higher education & training

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ENGLISH FIRST ADDITIONAL LANGUAGE
(First Paper)
NQF LEVEL 3

(4101113)

15 November 2018 (Y-Paper)
13:00–15:30

This question paper consists of 18 pages.

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TIME: 2½ HOURS
MARKS: 150

INSTRUCTIONS AND INFORMATION

1. Answer ALL the questions.

2. This question paper consists of FIVE sections.

   SECTION A: COMPREHENSION
   SECTION B: SUMMARY
   SECTION C: VIEWING
   SECTION D: LANGUAGE IN PRACTICE
   SECTION E: COMMUNICATION IN PRACTICE

3. Read ALL the questions carefully.

4 Number the answers according to the numbering system used in this question paper.

5.. Write neatly and legibly.

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SECTION A: COMPREHENSION

Read the text below and answer the questions.

SIX GUIDELINES FOR MAINTAINING FINANCIAL HARMONY

by Guest Affairs Expert/Dec 16, 2016

Financial problems are one of the leading reasons for divorce. Often the shared management of money is a practical issue that couples often don't discuss or fully consider before they get married.

However, soon enough, it can become a major issue in the marriage, which can put strain on the relationship. When couples are not in sync with their financial values, it can lead to power struggles, an enormous build-up of tension, conflict and resentment. Resentment poisons the marriage and eats away at the love that spouses once shared. The moral of the story is: Don't let money come between you and your spouse. Consider the following:

1. **Communicate about your finances and budget as a team.**

   Your finances are an integral part of your life. Therefore, you and your spouse are going to need to have regular financial discussions throughout your married life and come up with a financial plan which accommodates both of your needs.

   Communicate about your ideas around spending and saving. Work out if you have any financial goals as a couple, such as something big you want to save for. Come up with a realistic budget together that satisfies each of your needs and puts you on track towards your long-term goals.

2. **Show respect for one another at all times.**

   Try to understand that you and your spouse have come from different financial backgrounds and there will be individual differences in your inclinations towards spending or saving. Neither of these is the 'right' way of doing things. It is also important to maintain respect for each person's job, income and unique contributions to the marriage. Often tension arises in a marriage when there is an inequality in spouses' income or working hours.

   However, what spouses need to remember is that they are not competing AGAINST each other. They are sharing their lives and working for the benefit of the team. Anything that each person brings to the marriage is valuable and should be appreciated.

3. **Come up with the best money management strategy for you as a couple.**

   When considering how to manage your financial accounts as a couple, it is important to acknowledge that each person deserves to have some financial freedom – that is, the ability of each to have a certain amount of personal money to spend guilt-free.

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4. Be completely honest with each other and do not hide any spending or debts. Be honest with each other about your spending habits, goals and financial expectations. Live within the limits you have set in your budget and consult each other before making any expensive purchases.

5. **Support each other and work through financial hardship as a team.**

   At some point in your marriage, you may have financial trouble arising from situations such as job loss, decline in business or unexpected expenses. You and your spouse need to be there for each other when this happens and be able to be flexible about your situation.

6. **Make each of your needs a priority and reward yourselves for sticking to your budget.**

   If you and your spouse have agreed that saving is important to both of you and you are working hard towards your goals, this is great. However, it's important to still be realistic when you are budgeting.

   If you and your spouse start to deny your own needs in order to save a little extra money every week, this can do more harm than good.

   Lastly, break financial tension by finding ways to enjoy each other's company. Spend time together doing the types of things you enjoy doing as a couple. The best things in life often don't cost a lot of money.

[Adapted from: https://*infidelityrecoveryinstitute.com*]

QUESTION 1

1.1 Various options are given as possible answers to the following questions. Choose the answer and write only the letter (A–D) next to the question number (1.1.1–1.1.2) in the ANSWER BOOK.

1.1.1 How important is financial harmony in a marriage?

A Important
B Reasonably important
C Very important
D Unimportant

1.1.2 Different financial values can cause money to come … spouses.

A to
B between
C among
D from

(2 × 1) (2)

1.2 Explain what is meant by 'in sync' in the opening paragraph. (1 × 2) (2)

1.3 1.3.1 Indicate whether the following statement is TRUE or FALSE. Choose the answer and write only 'True' or 'False' next to the question number (1.3.1–1.3.2) in the ANSWER BOOK.

