinic at the University of Virginia in the US.

AWhat they really want is corroboration, feedback, support.@

Does this mean we should resist any impulse to intervene? Not necessarily. AJust be sure your brain is in gear before your mouth is in motion,@ says Leland Bassett, a communication consultant.

While each situation requires careful thought and judgement, these guidelines can help you decide when to butt in and when to back off.

AThe guiding principle is that as a result of your intervention, the other persons will feel good about themselves,@ says psychotherapist Ruth McClendon.

Before blurting out any sordid truth, gauge whether your friend is ready to hear it. Waters suggests you make an observation such as AWe noticed that you seem tense (distracted, worried, sad). Do not want to talk about it?@ Be available to listen but do not force the issue.

2. AIt's always a good idea to knock before entering another person's psyche,@ says family business consultant Marta Vago. AAsk permission to give feedback and make suggestions. If the answer is no, that is the end.@ And in situations involving office politics - such as a colleague's prospects for promotion - make sure you have a reason to trespass. AAsk what you hope to accomplish by getting involved,@ says Vago. Adds Walters: AThe further out on a limb you go with unsolicited advice, the more apt you are not just not to do good, but actually to do harm.@
3. Be sensitive, not superior. A girl at my university hostel - a goddess named Lola -

cornered me one night. AYou could be so attractive.@ She announced. Then she proceeded to dispense hairstyling and make-up tips. As In noticed eavesdropping, In snapped, AWho asked you?@

Later In realised Lola's advice was not bad - just badly given. She had assumed that her guidance would be welcome. In common with most people approached that way, however, In resented her superior stance. Same goes for those lost tourists.

People do not like having others assume they are ignorant. AGiving advice is a one-up, one-down situation,@ Walters says. ATo be effective, consciously try to minimise this feeling.A Also choose your time and place wisely. Never pipe up in a setting that may embarrass the person. And since many suggestions can easily sound like implied criticism, choose your words with care. Preface your comments with AIn can understand why you feel that way ...@or AIn my experience ...@ Use qualifying phrases such as AHave you considered ...@or ANothing but ...@

4. Keep your emotions in check. AJust because someone's behaviour irritates you, does not give you the right to comment,@ Walters notes Ayou may not like the way your brother is bringing up his children, but that children are at your house, however, you do have the right to say, AIn do not want anyone messing with the computer or running indoors.@ As for the occasional spill or stain, resist the temptation to raise a fuss. AWhat is worth more to you? Walters asks. AA dry-cleaning bill or the affection of your brother?@

With strangers, think twice before sounding off. If someone else's behaviour affects you adversely, however, you can and often should speak up. AIf someone sitting near you in a theatre persists in talking,@ Walters says, Ayou can quietly ask them to stop, explaining that you are unable to hear the performance.@

A common workplace dilemma is dealing with minor irritants, such as a colleague= turning the office radio to a hard-rock station. Do not say, AThere is a problem around here, and it must be you,@ Vago advises. AA better alternative is to approach the person and say you have a dilemma and offer him a chance to work towards a solution.@

5. If someone is in possible physical jeopardy, Anot butting in is a real error,@ says McClendon. For years two businesswomen would get together to share a glass of wine after work. But now one of the women downs four or more glasses every night. AIn am worried that she has a drinking problem.@her friend says.

6. After agonising for months, she decided to confront her friend. The decision, though painful, is the right one. You ave to ask yourself, How will In feel a year from now if In do nothing?

Express your concern through AIn@ statements. Tell a friend or family member, AIn am worried about your health.@ With a colleague, describe how her behaviour is affecting you: AIn am feeling overloaded and In need your help. Can we talk bout what you are feeling?@

7. Bring best guidance is always brief and to the point - even the Ten commandments fit on two tablets. APeople who give advice give advice as little as is asked for.@ Walters notes@. Offer it only on those rare occasions when it may indeed be heard - and heeded.

QUESTION 1

CHOOSE THE CORRECT ANSWER

Write down only the number and the letter of your choice eg.1.1.E.

1.1_ A... you six year old nephew stuffs berries up his nose ...@(Paragraph 1)

Your nephew will be the son of your ...