Budgeting in a marriage requires communication with your spouse. (1)

1.3.2 Quote THREE consecutive words from point 4 to support your answer in QUESTION 1.3.1. (2)

1.4 Give ONE word/term from the passage for each of the following descriptions. Write only the word/term next to the question number (1.4.1–1.4.2) in the ANSWER BOOK.

1.4.1 Belonging as a part of the whole (point 1)

1.4.2 Having no like or equal (point 2)

(2 × 1) (2)

1.5 Name THREE possible causes of financial trouble. (3)

1.6 In point 2 of the comprehension passage reference is made to the 'unique contributions' people make in a marriage.

1.6.1 Quote another sentence in point 2 which is related to the idea of each person making a unique contribution.

1.6.2 Give any example of a unique contribution that can be made to a marriage.

(2 × 2) (4)

1.7 Carefully consider the statement taken from the text: 'eats away at the love that spouses once shared' (opening paragraph)

1.7.1 Is the meaning conveyed in the statement LITERAL or FIGURATIVE? (1)

1.7.2 Explain what is meant by the statement *'eats away at the love that spouses once shared'.* (2)

1.7.3 Give a sentence which clearly illustrates another meaning of the phrase 'eats away at'. (2)

1.8 What is meant by 'puts you on track towards your long-term goals'? (Point 1) (2)

1.9 Based on the opening paragraph, state THREE points that explain how finances can create marital problems. (3)

1.10 Write down a SYNONYM from the passage for each of the following words:

1.10.1 harms (introductory paragraph)

1.10.2 aims (point 1)

1.10.3 tendencies (point 2)

(3 × 1) (3)

1.11 Write down an ANTONYM from the passage for each of the following words:

1.11.1 irregular (point 1)

1.11.2 cheap (point 4)

1.11.3 rigid (point 5)

(3 × 1) (3)

1.12 1.12.1 Various options are given as possible answers to the following question. Choose the answer and write only the letter (A–D) next to the question number (1.12.1) in the ANSWER BOOK.

The concluding point made in the final paragraph is that:

A You need to spend some time with your partner working on a budget.
B Enjoy time with your partner.
C You need to do the priceless things that cost almost nothing.
D You need to work together. (1)

1.12.2 Each couple will have something in common and enjoy a mutual low-cost activity.

Give an example of something enjoyable that has minimal cost. (2)

1.13 The following image depicts possible financial goals of a family.

[https://*employeefinancialwellness.ie*]

1.13.1 Point 3 refers to money each partner should have for personal use.

Which person above depicts money being spent for personal recreational purposes? (1)

1.13.2 With regard to gender, what is unusual about the two people to the right side of the image? (2)

1.13.3 What does it reveal about prevalent gender roles today? (2)
[40]

TOTAL SECTION A: 40

SECTION B: SUMMARY

QUESTION 2

Summarise the passage below by writing down the most important points on 'Ways to lead a more satisfying life'.

INSTRUCTIONS

1. DO NOT use more than 80 words.
(Only the first 80 words will be marked.)

2. Use your OWN words as far as possible.

3. Use full sentences with only one point per sentence.

4. Number the sentences from 1–7.

5. Indicate the total number of words at the end of your summary.

Ways to Lead a More Satisfying Life

It's easy for anyone to get caught in negativity, constantly dwelling on what needs to be done and making mistakes. Rather than allowing those negative thoughts to dominate, think positively.

Consider what reduces your stress, whether it's playing guitar or sports. Find a hobby that quiets your mind. Take time out of your busy schedule to practise your stress-relieving activities.

It's natural for people to get overwhelmed when they're busy. Don't allow that, recognise when you're getting close to your breaking point. Take a break. Do not be ashamed to take a day off for personal matters. Realise that mental health is as important as physical health.

When you find yourself in a bad situation, it's easy to blame others, but that does not remedy the situation. Rather than focus on what could have been done, take responsibility for your actions. Take control of the things you can, and let go of everything else.

One of the biggest stressors for most individuals comes from misunderstanding. Developing the ability to see something from another person's perspective is a skill very few possess. When conversing, listen without judgment and keep an open mind.

Consider your relationships. Who wants to see you succeed, who inspires you, who makes you happy? Be honest with yourself and distance yourself from the people who sap your energy.

Don't let other people dictate how to live your life. Walk your own path without fear of judgment. Your family and friends are important. Get their advice, but it's ultimately your decision.

[https://*www.success.com/article/7-ways-to-lead-a-more-satisfying-life*] **[10]**

TOTAL SECTION B: 10

SECTION C: VIEWING

QUESTION 3

3.1 The seven harmful emotions depicted in IMAGE 1 can all be caused/ strengthened by financial problems.

IMAGE 1

[https://www.youngliving.com]

Explain the effectiveness of the pictures used to illustrate the following emotions:

3.1.1 Stress

3.1.2 Anger

(2 × 2) (4)

3.2 IMAGE 2 shows the effect of pent-up anger.

IMAGE 2

[Source :*www.cartoonstock.com*]

3.2.1 Describe the result of Hank's pent-up anger depicted in the cartoon.

3.2.2 Explain why this happened.

(2 × 2) (4)

3.3 Examine the image of the angry boy in IMAGE 3.

IMAGE 3

[Source: http://moziru.com]

State TWO ways in which the boy shows his anger. (2)

3.4 According to IMAGE 1 anger is only ONE harmful emotion. Financial and wellness problems can cause worry, stress and anxiety.

3.4.1 Name FOUR physical problems that can be caused by these three emotions. (4)

3.4.2 Name THREE other physical problems that can be caused when someone's emotional wellness is negatively affected. (3)

3.5 Examine IMAGE 4.

IMAGE 4

[Source: *Life-skills-template2*-Copy]

3.5.1 What is the difference between a *skill* and a *talent*? (2)

3.5.2 Which FOUR social skills would most likely be affected by poor wellness? (4)

3.5.3 Which THREE life skills would most likely affect intellectual wellness? (3)

3.5.4 Identify TWO ways in which this picture suggests FUN. (2 × 2) (4)

[30]

TOTAL SECTION C: 30

SECTION D: LANGUAGE IN PRACTICE

QUESTION 4

Complete the following passage by giving the CORRECT FORM of the word, filling in the MISSING WORD or CHOOSING the correct answer.

Write only the answer next to the question number (4.1–4.10) in the ANSWER BOOK.

FIVE FINANCIAL TIPS FOR STAY-AT-HOME PARENTS

By Bennett Whitlock, CRPC® Private Wealth Advisor

Putting your career on hold to be a stay-at-home parent can be rewarding, but this decision may come with significant lifestyle and financial changes. It's important to review your family's spending patterns and to set goals when transitioning from two household incomes to one. Here are five tips for parents undergoing (4.1 …) change:

1.	**Estimate your timeframe.** Look into the future to decide if this change might be permanent and create (4.2 you) financial plans accordingly.
2.	**Make sure** (4.3 **your/you're**) **insured.** Examine your spouse's insurance benefits and make sure that you and your children are still (4.4 adequate) covered in the absence of your benefits.
3.	**Understand your value.** A single-income family doesn't mean that only one spouse is contributing financially. As a stay-at-home parent, you (4.5 save**/**safe) your family many costs (4.6 associate) with working-parent households.
4.	**Keep your goals** (4.7 **…**) **track.** Your household budget may need to (4.8 …) adjusted with your decision to become a single-income family, but don't neglect your long-term goals.
5.	**Communicate with your spouse.** Together, acknowledge the benefits and challenges that (4.9 wouldn't**/**will) accompany the decision to become a stay-at-home parent. (4.10 …) sure you are aware of any possible career or salary changes that may arise in the near future for your spouse before you commit to staying at home.

[Source: https://*princewilliamliving.com/2016/06/financial-tips-stay-at-home-parents/*]

(10 × 1) **[10]**

QUESTION 5

Carefully read the following cartoon:

[Source: *www.cartoonstock.com*]

5.1 Find synonyms for the following words in the cartoon above:

5.1.1 barren

5.1.2 mess

(2 × 1) (2)

5.2 Change the following sentence to the past tense:

'I'm near-suicidal.' (1)

5.3 Change the following sentence to reported speech:

'See you later.' (2)

5.4 As what type of language can the phrase, 'See ya', be classified? (2)

[7]

QUESTION 6

Study the picture below.

[http://www.cartoonresource.com]

6.1 Change the following sentence into reported speech:

'You can sum up this year's budget with one word.'

Start with: The presenter said that … (2)

6.2 Change the same sentence in the picture above to passive voice.

Start with 'This year's budget … (2)

6.3 Make the sentence in the picture above, negative by adding a tag. (2)

6.4 6.4.1 In the context of the cartoon, what part of speech is the word on the chalkboard?

6.4.2 What do the exclamation marks show in the context above?

(2 × 1) (2)

[8]

QUESTION 7

Read the extract below and answer the questions.