- A Uncle
- B Sister
- C Niece
- D Grandmother (2)

1.2 A ... is pulling out all the stops ...@(Paragraph 1) means the employee ..

- A pulls stings
- B Pulls his punches
- C Puts his best foot forward
- D Works relentlessly to achieve a goal (2)

1.3 A ... but do not force the issue@(paragraph 1). To force an issue means to

- A Ignore the problem after a while
- B Put forth the problem relentlessly
- C Seek advice on behalf of your friend
- D Go for counselling (2)

- 1.4 A Never pipe up in a setting that may embarrass the person.
(Paragraph 3) To A pipe-up@ means to ...
- A Speak up in a shrill voice
 - B Shout at the top of your voice.
 - C Draw attention to the person.
 - D None of the above
- (2)
[10]

QUESTION 2

ANSWER THE FOLLOWING QUESTIONS IN YOUR OWN WORDS

No marks will be awarded for quotes!

- 2.1 Give a reason why, in your opinion, A words of wisdom are sometimes
unwelcome.@ (2)
- 2.2 Explain what Bassett means when he states: Just be sure your brain
is in gear before your mouth is in motion.@ (2)
- 2.3 Suggest a reason why you have to A ask permission to give feedback
and make suggestions,@ according to Marta Vago. (2)
- 2.4 To what does:
- (a) A this@ in A to be effective, consciously try to minimise this feeling@
Refer (paragraph 3) (2)
 - (b) A it@ in A offer it only on those rare occasions when

Paragraph 7) (2)

2.5 Why does the title imply that being tactful is harder than you think? (2)

2.6 Apart from Lola's superior stance to give the writer advice, what else could have caused her snappy response? (2)

2.7 What does FSC stand for? (Paragraph 1) (2)

[16]

QUESTION 3

FIND A WORD FROM THE PASSAGE THAT HAS THE SAME MEANING AS THE FOLLOWING WORDS

Write down only the number and the answer

3.1 Associate, partner

3.2 Risk, danger

3.3 Unsought, unasked for. (6)

QUESTION 4

FIND AN ANTONYM FROM THE PASSAGE FOR THE FOLLOWING WORDS

Write down only the number and the answer:

- 4.1 Novice (Paragraph 1) (2)
- 4.2 Inferior (Paragraph 3) (2)
- 4.3 God (Paragraph 3) (3)

QUESTION 5

SAY WHETHER THE FOLLOWING ARE FACTS OR OPINIONS.

Write down only your answer:

- 5.1 Lola's advice was not bad - just badly given.
- 5.2 Many a good relations were spoilt because of a lack of tact.
- 5.3 Family Stress Clinic is at the University of Virginia in the US (3)

QUESTION 6

STATE WHETHER THE FOLLOWING STATEMENTS ARE TRUE OR FALSE

Briefly quote to prove your answer:

- 6.1 Do not beat about the bush when giving advice. (3)

6.2 Determine whether your friend is ready to face criticism or advice before blurting it out. (3)

6.3 Your advice or criticism should be constructive and should leave your friend feeling uplifted. (3)

Total [50]

COMPREHENSION EXERCISE

MEMO

POST TEST 2

MARKS : 50

TIME : 45 MINUTES

WHEN TO MIND YOUR OWN BUSINESS

- 1.1_ B (2)
- 1.2_ D (2)
- 1.3_ B (2)
- 1.4_ C (2)
- 2.1 This is because in most cases people do not really want advice, what they want is collaboration and support. (2)
- 2.2 You must ensure that you are in a position to respond quickly to any unexpected questions, statements or reaction before you speak to the one you want to advise. (2)
- 2.3 It is a good idea to give advice or suggestions only when the person is willing and ready to listen and take your advice. (2)
- 2.4 (a) It refers to the one-up, one-down situation or feeling that is

	associated with situations of giving advice.	(2)
(2)	It refers to advice.	(2)
2.5	Because being tactful is relative in that what may seem tactful to one person may not seem tactful to the other person.	(2)
2.6	Other people were listening.	(2)
2.7	Family Stress Clinic	(2)
3.1	Colleague	(2)
3.2	Jeopardy	(2)
3.3	Unsolicited	(2)
4.1	Veteran	(2)
4.2	Superior	(2)
4.3	Goddess	(2)
5.1	Opinion	(1)
5.2	Fact	(1)

- 5.3 Fact (1)
- 6.1 True - AThe best guidance is always brief and to the point@ (3)
- 6.2 True - ABefore blunting out any sordid truth, gauge whether your friend is ready to hear it.@ (3)
- 6.3 False - AWords of wisdom are sometimes unwelcome@ (3)