NOTE: There are a few deliberate errors in the text.

10 WAYS TO IMPROVE YOUR FINANCIAL WELLNESS (Martin Hesse)

Many things are beyond your control, but there are things you can do to improve your lot in life, the Momentum/Unisa South African Household Financial Wellness Index report says.

These are:

1. Constantly improve your work-related and financial skills (human capital).

2. Use these skills to start living a more empowered life (social capital), which includes building a large support network of family and friends.

3. Budget and do detailed financial planning with specific objectives. Aline your budget with the objectives in your plan – and stick to it.

4. Use proffesional experts/financial advisors to assist with budgeting and planning.

5. Save money to protect yourself against shocks and for retirement – this should be part of your comprehensive financial plan and part of your budget.

6. Manage your debt – live within your means and don't incur debt you won't be able to afford. This should be part of your budgeting and planning.

7. If you are unemployed, take up any employment you are offered and gradually work towards what you want to do. (Doing this will also improve your social capital).

8. Increase your income by doing multiple jobs, but be careful of negative compensation – overspending just because you have more income.

9. Use your income and asset-accumulating debt (such as your home loan) to grow your assets and net wealth.

10. Use your income and assets to improve your living conditions. A healthier life will reduce your financial stress and you will have lower medical expenses.

[Source: *Pretoria News Weekend* (Personal Finance Section), August 5, 2017]

7.1 Write down an ANTONYM from the passage for each of the following words:

7.1.1 vague

7.1.2 liabilities

(2 × 2) (4)

7.2 Correct the spelling of the following underlined words:

7.2.1 Aline as used in Point 3.

7.2.2 Proffesional as used in Point 4.

(2 × 1) (2)

7.3 Explain the meaning of the phrase 'to improve your lot in life' in the introductory sentence. (2)

7.4 Quote ONE word used in the continuous tense in point 8. (2)

7.5 Explain the use of the following punctuation:

7.5.1 The slash in Point 4

7.5.2 The brackets around human capital in Point 1

7.5.3 The apostrophe in the word don't in Point 6

(3 × 1) (3)

7.6 Put the opening sentence of the passage into the future tense. (2)

[15]

TOTAL SECTION D: 40

SECTION E: COMMUNICATION IN PRACTICE

QUESTION 8: MEETINGS

8.1 Complete the following passage about meetings by choosing a word or term from the list below. Write only the word or term next to the question number (8.1.1–8.1.5) in the ANSWER BOOK.

agreement; common; resolutions; purpose; information

By definition a meeting is a gathering of two or more people that has been convened for the (8.1.1 …) of achieving a (8.1.2 …) goal through verbal interaction such as sharing (8.1.3 …) or reaching an (8.1.4 …). In meetings these are referred to as (8.1.5 …).

(5 × 1) (5)

8.2 Accurate written communication in a meeting is important and becomes a legal document.

What is this written communication called? (1)

8.3 Who arranges a meeting? (1)

8.4 Complete the following sentences/paragraph(s) with regards to meetings, by only writing the missing word(s) next to the question number (8.4.1–8.4.3) in the ANSWER BOOK.

When a meeting is (8.4.1 …), a notice and (8.4.2 ...) is sent to the members/staff involved. These documents include important details such as the venue, day, date and time. Matters to be discussed are also included and one of the main matters is called (8.4.3 …) business. (3 × 1) (3)

[10]

QUESTION 9: PRESENTATIONS

9.1 Explain the following terms regarding presentations:

- Volume
- Tone
- Gesture
- Tempo (4 × 2) (8)

9.2 Name TWO visual aids that they could use to make their points clearer. (2)

[10]

QUESTION 10: INTERVIEWS

Carefully read the interview in the cartoon below.

https://www.google.co.za/search?q=cartoon+interview&rlz=1C1OPRA_enZA571ZA573&source=lnms&tbm=isch&sa=X&ved=0ahUKEwj8jsKvi7nZAhVMBMAKHTBQA7sQ_AUICigB&biw=1366&bih=637#imgrc=BLocMsEutYFtJM

10.1 In an interview several types of questions may be asked.

What type of question did the interviewer ask? (2)

10.2 What would be a good response to this question? (2)

10.3 Name THREE other types of questions commonly asked in an interview situation. (3)

10.4 Give an example of each of the types of questions you named in QUESTION 10.3. (3)

[10]

TOTAL SECTION E: 30
GRAND TOTAL: 150

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